

WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
d/b/a THE COAST RTA
REGULAR BOARD OF DIRECTORS MEETING
JANUARY 25, 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. APPROVAL OF CONSENT AGENDA
 - Resolution No. JAN2017-01 Authorization to file grant applications with SCDOT for FTA (5311) and SMTF
 - Resolution No. JAN2017-02 Authorization to request FY18 funding from local governments
 - Resolution No. JAN2017-03 Authorization to enter into agreement with the City of Myrtle Beach for transfer of ownership of the new structure at the Ivory Wilson Transit Center
 - Resolution No. JAN2017-04 Authorization to enter into agreement Subcontractor for the Cleaning Services for the IWTC not to exceed \$35,000 per year
9. EXECUTIVE SESSION for Personnel & Legal Matters
10. SERVICE/PAC COMMITTEES REPORT
11. FINANCE COMMITTEE REPORT
 - A. November and December Financials
 - B. Audit/Internal Controls Update
 - C. FMO/Triennial Update
12. GENERAL MANAGER’S REPORT
13. APPROVAL OF RESOLUTIONS – If necessary
14. OLD BUSINESS
15. NEW BUSINESS
16. ANNOUNCEMENTS
17. ADJOURNMENT

THE NEXT BOARD OF DIRECTORS MEETING WILL BE HELD WEDNESDAY, MARCH 1, 2017 AT 9:30 AM
IN THE COAST RTA MBTC, 580 10th AVENUE N, MYRTLE BEACH, SC

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

Board Present:

Joseph Lazzara
Rob Sheehan
Sid Blackwelder
Marvin Keene
Ivory Wilson
Darrell Eickhoff
Katharine D'Angelo
Bernard Silverman
Deb Gasque

Staff Present:

Brian Piascik, General Manager/CEO
Lynette Nobles, Executive Assistant/Board Liaison
Michelle Cantey, Marketing Manager
Ron Prater, Chief Financial Officer
Tom Burda, Maintenance Manager
Melissa Grier, Staff
Doug Herriott, Transportation Manager
Deborah Jones, Staff
Lamont Graham, Staff

Visitors:

Ruby Durham, WMBF
Jon Dell, WMBF
Matt Barbow, WPDE
Mustafa, NAACP
Don Neptune, Citizen
Earl Williams, Jr., NAACP
Pat DeSanti, No affiliation listed
Nicholas Twigg, Citizen
Suzanne Harris, Citizen
Edward McQueen
Agnes Rollins
Rev. Jerry Faulk

In accordance with the Freedom of Information Act (FOIA), the 2016 meeting schedule was provided to the press at the beginning of the 2016 calendar year, stating the date, time and location. In addition, notice of this meeting was provided to the press and stakeholders, stating the date, time, and location on November 28, 2016.

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

INVOCATION/PLEDGE OF ALLEGIANCE: Ms. D'Angelo gave the invocation and the Pledge of Allegiance was recited

SWEARING IN OF NEW BOARD MEMBER: Ms. Deb Gasque took the Oath of Office from Ms. Nobles and was welcomed to the board.

ROLL CALL/ANNOUNCEMENT OF QUORUM: Roll call was taken. A quorum was present.

ACKNOWLEDGEMENT OF VISITORS: As listed above

PUBLIC COMMENT: (3-minute limit) Mr. Earl Wilson and Mr. Don Neptune each waived their three minutes to Mr. Mustafa. Mr. Mustafa spoke about being present for the termination of the previous General Manager, Mr. Rollins. He also spoke about a letter from EEOC which called for Mr. Rollins be made whole. He asked if we, as a community, want the Department of Justice to come to Horry County.

Ms. Agnes Rollins, Mr. Rollins' sister, spoke in support of her brother. She said that he had been humiliated and made to feel less than he is; stripping him of his pride as a strong black man.

Rev. Jerry Faulk said that it is clear that racism and discrimination took place in this case and should not be tolerated by anybody. He called for the board to "man up" and do what is right.

EMPLOYEE RECOGNITION: Ms. Bellamy presented Employee of the Quarter (July – September): Paratransit Operator of the Quarter, Melissa Grier; s. Deborah Jones, Paratransit Clerk; Pat DeSantis, Operator of the Quarter; and Lamont Graham, Maintenance Employee of the Quarter. The board thanked them for their service.

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

COMMITTEE REPORTS

SERVICE/PAC COMMITTEE: Mr. Piascik shared that there was a combined meeting of the Service and PAC committees. We talked about hurricane evacuation efforts, which went very well. We received kudos for our participation. We had assistance from the school district, and it proved to be a good partnership.

We discussed bringing our expansion plan discussed in our board retreat to the county. We also reviewed some of the Entertainment Shuttle results, of which some of the information will be good to take to the Hospitality Association and the chambers.

Mr. Silverman asked if we're still pursuing reimbursement from FEMA; Mr. Piascik and Mr. Prater replied that we are, approximately \$15,000. However, we have no idea of the timeframe.

Mr. Piascik reported that the construction of the round-about at Singleton Ridge Road and Technology Boulevard has presented a problem for which operations is looking for solution(s).

FINANCE COMMITTEE: Dr. Keene, Chairman of the Finance Committee, reported that the committee met and reviewed the October financials and the audit results and responses.

Mr. Piascik mentioned that there is a resolution being presented for board approval today regarding participation in the South Carolina Deferred Compensation Program (401(k)). This is strictly volunteer participation and is in addition to, not in lieu of, the retirement program. Once the participant has \$2,500 in the program, they may borrow from it and pay themselves back. The Authority is not required to contribute.

Dr. Sheehan brought up the issue of employees not being paid for the days they lost income due to not working during the hurricane. Perhaps a policy should be developed for such occasions. Those employees who work in these situations are all volunteers. Mr. Piascik said that the issue will be researched and will be discussed next month.

The Cash Requirements list is fairly conservative, so we do have a resolution to be presented for board approval, for a short-term loan not to exceed \$110,000 to purchase more cutaways. Also, there is a resolution authorizing acceptance of the funding.

Mr. Piascik shared some slides that he presented to the County on Tuesday, and will be presenting during their retreat. He was commended for his presentation to the Transportation Committee. We gave FTA an insertion letter showing a few things we thought would be problems; however, they came back and asked us to submit another insertion letter stating that we had not issues.

We have to get our time clock up and running. We have someone coming in to assist us with getting this done. Mr. Prater does not want the control process to break down; there'll be a lot of training involved. Mr. Piascik interjected that the reason for getting this is to interface with Sage and we don't have Sage where we need it to be. We tried the system with one department and it just didn't work.

We do have an issue with the ADA costs being charged at 80% and that was a paperwork issue. We have offered FTA options which include amending grants; and we feel FTA will work with us. We had no issues on budget control, overhead allowable costs, cash management, project control and management monitoring and IT.

Dr. Sheehan asked about a comment regarding our not properly drawing down all that we could have. He then asked if those funds are still available to us. Mr. Piascik explained that this relates to draws we made that were underdrawn, throughout 2015, to the amount of about \$230,000. Formula funds stay there until we use them.

The main point that Mr. Piascik would like to make to the county is that we've increased our efficiency; we added 5,000 revenue hours in 2016 without an increase in costs. Our Cost per Revenue

Hour has gone from \$81 to \$74; we've had a reduction in paratransit, as well; On-time Performance is up 33% (from mid-60's to 90%); and our In-service Breakdowns have been reduced by 70%. Our Ridership has increased by 12%.

GENERAL MANAGER'S REPORT: Mr. Piascik went over a list of events we have coming up: Georgetown, North Myrtle Beach, and Murrells Inlet Christmas Parades this weekend Conway Christmas Parade, Coats 4 Kids, and our Christmas Party next weekend (Dec. 10th)

Ms. Cantey updated the board on what's going on regarding Title VI. All materials have to be translated; we have to conduct travel training, we're trying to hire bi-lingual individuals. We're working with a translator from Coastal Carolina University.

Mr. Silverman asked about SAG – a meeting will be scheduled for January.

Our new audit agency will begin our audit the beginning of December. It should be completed in January. He's well aware of the time requirements.

The latest VSR (Vehicle Status Report) is included in your report.

Mr. Piascik updated the board on the progress with the new transit center by showing pictures and describing some things to be done.

The State changed their minds on the \$100,000 we were going to use for the sign project; the funds have to be used for Facility and Facility Maintenance and we do not want to put any further money into this facility. We are identifying things that we can do and take with us to our new facility when the time comes (used oil burning stove, upgrade to the cash handling system due to corrosion)

Mr. Piascik shared that he is now on the TASC (Transit Association of South Carolina) board and the annual conference will be held in Myrtle Beach in 2017.

Mr. Piascik shared his to-do list with the board.

EXECUTIVE SESSION: There was a motion and a second that the board enter into Executive Session to discuss a personnel matter at 11:35 AM. Voice vote was taken; no nays being heard, the motion passed.

At 12:25 PM, there was a motion and a second that the board come out of Executive Session. Voice vote was taken; no nays being heard, the motion passed. During Executive Session, no votes were taken and no decisions were made.

APPROVAL OF RESOLUTIONS:

Ms. Nobles read the following resolution(s) into the record:

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. NOV2016-26**

**AUTHORIZATION TO SUBMIT APPLICATION FOR PARTICIPATION IN THE
SOUTHCAROLINA DEFERRED COMPENSATION PROGRAM**

A motion of the Board of the Waccamaw Regional Transportation Authority authorizing the General Manager/Secretary-Treasurer to submit an application to bring the Authority into the South Carolina Deferred Compensation Program, as an employer, under the provisions of SC Code Annotated Sections 8-23-10 *et.seq.* (the "Code").

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

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. NOV2016-27**

**AUTHORIZATION TO ACCEPT 5310 GRANT AGREEMENT AND
RECEIVE FY2014 FUNDING FROM GSATS**

A motion of the Board of the Waccamaw Regional Transportation Authority authorizing the General Manager/Secretary Treasurer to accept the Grant Agreement and receive FY 2014 funds in the amount of \$55,165 from The Grand Strand Area Transportation Study (GSATS).

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

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. NOV2016-28**

APPROVAL TO SECURE A SHORT-TERM LOAN

A motion of the Board of the Waccamaw Regional Transportation Authority to authorize the General Manager/Secretary-Treasurer to secure a short-term loan with a local banking institution, should it become necessary, to purchase two (2) cutaways. The amount of the short-term loan will not exceed One Hundred Ten Thousand Dollars (\$110,000).

There was a motion and a second to approve the resolution. Ms. D'Angelo asked if this is the second or third to which Mr. Piascik replied that it is the third. A voice vote was taken; no nays being heard, the resolution was approved.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. NOV2016-29**

AUTHORIZATION TO APPLY FOR 5339/5307 GRANTS

A motion of the Board of the Waccamaw Regional Transportation Authority authorizing the General Manager/Secretary-Treasurer to pursue 5339/5307 grants for up to four (4) 40' buses and two (2) 24-ft cutaways in the amount of \$1,900,000.

There was a motion and a second to approve the amendment "up to four (4)".

There was a motion and a second to approve the resolution with the amendment "up to four (4)".

There being no further discussion, a voice vote was taken; no nays being heard, the resolution was approved.

OLD BUSINESS: None

NEW BUSINESS: None

ANNOUNCEMENTS: Ms. Nobles reminded the board to attend the Christmas Party at The Clarion on the waterway. You may submit payment to Ms. Nobles or Ms. Bellamy.

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 12:38 PM.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. JAN2017-01**

AUTHORIZATION TO FILE GRANT APPLICATIONS WITH SCDOT

A motion of the Board of the Waccamaw Regional Transportation Authority Authorization to file grant applications with SCDOT for FTA §5311 and State Mass Transit Funds (SMTF).

Background:

The Coast RTA will be filing applications with SCDOT for FY 18 grants for FTA §5311 and SMTF funds. The FTA §5311 funds are for our rural program operating and preventive maintenance 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 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, January 25, 2017.

ATTEST:

Joseph Lazzara, Board Chair

Robert Sheehan, Ph.D. Vice-Chair

Ivory Wilson

Katharine D'Angelo

Wilbert G. James

Lillie Jean Johnson

Sid Blackwelder

Bernard Silverman

Marvin Keene, Ph.D.

Darrell Eickhoff

Debbie Gasque

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. JAN2017-02**

**AUTHORIZATION TO REQUEST FY18 FUNDING FROM
LOCAL GOVERNMENTS**

A motion of the Board of the Waccamaw Regional Transportation Authority
Authorization for the General Manager/Secretary Treasurer to request FY18
funding from local governments

Background:

The Coast RTA will be requesting funds from local governments including but not limited to Horry
County, Georgetown County and the City of Myrtle Beach.

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 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, January 25, 2017.

ATTEST:

Joseph Lazzara, Board Chair

Robert Sheehan, Ph.D. Vice-Chair

Ivory Wilson

Katharine D'Angelo

Wilbert G. James

Lillie Jean Johnson

Sid Blackwelder

Bernard Silverman

Marvin Keene, Ph.D.

Darrell Eickhoff

Debbie Gasque

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. JAN2017-03**

**AUTHORIZATION TO EXECUTE AGREEMENT WITH THE CITY OF
MYRTLE BEACH TO TRANSFER OWNERSHIP OF THE NEW
STRUCTURE AT THE IVORY WILSON TRANSIT CENTER**

A motion of the Board of the Waccamaw Regional Transportation Authority Authorization for the General Manager/Secretary Treasurer to enter into agreement with the City of Myrtle Beach for transfer of ownership of the new structure at the Ivory Wilson Transit Center (MBTC).

Background:

In cooperation with the City of Myrtle Beach, a new temporary building has been constructed at the Ivory Wilson Transit Center at 580 10th Avenue N in Myrtle Beach. The City has completed renovations to the structure and will be granting title to the structure. The agreement, a draft of which is attached to this resolution, outlines the responsibilities for both parties as Coast RTA takes over the building.

Motion:

It is hereby moved by the Board of the Waccamaw Regional Transportation Authority that the General Manager/Secretary-Treasurer be authorized to execute an agreement with the City of Myrtle Beach to transition the ownership of the new structure at the Ivory Wilson Transit Center.

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

APPROVED by the Waccamaw Regional Transportation Board of Directors at the regular meeting thereof, held on, January 25, 2017.

ATTEST:

Joseph Lazzara, Board Chair

Robert Sheehan, Ph.D. Vice-Chair

Ivory Wilson

Katharine D'Angelo

Wilbert G. James

Lillie Jean Johnson

Sid Blackwelder

Bernard Silverman

Marvin Keene, Ph.D.

Darrell Eickhoff

Debbie Gasque

AGREEMENT FOR TEMPORARY TRANSIT CENTER

This Agreement for Temporary Transit Center (hereinafter “Agreement”) is entered into this _____ day of January, 2017, by and between Waccamaw Regional Transportation Authority, Inc. (hereinafter “Coast RTA”) and the City of Myrtle Beach, South Carolina (hereinafter “City”). Coast RTA and the City may be referred to herein as the Parties or individually as a Party.

RECITALS:

Coast RTA is a public, non-profit Transportation Authority, providing public transportation in Horry and Georgetown Counties.

Coast RTA seeks to construct and use a Temporary Transit Center in order to provide public transportation services.

The City derives significant benefits from the transportation services provided by Coast RTA.

The City is the owner of certain real property described as Ivory Wilson Transit Center, which is located at 580 10th Avenue N, Myrtle Beach, South Carolina (hereinafter “Land”);

There are no structures on the Land, and it is currently used as a paved parking lot.

The City is the owner of a certain building (hereinafter “Building”), which it has agreed to modify as set forth below and move to the Land to serve as the Temporary Transit Center for Coast RTA.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions contained herein, and for other good and valuable consideration, Coast RTA and the City hereby agree as follows:

1. **Recitals.** The above Recitals are incorporated herein and made a part of this Agreement as if fully set forth herein.
2. **Transporting Building to Land.** The City agrees to incur all cost, expense, and liability associated with transporting the Building to the Land.
3. **Modifications to the Building.** Once the City transports the Building to the Land, the City agrees to modify the Building as follows:
 - (a) Undertake all necessary actions to convert the Building to a climate controlled facility;
 - (b) Undertake all necessary actions to install two (2) public restrooms in the Building;

- (c) Undertake all necessary actions to ensure there is a sufficient waiting room in the Building;
 - (d) Undertake all necessary actions to install a Customer Service Representative Office (hereinafter “CSR Office”) in the Building, which shall be walled from the waiting room with a service window connecting the CSR Office to the waiting room;
 - (e) Undertake all necessary actions to install a restroom in the CSR Office that will not be accessible from the waiting room;
 - (f) Undertake all necessary actions to ensure the Building and the Land comply with Community Appearance Board standards and the City’s Building Code;
 - (g) Undertake all necessary actions to ensure the Building is connected to and receives working electrical service, water, and sewer;
4. **Removal of Bus Shelter.** The City agrees to remove an existing Bus Shelter from the Land and that it shall be responsible for all costs, expenses, and any liabilities associated with the removal of the Bus Shelter. Once removed, the Bus Shelter shall be installed, by the City, at another mutually agreed upon location within the City limits.
5. **Compliance with Laws.** The City shall perform all the above undertakings set forth in Paragraphs 2, 3(a)-(g), and 4 in compliance with all applicable laws, including, but not limited to, all State, Federal, and Local laws, ordinances, and regulations; all State, Federal, and Local building codes, ordinances, regulations; and all laws and regulations as set forth by the Americans with Disabilities Act. The City shall bear all expenses of any kind whatsoever, including, but not limited to attorney’s fees and costs, to ensure compliance with all applicable laws as set forth in this Paragraph. The City shall assume any and all liability of any kind whatsoever, including, but not limited to attorney’s fees and costs, due to the failure or alleged failure of the City to comply with all applicable laws as set forth in this Paragraph. The City further agrees to be bound by the terms and conditions set forth in Exhibit A to this Agreement, which are incorporated by reference to this Agreement.
6. **Cost of Modifications to the Building.** The City agrees to pay for Twenty Percent (20%) of all costs and expenses associated with modifying the Building as set forth in Paragraph 3(a)-(g). Coast RTA agrees to pay for the remaining Eighty Percent (80%) of all costs and expenses associated with modifying the Building as set forth in Paragraph 3(a)-(g). The Parties agree that the value of the Building prior to modification is Eight Thousand Five Hundred and 00/100 (\$8,500.00) Dollars. This pre-modification value of the Building shall count towards the City’s obligation to pay for Twenty Percent (20%) of the modification costs and shall reduce the City’s obligation accordingly. The current estimate for the modifications in Paragraph 3(a)-(g) is Ninety Eight Thousand and 00/100 (\$98,000.00) Dollars. Assuming this estimate proves to be accurate, the City would be obliged to pay Eleven Thousand One Hundred and 00/100 (\$11,100.00) Dollars for the modification costs, and Coast RTA would be obligated to pay Eighty Six Thousand Nine Hundred and 00/100 (\$86,900.00) Dollars for the modification costs.

7. **Warranties.** The City warrants to Coast RTA that the work it performs under this Agreement as set forth in Paragraphs 2, 3(a)-(g), and 4 shall be “good and workmanlike.” The City warrants to Coast RTA that it shall remedy any defects due to faulty materials, equipment, or workmanship relating in any way to the work prescribed in Paragraphs 2, 3(a)-(g), and 4. The City does not disclaim any other warranties which may arise by operation of common law.
8. **Correction of Work.** Within a reasonable time following receipt of written notice, the City shall correct any matters required hereunder which fail to comply with this Agreement.
9. **Insurance.** The City shall, at its sole cost, purchase and keep in force at all times, a policy or policies of insurance, issued by an insurance company of generally recognized responsibility and licensed to do business in the State of South Carolina, insuring the City against all liability for property damage, environmental liability, Worker’s Compensation, employee benefit laws, and personal injury (including death) arising or alleged to arise out of any activity of failure to act of the City in carrying out or failing to carry out the activities set forth in Paragraphs 2, 3(a)-(g), and 4 of this Agreement. Upon request, the City shall provide Coast RTA with a copy of all policies of insurance required under this Agreement. The combined single limit of liability of the aforesaid policy or policies shall not be less than One Million and No/100 (\$1,000,000.00) Dollars.
10. **City Agrees to Deed the Building to Coast RTA.** As soon as the City completes the renovations set forth in Paragraph 2(a)-(g), the City agrees to transfer full ownership of the Building to Coast RTA at no additional cost or expense to Coast RTA.
11. **Lease for Use of Land.** Once ownership of the Building is transferred to Coast RTA and Coast RTA begins operating the Temporary Transit Center, Coast RTA agrees to lease the Land from the City on a monthly basis. Coast RTA shall pay the City \$1.00 per year for occupying the Land. This lease agreement shall be month to month, with either Party having the option to terminate upon thirty (30) days written notice to the other Party.
12. **Operating the Building.** Once Coast RTA takes possession of the Building, Coast RTA agrees to operate the building during its standard service hours, which, while subject to change, are currently from 7:00 a.m. to 8:00 p.m. daily or until the last bus departs from the Building, whichever is later. Coast RTA specifically reserves the right to park a bus behind the Building during business hours.
13. **Installation of Video Cameras & Wi-Fi.** Upon the transfer of ownership of the Building to Coast RTA, Coast RTA agrees to coordinate with the City to install video surveillance cameras on the exterior and interior of the Building. Coast RTA further agrees to provide public Wi-Fi in the waiting room.
14. **Permanent Transit Center.** Coast RTA agrees to continue its plans to establish a permanent Transit Center. Once a permanent Transit Center is constructed and opened, Coast RTA will, at its own expense, move the Building from the Land, and after removing

the Building from the Land, Coast RTA will return the Land to its original condition as a paved parking lot.

15. **Applicable Law.** This Agreement shall be construed, interpreted, and applied in accordance with the law of the State of South Carolina.
16. **Jurisdiction, Venue and Waiver of a Jury Trial.** Any dispute between the Parties relating to or arising out of this Agreement, or the Parties' rights or obligations under it, shall be submitted for resolution exclusively to the Horry County Court of Common Pleas in Conway, South Carolina. Further, the Parties agree to waive any and all rights to a jury trial on any and all disputes between the Parties. The Parties agree that a single state judge sitting without a jury shall determine all issues between the Parties.
17. **Waiver.** The terms, covenants, representations, warranties and conditions hereof may be waived only by written instrument executed by the Party waiving compliance. Waiver by any Party hereto of any breach by another Party to this Agreement or any duties imposed upon them by law shall not be construed as a waiver of rights to any subsequent or continuing breach of this Agreement of such other Party's duties, obligations or agreements herein contained or imposed by law or for any other cause.
18. **Binding Effect.** This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their heirs, predecessors, successors, affiliates, assigns, officers, attorneys, agents, or representatives.
19. **Entire Agreement and Separability.** This Agreement constitutes the entire agreement and understanding between the Parties and supersedes and abrogates all prior and contemporaneous oral and written agreements and understandings of any kind between the Parties to this Agreement. The Parties also understand and agree that in the event any provision of this Agreement is deemed to be invalid or unenforceable by any court or administrative agency of competent jurisdiction, the Agreement shall be deemed to be restricted in scope or otherwise modified to the extent necessary to render the same valid and enforceable.
20. **Amendments.** This Agreement may only be amended, modified or supplemented by an agreement in writing signed by each Party hereto.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the dates set forth herein.

WITNESSES:

Waccamaw Regional Transportation Authority, Inc.

By: _____

Its: _____

Dated: _____, 2016

WITNESSES:

City of Myrtle Beach

By: _____

Its: _____

Dated: _____, 2016

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. JAN2017-04**

**AUTHORIZATION TO EXECUTE AGREEMENT WITH A SUB-
CONTRACTOR FOR CLEANING SERVICES UP TO \$35,000/YEAR.**

A motion of the Board of the Waccamaw Regional Transportation Authority Authorization for the General Manager/Secretary Treasurer to enter into agreement with a sub-contractor for cleaning services at the Ivory Wilson Transit Center (MBTC) limited to \$35,000 per year.

Background:

Coast RTA has re-released an Invitation for Bid (IFB) for cleaning services at the new Ivory Wilson Transit Center structure to be opened in late January/early February. An earlier IFB did not yield any bids because it required a \$50,000 bond for the successful bidder. Staff has re-released the IFB with a replacement provision that the successful bidder maintains a professional liability policy with Coast RTA named as an additional insured. We think that this will make the IFB more reasonable and elicit bids. The resolution has been worded generically since a bidder has not been identified. The contract will be limited to \$35,000 per year because anything higher warrants Coast RTA to perform the work in-house.

Motion:

It is hereby moved by the Board of the Waccamaw Regional Transportation Authority that the General Manager/Secretary-Treasurer be authorized to enter into an agreement with a sub-contractor for cleaning services at the Ivory Wilson Transit Center not to exceed \$35,000 per year.

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

APPROVED by the Waccamaw Regional Transportation Board of Directors at the regular meeting thereof, held on, January 25, 2017.

ATTEST:

Joseph Lazzara, Board Chair

Robert Sheehan, Ph.D. Vice-Chair

Ivory Wilson

Katharine D'Angelo

Wilbert G. James

Lillie Jean Johnson

Sid Blackwelder

Bernard Silverman

Marvin Keene, Ph.D.

Darrell Eickhoff

Debbie Gasque



Service Committee

January 13, 2016

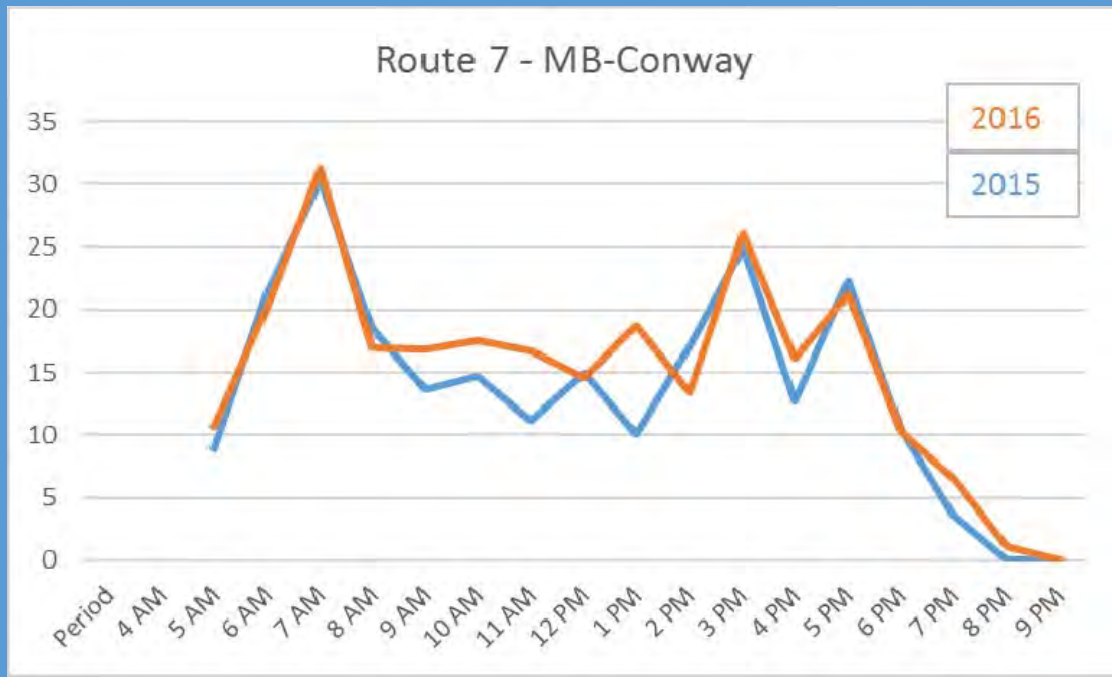


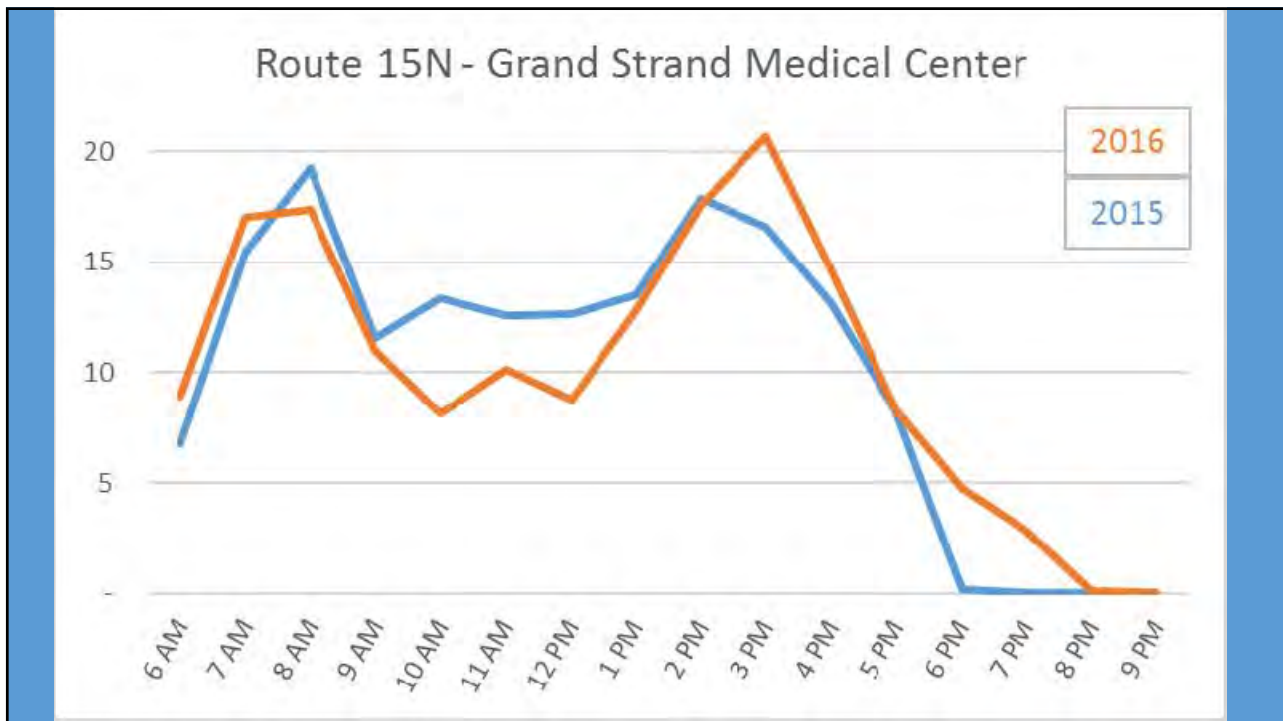
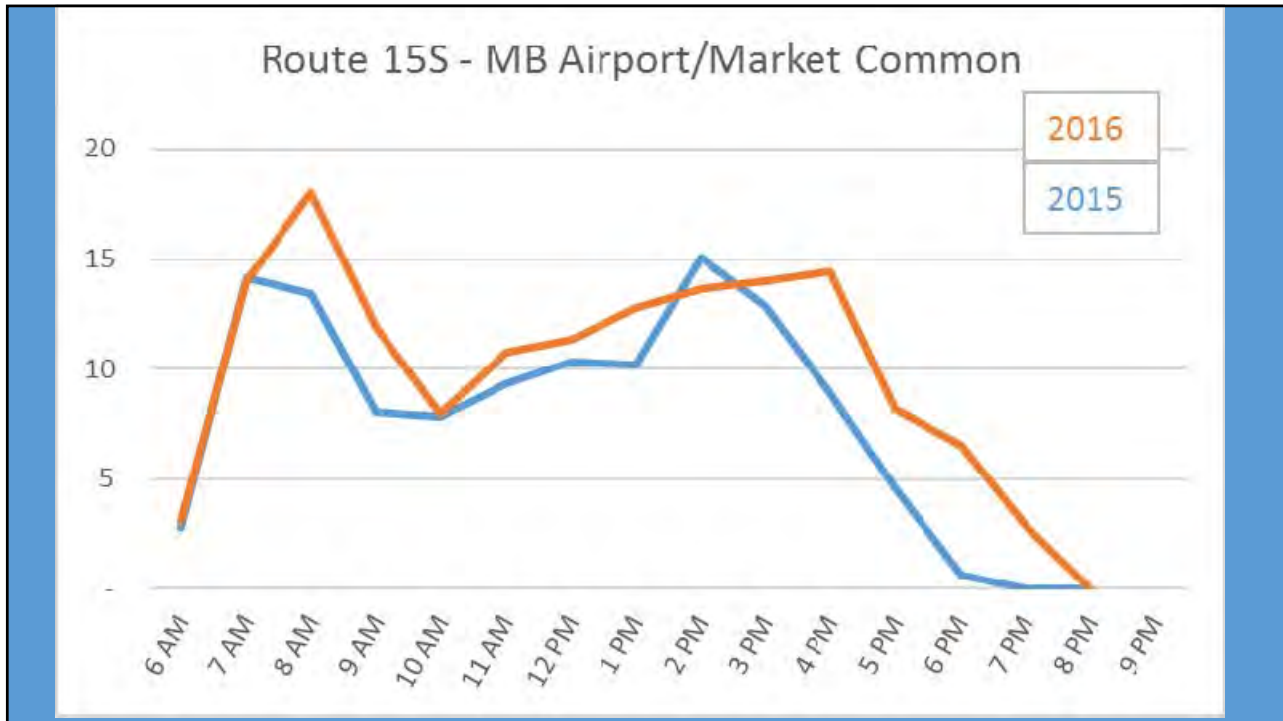
Update on Service – FY 17

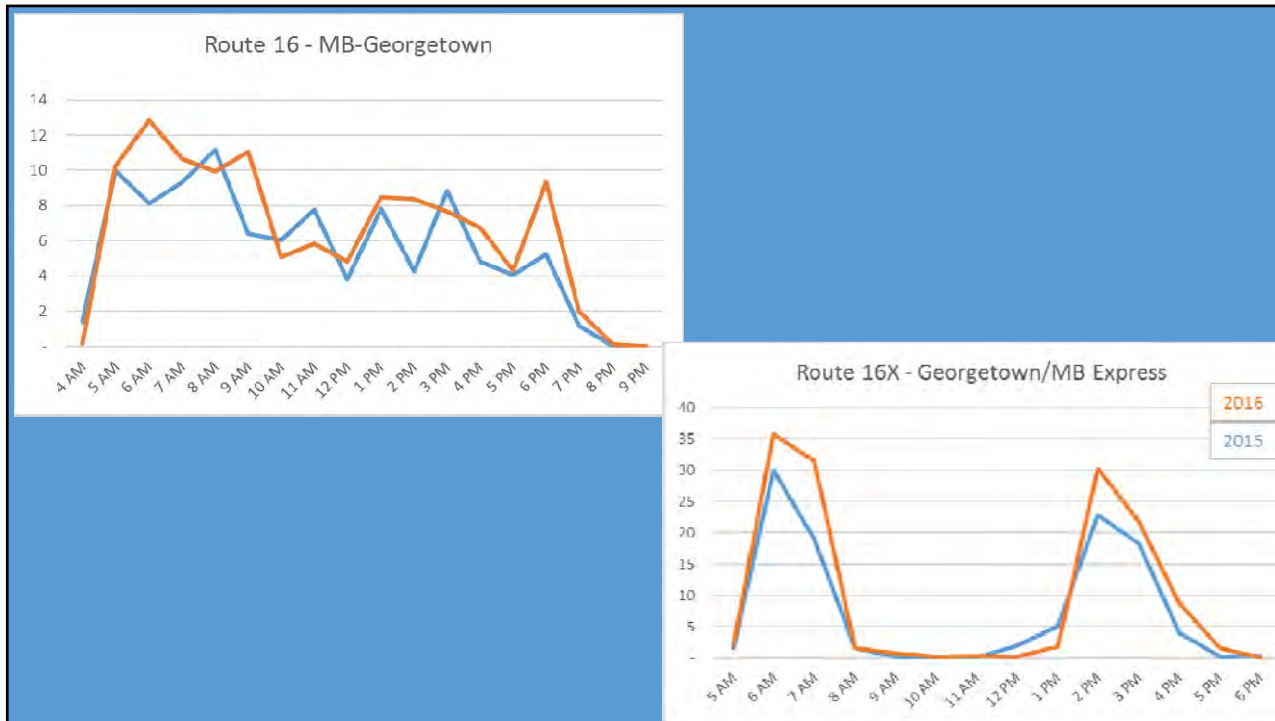
- Continued consistency in terms of ridership
- Route 7 and Route 16X still have highest productivity
- 16, 16X, 15 South solid growth in passengers.
- Statistics support proposed service changes
 - Some evidence that later evening service is bolstering midday
 - 15.2% increase in ridership with 10.66% increase in revenue hours

System Stats – Nov/Dec 2015 vs. 2016

2015 vs. 2016		Nov. 1 through Dec 31						
Transit	1	7	10	16	15 N	15 S	16 X	Grand Total
2015	2,922	13,374	6,409	5,676	9,479	6,961	6,644	51,465
2016	3,564	14,228	8,088	6,623	9,604	8,702	8,501	59,310
	6,486	27,602	14,497	12,299	19,083	15,663	15,145	113,418
% Increase	21.97%	6.39%	26.20%	16.68%	1.32%	25.01%	27.95%	15.24%
% Δ Rev Hour:	8.11%	18.42%	20.00%	0.00%	18.18%	18.18%	0.00%	10.66%
Per day Δ	10.88	14.47	28.46	16.05	2.12	29.51	31.47	132.97







Other Statistics



- In-Service Breakdowns
 - 54 CY 2016 - 4.50 per month
 - 87 CY 2015 – 7.25 per month
- Accidents
 - 13 in the June 2015 through December 2015 (44,500 miles between accidents)
 - 18 in the same months 2016 (30,300 miles between accidents)

Paratransit

- Dealing with challenges related to doing things we have always done them
- Need ADA check up
- Working diligently on scheduling and optimizing labor
- 8 additional trips for 10 additional revenue hours (\$483/day)



	Paratransit	pass/hour	pass/day
2015	1,070	0.68	18.14
2016	1,573	0.73	26.66
	2,643	0.71	22.40
% Increase	47.01%		
% Δ Rev Hour	36.70%		
Per day Δ	8.53		



FINANCIALS

November 31, 2016

FY 2017

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
DBA THE COAST RTA
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11/30/16**

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15-Dec-16

WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
DBA THE COAST RTA
INCOME STATEMENT
FOR THE PERIOD ENDED November 30, 2016

	MTD Actual	YTD Actual	YTD Budget	YTD \$ Variance	YTD % Variance	TOTAL FY 17 Budget
Operating Revenues						
Passenger Fares and Passes	35,755	67,842	67,000	842	1.3%	500,000
Local Contracts	0	0	0	0	0.0%	0
Other Operating Revenue	0	0	0	0	0.0%	0
Total Operating Revenues	35,755	67,842	67,000	842	1.3%	500,000
Operating Expenses						
Salaries & Benefits - Admin	65,893	131,568	131,276	(292)	-0.2%	787,654
Salaries & Benefits - Transit	178,927	340,096	340,268	172	0.1%	2,204,860
Overtime - Transit	6,532	12,844	12,600	(244)	-1.9%	84,000
Salaries & Benefits - Maintenance	67,233	131,964	122,383	(9,581)	-7.8%	734,294
Overtime - Maintenance	1,855	2,482	4,057	1,575	38.8%	24,350
Facility Maintenance	4,500	6,172	11,150	4,978	44.6%	66,900
Vehicle Maintenance	26,157	99,557	50,200	(49,357)	-98.3%	301,200
Fuel & Oil	33,939	63,863	59,408	(4,455)	-7.5%	395,000
Tires	2,609	5,517	5,833	316	5.4%	35,000
Accident Expense*	13,681	13,681	11,062	(2,619)	-23.7%	18,062
Liability Insurance	14,768	29,536	29,042	(494)	-1.7%	174,250
Utilities	3,227	6,574	6,033	(541)	-9.0%	36,200
Telephone	4,478	8,591	10,667	2,076	19.5%	64,000
Postage & Freight	494	513	633	120	19.0%	3,800
Office Supplies	2,164	5,076	4,999	(77)	-1.5%	30,000
Legal & Professional Services	1,543	2,337	7,881	5,544	70.3%	72,285
Public Information	2,350	6,659	5,000	(1,659)	-33.2%	30,000
Advertising & Marketing	0	412	1,667	1,255	75.3%	10,000
Dues & Subscriptions	935	1,570	1,956	386	19.7%	11,732
Property Leases	1,402	2,565	4,300	1,735	40.3%	25,800
Travel & Training	2,447	4,950	10,000	5,050	50.5%	60,000
Other Expenses	120	1,789	416	(1,373)	-330.0%	2,500
Total Operating Expenses	435,254	878,316	830,831	(47,485)	-5.7%	5,171,887
Operating Profit (Loss)	(399,499)	(810,474)	(763,831)	(46,643)	-6.1%	(4,671,887)
Non-Reimbursable Expenses						
Depreciation	36,160	75,935	96,000	20,065	20.9%	576,000
Gain (Loss) on Fixed Assets	0	0	0	0	0.0%	0
Other Non-Reimbursable Expense	0	43	0	(43)	100.0%	0
Pension Expense - Deferred Outflows	0	0	0	0	0.0%	0
Total Non-Reimbursable Expenses	36,160	75,978	96,000	20,022	20.9%	576,000
Total Operating and Non-Reimbursable Expenses	471,414	954,294	926,831	(27,463)	-3.0%	5,747,887

* Budget adjusted monthly based on Insurance Proceeds

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

WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
DBA THE COAST RTA
INCOME STATEMENT
FOR THE PERIOD ENDED November 30, 2016

	<u>MTD</u> <u>Actual</u>	<u>YTD</u> <u>Actual</u>	<u>YTD</u> <u>Budget</u>	<u>YTD \$</u> <u>Variance</u>	<u>YTD %</u> <u>Variance</u>	<u>TOTAL FY 17</u> <u>Budget</u>
Operating Grant Revenue						
Federal Grants - Operating	242,698	501,119	389,824	111,295	28.6%	2,498,760
State Grants - Operating	41,414	86,032	81,754	4,278	5.2%	336,093
Local Grants - Operating	136,252	270,002	270,000	2	0.0%	1,684,350
Total Operating Grant Revenue	420,364	857,153	741,578	115,575	15.6%	4,519,203
Capital Grant Revenue						
Federal Grants - Capital	0	0	0	0	0.0%	2,196,661
State Grants - Capital	0	0	0	0	0.0%	162,960
Local Grants - Capital	0	0	0	0	0.0%	175,845
Total Capital Grant Revenue	0	0	0	0	0.0%	2,535,466
Total Grant Revenue	420,364	857,153	741,578	115,575	15.6%	7,054,669
Other Revenue						
Bus Advertising Revenue	2,650	6,170	4,166	2,004	48.1%	25,000
Insurance Proceeds	9,662	9,662	4,583	5,079	110.8%	27,500
Misc-RTAP,F/A Disposals, Vending,Other	326	2,439	4,500	(2,061)	-45.8%	27,000
Total Other Revenue	12,638	18,271	13,249	5,022	37.9%	79,500
Total Non-Operating Revenue	433,002	875,424	754,827	120,597	16.0%	7,134,169
In-Kind Revenue	0	0	0	0	0.0%	18,800
Change in Net Position	<u>(2,657)</u>	<u>(11,028)</u>	<u>(105,004)</u>	<u>93,976</u>	<u>-89.5%</u>	<u>1,905,082</u>
YTD Capital Expenditure Activity						
Administrative Vehicles	0	0	0	0	0.0%	0
Bus Purchases	0	0	0	0	0.0%	1,763,964
Facility Design	0	0	0	0	0.0%	480,000
Computer Hardware/Software	0	0	0	0	0.0%	22,160
AVL System	0	0	0	0	0.0%	53,000
Bus Stop Sign Implementation	0	0	0	0	0.0%	202,302
Security	0	0	0	0	0.0%	20,000
Retrofit Trolley A/C	0	0	0	0	0.0%	0
Security Project	0	0	0	0	0.0%	0
CIP	0	12,840	12,840	0	0.0%	12,840
YTD Capital Expenditures vs Budget	<u>0</u>	<u>12,840</u>	<u>12,840</u>	<u>0</u>	<u>0.0%</u>	<u>2,554,266</u>

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

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
DBA THE COAST RTA
Revised INCOME STATEMENT NOTES – November 30, 2016**

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

Salaries & Benefits - Maintenance is over budget YTD (\$9.6K) or (7.8%) (page 2) because Coast RTA paid out additional vacation time as part of our strategy to reduce Accrued Compensated Absences (Liability on Balance Sheet).

Vehicle Maintenance is over budget YTD (\$49.4K) or (98.3%) due to major repair expenses to buses including: accident repairs (\$5.5K), transmission/engine repair for 5740 (\$12K), engine rebuild (\$16K) and several other major repairs. During the hurricane shutdown, GM authorized additional expense to address maintenance issues with fleet overall. Vehicle Maintenance was approximately \$1100 over budget for the month of November. There are still some engine packages being installed in December so management will continue to monitor the budget.

Fuel & Oil is over budget YTD (\$4.5K) or (7.5%) (page 2) due to a bulk oil purchase and additional mileage incurred for special events. This may also be an issue of under-estimating the budget for off-season months. Management is monitoring the situation.

Legal & Professional is under budget YTD \$5.5K or 70.3% (page 2) because audit expense and other professional services have yet to be incurred.

Travel & Training is under budget YTD \$5.1K or 50.5% (page 2) since many planned charges have yet to be incurred.

Depreciation is under budget YTD \$20.1K or 20.9% (page 2). Several vehicles have been down for more than thirty days and were not depreciated for November. The budget for this category includes new vehicles which have not been acquired. Two new cutaways arrive in December

Total Operating Grant Revenue is over budget \$111.3K or 28.6% (page 3) due to the additional expenses in maintenance which were included in the draw calculation. The Authority also recognized the revenue expected from FEMA for expenses associated with the hurricane (\$15.5K). This is mostly a product of being over-budget on expenses but management will also examine whether or not we have under-estimated revenues generated during off-season months.

Total Other Revenue is over budget \$5.0K or 37.9% (page 3) due to insurance proceeds being higher than expected.

Coast RTA Budget Review FY 17

	Total Expense YTD	Budget YTD	Variance \$ YTD	Variance % YTD
Administration	165,945	179,828	13,883	7.7%
Operations	472,196	463,213	(8,983)	-1.9%
Maintenance	240,175	187,790	(52,385)	-27.9%
Total	878,316	830,831	(47,485)	-5.7%
Farebox Revenue	67,842	67,000	842	1.3%

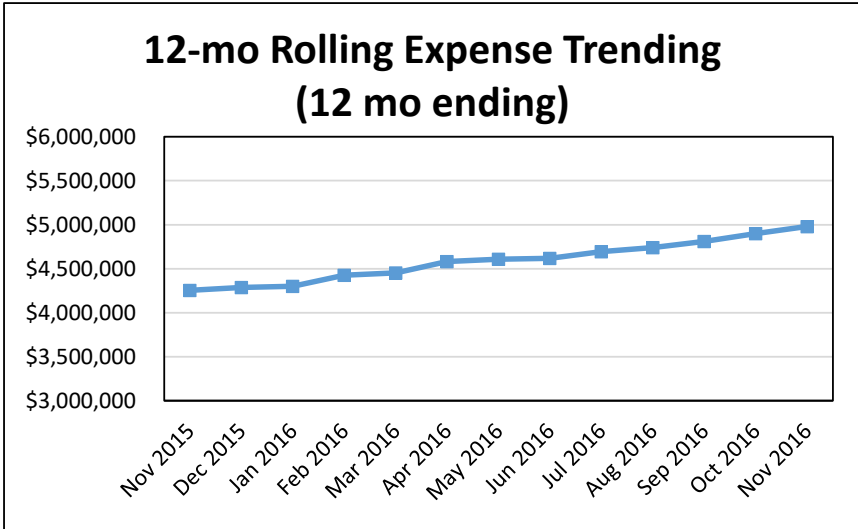
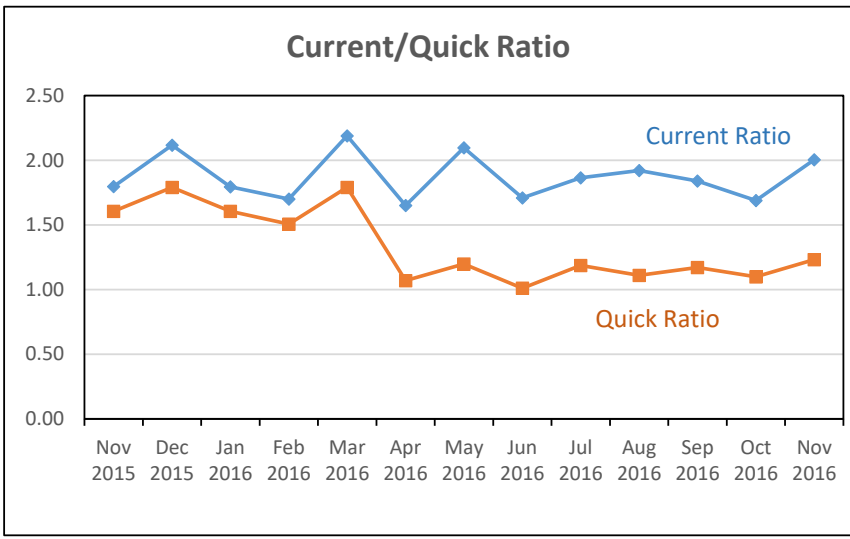
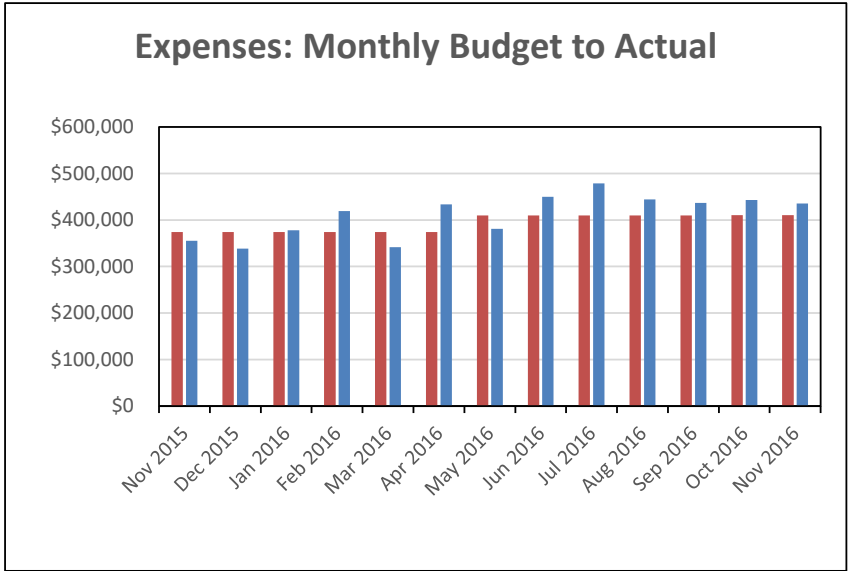
through Nov 2016

30-Nov-16

WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
DBA THE COAST RTA
COMPARATIVE BALANCE SHEET
November 30, 2016

28

	Nov-16	Nov-15
ASSETS		
Current Assets:		
Cash	297,319	55,381
Cash Reserve (Certificate of Deposit)	50,001	5,000
Accounts Receivable - Federal, State & Local Grants	462,608	462,863
Accounts Receivable - Employees/Other	25,033	30,392
Inventory	136,476	126,409
Prepaid Expenses	<u>111,089</u>	<u>88,610</u>
Total Current Assets	<u>1,082,526</u>	<u>768,655</u>
Long-Term Assets		
Total Capital Assets, Net	2,271,387	2,189,064
Deferred Outflows of Resources-NPL	<u>99,372</u>	<u>298,653</u>
Total Long-Term Assets	<u>2,370,759</u>	<u>2,487,717</u>
Total Assets	<u><u>3,453,285</u></u>	<u><u>3,256,372</u></u>
LIABILITIES & EQUITY		
LIABILITIES		
Current Liabilities:		
Accounts Payable	159,908	79,640
Accrued Payroll and Withholdings	140,161	204,010
Accrued Compensated Absences	75,570	28,518
Obligation Payable-SCDOT, Current Portion	137,488	137,488
Line of Credit - Conway National Bank	0	0
Capital Lease Obligations	29,651	35,000
Deferred Revenue	<u>135,000</u>	<u>157,192</u>
Total Current Liabilities	<u>677,778</u>	<u>641,848</u>
Non-Current Liabilities:		
Revolving Fund Balance (Due to SCDOT)	60,000	60,000
Accrued Compensated Absences, Net of Current Portion	49,502	74,866
Capital Lease Obligations, Net of Current Portion	0	29,651
Obligation Payable - FTA	388,542	94,699
Obligation Payable-SCDOT, Net of Current Portion	452,110	452,110
Net Pension Liability	3,566,442	3,728,453
Deferred Inflows of Resources-NPL	<u>412,485</u>	<u>315,417</u>
Total Non-Current Liabilities	<u>4,929,081</u>	<u>4,755,196</u>
Total Liabilities	<u><u>5,606,859</u></u>	<u><u>5,397,044</u></u>
EQUITY		
Restricted Contributed Capital	2,719,523	2,719,523
Earnings - prior years	(1,185,938)	(950,916)
Retained earnings current year	(11,028)	(232,799)
Unrestricted Capital-Net Pension Liability	<u>(3,676,132)</u>	<u>(3,676,480)</u>
Total Fund Equity	<u>(2,153,575)</u>	<u>(2,140,672)</u>
Total Liabilities and Fund Equity	<u><u>3,453,285</u></u>	<u><u>3,256,372</u></u>



WACCAMAW REGIONAL TRANSPORTATION AUTHORITY					
DBA THE COAST RTA					
CASH REQUIREMENTS					
12/12/2016					
	Income	Expense	Balance	Date	Notes
Cash Balance			242,429	12/15/16	Includes payroll and taxes 12/16/16
Deposits in Transit	5,600		248,029	12/15/16	
5307 Federal Ops	80,029		328,058	12/19/16	November Draw
5307 Federal PM	65,025		393,083	12/19/16	November Draw
Accounts Payable		20,000	373,083	12/20/16	Estimate
Ford/Starcraft Cutaways (2)		119,746	253,337	12/21/16	GSATS 5339 Funding
Fares	7,000		260,337	12/23/16	Estimated Week Ending 12/24/16
Fuel		17,500	242,837	12/27/16	Estimated Fuel - 2nd Half Dec
Accounts Payable		20,000	222,837	12/29/16	Estimate
Payroll		105,000	117,837	12/30/16	Estimated Payroll and Taxes
PEBA		39,000	78,837	12/30/16	Retirement November, 2016
Fares	7,000		85,837	12/31/16	Estimated Week Ending 12/31/16
Accounts Payable		20,000	65,837	01/05/17	Estimate
Fares	7,500		73,337	01/06/17	Estimated Week Ending 01/07/17
PEBA		40,000	33,337	01/07/17	Estimated PEBA for January, 2017
Georgetown County	115,000		148,337	01/10/17	2FH16 Funding
Myrtle Beach	82,500		230,837	01/10/17	3FQ17 Funding
Accounts Payable		20,000	210,837	01/12/17	Estimate
Horry County	263,752		474,589	01/12/17	3FQ17 Funding
Payroll		105,000	369,589	01/13/17	Estimated Payroll and Taxes
Fares	7,500		377,089	01/13/17	Estimated Week Ending 01/14/17
Fuel		17,500	359,589	01/15/17	Estimated Fuel - 1st Half Jan
5307 Federal Ops	72,500		432,089	01/15/17	Estimated December Draw
5307 Federal PM	52,500		484,589	01/15/17	Estimated December Draw
Conway National Bank		110,000	374,589	01/16/17	Repay Line of Credit (GSATS Cutaways)
Accounts Payable		20,000	354,589	01/19/17	Estimate
Fares	7,500		362,089	01/20/17	Estimated Week Ending 01/21/17
Accounts Payable		20,000	342,089	01/26/17	Estimate
5311 Federal Admin	24,916		367,005	01/27/17	November Draw
5311 Federal Ops	39,524		406,529	01/27/17	November Draw
5311 Federal PM	33,204		439,733	01/27/17	November Draw
5311 State Ops	39,524		479,257	01/27/17	November Draw
5311 State PM	1,890		481,147	01/27/17	November Draw
Payroll		89,000	392,147	01/27/17	Estimated Payroll and Taxes
Fares	7,500		399,647	01/27/17	Estimated Week Ending 01/28/17
PEBA		39,000	360,647	01/30/17	Retirement December, 2016
Fuel		17,500	343,147	01/30/17	Estimated Fuel - 2nd Half Jan
GSATS Reimb for Cutaways	101,784		444,931	01/16/17	Note - Local Share \$17,962
Accounts Payable		20,000	424,931	02/02/17	Estimate
Fares	7,500		432,431	02/03/17	Estimated Week Ending 02/04/17
PEBA		40,000	392,431	02/07/17	Estimated PEBA for February, 2017
Accounts Payable		20,000	372,431	02/09/17	Estimate
Payroll		89,000	283,431	02/10/17	Estimated Payroll and Taxes
Fares	7,500		290,931	02/11/17	Estimated Week Ending 02/11/17
Fuel		17,500	273,431	02/15/17	Estimated Fuel - 1st Half Feb
Accounts Payable		20,000	253,431	02/16/17	Estimate
Fares			253,431	02/17/17	Estimated Week Ending 02/18/17
5307 Federal Ops	70,000		323,431	02/17/17	Estimated January Draw
5307 Federal PM	50,000		373,431	02/17/17	Estimated January Draw
Accounts Payable		15,000	358,431	02/23/17	Estimate
Payroll		89,000	269,431	02/24/17	Estimated Payroll and Taxes

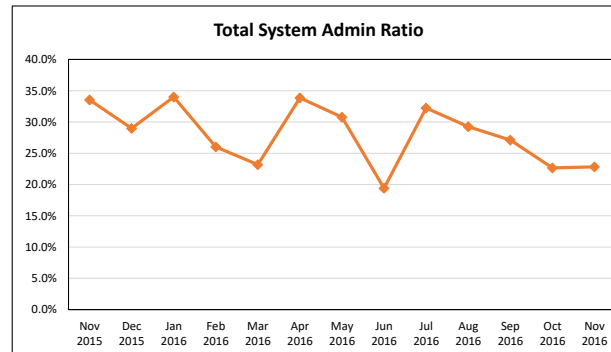
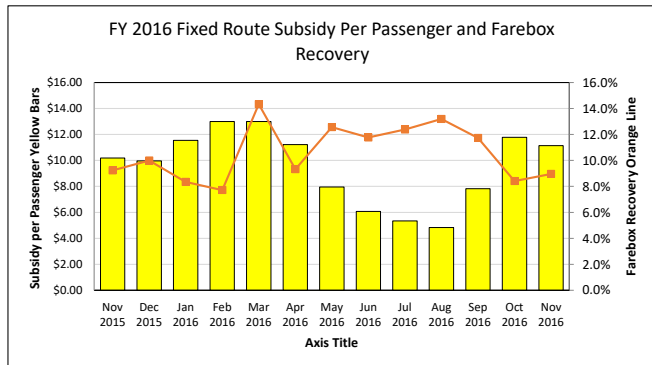
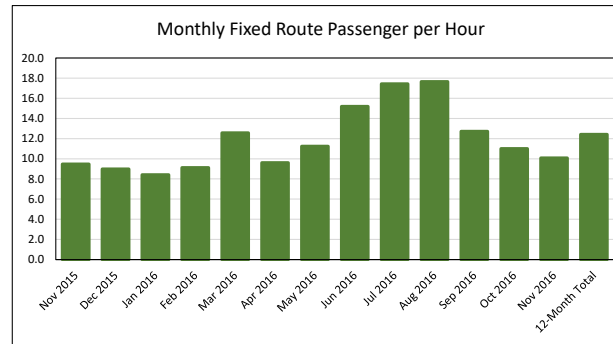
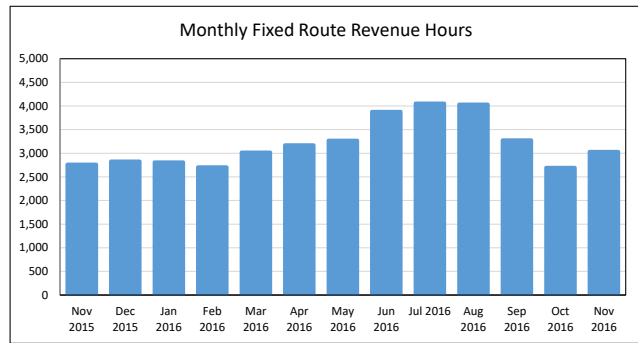
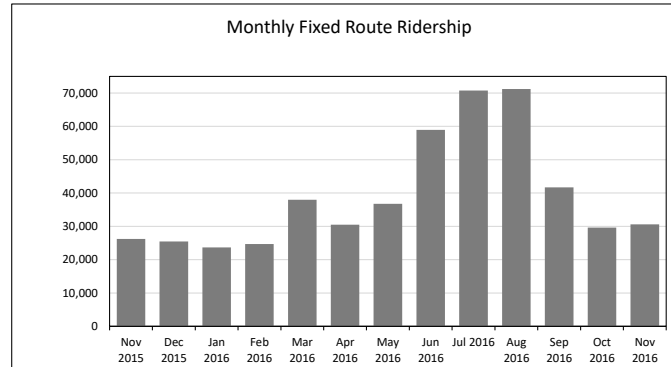
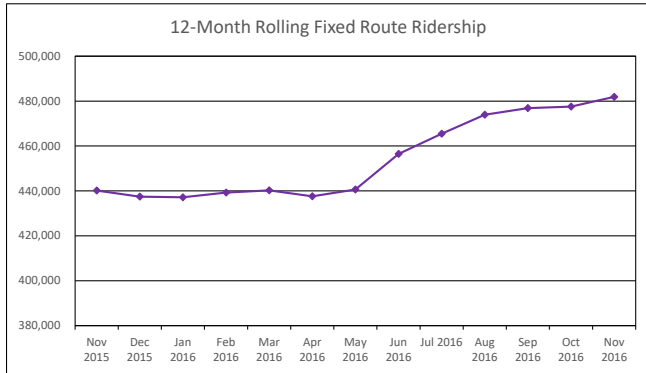
WACCAMAW REGIONAL TRANSPORTATION AUTHORITY					
DBA THE COAST RTA					
CASH REQUIREMENTS					
12/12/2016					
	Income	Expense	Balance	Date	Notes
Fares	7,500		276,931	02/24/17	Estimated Week Ending 02/25/17
5311 Federal Admin	22,500		299,431	02/24/17	Estimated December Draw
5311 Federal Ops	35,000		334,431	02/24/17	Estimated December Draw
5311 Federal PM	35,000		369,431	02/24/17	Estimated December Draw
5311State Ops	25,000		394,431	02/24/17	Estimated December Draw
Accounts Payable		15,000	379,431	02/24/17	Estimate
Fuel		17,500	361,931	02/28/17	Estimated Fuel - 2nd Half Feb

Key Performance Indicators - Fixed Route

Fixed Route Measures	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	12-Month Total
Ridership	26,203	25,453	23,670	24,680	37,983	30,508	36,776	58,936	70,759	71,227	41,677	29,647	30,568	481,884
Revenue Hours	2,767	2,832	2,814	2,708	3,021	3,176	3,271	3,881	4,058	4,035	3,278	2,696	3,036	38,805
Total Hours	2,987	3,025	3,036	2,911	3,265	3,419	3,541	4,166	4,361	4,321	3,487	2,868	3,205	41,606
Revenue Miles	61,842	62,980	63,662	61,491	65,240	68,420	72,038	79,297	80,886	80,605	70,461	58,303	67,992	831,375
Total Miles	67,810	69,565	70,099	67,232	72,124	76,579	78,928	85,914	87,723	87,154	75,435	62,488	72,410	905,651
Accidents	0	0	0	1	2	0	1	6	2	2	0	1	5	20
Breakdowns	0	2	4	3	5	2	6	5	6	6	5	5	4	53
Complaints	6	2	3	3	2	1	3	1	2	0	2	1	2	22
Transit Expense	\$149,160	\$149,792	\$135,774	\$140,744	\$116,483	\$210,697	\$189,380	\$272,403	\$249,148	\$228,272	\$216,484	\$242,212	\$236,077	\$2,387,465
Maintenance Expense	\$70,779	\$68,583	\$86,630	\$135,117	\$87,274	\$71,339	\$66,569	\$67,343	\$76,805	\$78,477	\$74,196	\$68,602	\$68,540	\$949,474
Administrative Expense	<u>\$74,360</u>	<u>\$63,400</u>	<u>\$75,822</u>	<u>\$71,770</u>	<u>\$30,122</u>	<u>\$95,473</u>	<u>\$78,768</u>	<u>\$65,920</u>	<u>\$105,089</u>	<u>\$89,692</u>	<u>\$78,782</u>	<u>\$70,436</u>	<u>\$69,480</u>	<u>\$894,753</u>
Total Operating Expenses	\$294,299	\$281,774	\$298,226	\$347,632	\$233,879	\$377,508	\$334,717	\$405,666	\$431,042	\$396,440	\$369,462	\$381,249	\$374,097	\$4,231,692
Fare Revenues	\$27,193	\$28,138	\$24,886	\$26,811	\$33,519	\$35,181	\$42,055	\$47,730	\$53,350	\$52,292	\$43,321	\$32,087	\$33,523	\$452,895

Efficiency Metrics	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	12-Month Total
O & M Expense per Hour (No Admin)	\$79.49	\$77.12	\$79.05	\$101.86	\$67.45	\$88.80	\$78.25	\$87.54	\$80.32	\$76.02	\$88.68	\$115.29	\$100.33	\$85.99
Average Fare	\$1.04	\$1.11	\$1.05	\$1.09	\$0.88	\$1.15	\$1.14	\$0.81	\$0.75	\$0.73	\$1.04	\$1.08	\$1.10	\$0.94
Farebox Recovery	9.2%	10.0%	8.3%	7.7%	14.3%	9.3%	12.6%	11.8%	12.4%	13.2%	11.7%	8.4%	9.0%	10.7%
Subsidy per Passenger	\$10.19	\$9.96	\$11.55	\$13.00	\$5.27	\$11.22	\$7.96	\$6.07	\$5.34	\$4.83	\$7.83	\$11.78	\$11.14	\$7.84
Deadhead Ratio (Miles)	10%	10%	10%	9%	11%	12%	10%	8%	8%	8%	7%	7%	6%	9%
Administrative Ratio	34%	29%	34%	26%	15%	34%	37%	23%	32%	29%	27%	23%	23%	27%

Effectiveness Metrics	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	12-Month Total
Passengers per Hour	9.5	9.0	8.4	9.1	12.6	9.6	11.2	15.2	17.4	17.7	12.7	11.0	10.1	12.4
Mean Distance between Accidents	N/A	N/A	N/A	67,232	36,062	N/A	78,928	14,319	43,862	43,577	N/A	62,488	14,482	45,283
Mean Distance between Breakdowns	N/A	34,783	17,525	22,411	14,425	38,290	13,155	17,183	14,621	14,526	15,087	12,498	18,103	17,088
Complaints per 1,000 Riders	0.229	0.079	0.127	0.122	0.053	0.033	0.082	0.017	0.028	0.000	0.048	0.034	0.065	0.148
On-Time Performance	62%	67%	82%	64%	80%	91%	92%	85%	81%	87%	90%	89%	92%	76%

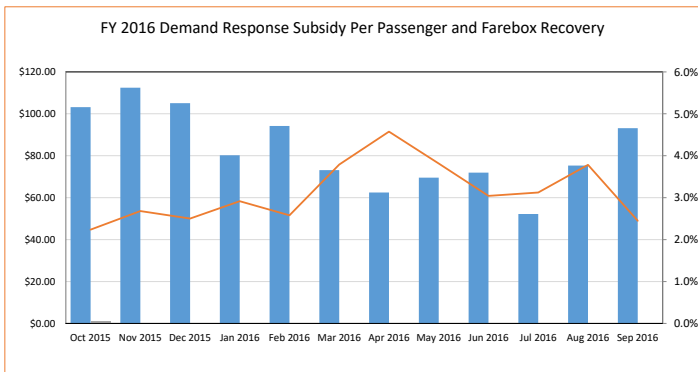
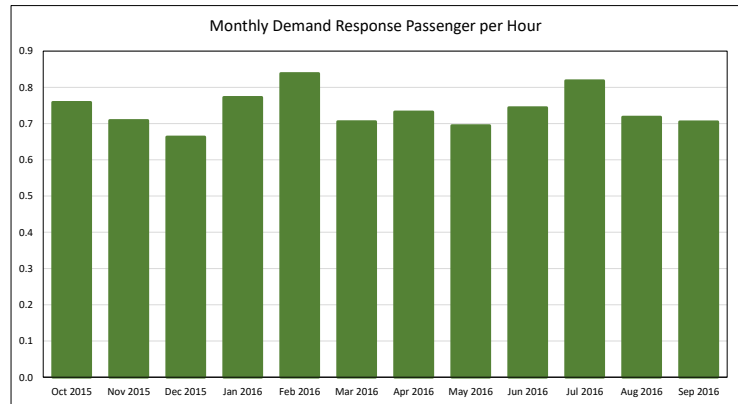
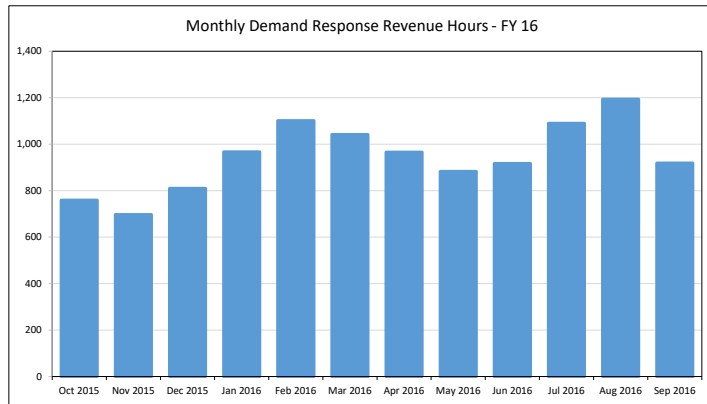
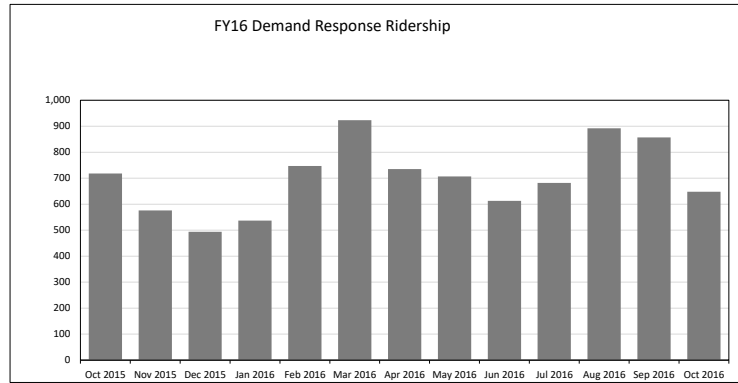
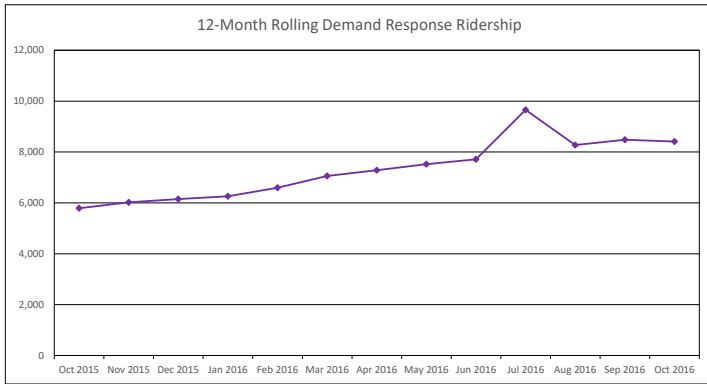


Key Performance Indicators - Demand Response

Demand Response Measures	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	12-Month Total
Ridership	576	494	537	747	923	735	707	613	682	892	857	648	782	8,617
Revenue Hours	759	697	810	967	1,101	1,042	966	883	917	1,090	1,194	919	919	11,506
Total Hours	919	901	966	1,145	1,293	1,252	1,152	1,089	1,113	1,265	1,400	1,114	1,114	13,803
Revenue Miles	8,726	8,790	9,501	11,812	13,901	13,223	11,325	9,883	11,243	14,570	15,179	11,017	11,017	141,461
Total Miles	10,893	11,073	11,568	14,364	16,831	16,217	14,576	13,785	14,373	18,332	19,006	14,052	17,221	181,398
Accidents	0	0	0	0	0	1	2	0	1	0	0	0	1	5
Breakdowns	0	0	0	0	1	0	2	2	0	0	0	0	0	5
Complaints	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Transit Expense	\$38,278	\$37,163	\$34,303	\$35,094	\$55,621	\$31,173	\$26,192	\$29,779	\$29,286	\$27,691	\$39,301	\$39,298	\$38,592	\$423,493
Maintenance Expense	\$7,724	\$7,210	\$9,038	\$13,916	\$18,524	\$10,556	\$10,711	\$7,362	\$9,238	\$9,520	\$13,470	\$11,130	\$11,204	\$131,879
Administrative Expense	\$14,816	\$12,709	\$14,533	\$12,741	\$15,129	\$14,127	\$9,389	\$7,206	\$12,084	\$10,880	\$14,302	\$11,428	\$11,358	\$145,888
Total Operating Expenses	\$60,817	\$57,082	\$57,874	\$61,752	\$89,274	\$55,856	\$46,292	\$44,347	\$50,608	\$48,091	\$67,073	\$61,856	\$61,155	\$701,259
Fare Revenues	\$1,361	\$1,530	\$1,448	\$1,800	\$2,301	\$2,117	\$2,118	\$1,691	\$1,540	\$1,502	\$2,536	\$1,514	\$2,214	\$22,311

Efficiency Metrics	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	12-Month Total
O & M Expense per Hour	\$60.59	\$63.64	\$53.50	\$50.67	\$67.34	\$40.05	\$38.20	\$42.06	\$42.01	\$34.14	\$44.20	\$54.87	\$54.18	\$48.27
Average Fare	\$2.36	\$3.10	\$2.70	\$2.41	\$2.49	\$2.88	\$3.00	\$2.76	\$2.26	\$1.68	\$2.96	\$2.34	\$2.83	\$2.59
Farebox Recovery	2.2%	2.7%	2.5%	2.9%	2.6%	3.8%	4.6%	3.8%	3.0%	3.1%	3.8%	2.4%	3.6%	3.2%
Subsidy per Passenger	\$103.22	\$112.45	\$105.08	\$80.26	\$94.23	\$73.11	\$62.48	\$69.58	\$71.95	\$52.23	\$75.31	\$93.12	\$75.37	\$78.79
Deadhead Ratio (Miles)	25%	26%	22%	22%	21%	23%	29%	39%	28%	26%	25%	28%	56%	28%
Administrative Ratio	32%	29%	34%	26%	20%	34%	25%	19%	31%	29%	27%	23%	23%	26%

Effectiveness Metrics	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	12-Month Total
Passengers per Hour	0.76	0.71	0.66	0.77	0.84	0.71	0.73	0.69	0.74	0.82	0.72	0.71	0.85	0.75
Mean Distance between Accidents	n/a	n/a	n/a	n/a	n/a	16,217	7,288	#DIV/0!	14,373	#DIV/0!	#DIV/0!	#DIV/0!	17,221	36,280
Mean Distance between Breakdowns	n/a	n/a	n/a	n/a	16,831	n/a	7,288	6,893	n/a	n/a	n/a	n/a	n/a	36,280
Complaints per 1,000 Riders	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.3	0.1
On-Time Performance	100%	100%	100%	100%	99%	99%	99%	99%	99%	99%	99%	99%	99%	95%



Coast RTA							36						
FY17 Grant Draw-Down Schedules													
11/30/16													
***** 5307 Federal (Urban) *****							***** 5311 Federal (Rural) *****						
Admin & Operating	ADA Admin & Operating	Preventative Maintenance	Capital Expenditures	Totals	Comments	Operating	Preventative Maintenance	Capital 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	\$ 92,819	\$ (36,292)	\$ 72,062	\$ -	\$ 128,589	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	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		
Jan 2017	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		
Feb 2017	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		
Mar 2017	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		
Apr 2017	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		
May 2017	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		
June 2017	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		
July 2017	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		
Subtotal Draws	\$ 379,601	\$ -	\$ 359,406	\$ 33,877	\$ 772,884		\$ 174,843	\$ 175,887	\$ -	\$ 116,553	\$ 467,283		
Remaning Balance	\$ 1,006,163	\$ -	\$ 637,828	\$ 262,923	\$ 1,906,914		\$ 53,697	\$ 118,877	\$ -	\$ 81,767	\$ 254,341		
% Expended	27.39%	0.00%	36.04%	11.41%	28.84%		76.50%	59.67%	58.77%	64.75%			
% Time Elapsed	41.67%	41.67%	41.67%	41.67%	41.67%		41.67%	41.67%	41.67%	41.67%			
***** 5307 State (Urban - SMTF / SCDOT) *****							***** 5311 State (Rural) *****						
Operating	TBD	Preventative Maintenance	Capital Expenditures	Totals	Comments	Operating	Preventative Maintenance	Capital 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	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		
Jan 2017	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		
Feb 2017	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		
Mar 2017	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		
Apr 2017	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		
May 2017	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		
June 2017	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		
Subtotal Draws	\$ 99,326	\$ -	\$ -	\$ -	\$ 99,326		\$ 174,841	\$ 37,562	\$ -	\$ -	\$ 212,403		
Remaning Balance	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 30,507	\$ -	\$ -	\$ -	\$ 30,507		
% Expended	100.00%				100.00%		85.14%	100.00%		87.44%			



FINANCIALS

December 31, 2016

FY 2017

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

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20-Jan-17

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

	MTD Actual	YTD Actual	YTD Budget	YTD \$ Variance	YTD % Variance	TOTAL FY 17 Budget
Operating Revenues						
Passenger Fares and Passes	32,695	100,537	100,500	37	0.0%	500,000
Local Contracts	0	0	0	0	0.0%	0
Other Operating Revenue	0	0	0	0	0.0%	0
Total Operating Revenues	32,695	100,537	100,500	37	0.0%	500,000
Operating Expenses						
Salaries & Benefits - Admin	64,173	195,741	196,914	1,173	0.6%	787,654
Salaries & Benefits - Transit	184,332	524,428	510,402	(14,026)	-2.7%	2,204,860
Overtime - Transit	4,307	17,151	18,900	1,749	9.3%	84,000
Salaries & Benefits - Maintenance	64,372	196,336	183,575	(12,761)	-7.0%	734,294
Overtime - Maintenance	412	2,894	6,086	3,192	52.4%	24,350
Facility Maintenance	1,217	7,389	16,725	9,336	55.8%	66,900
Vehicle Maintenance	50,192	149,749	75,300	(74,449)	-98.9%	301,200
Fuel & Oil	28,173	92,036	89,111	(2,925)	-3.3%	395,000
Tires	2,330	7,847	8,750	903	10.3%	35,000
Accident Expense*	33,369	47,050	49,150	2,100	4.3%	55,450
Liability Insurance	15,268	44,804	43,562	(1,242)	-2.9%	174,250
Utilities	3,845	10,419	9,050	(1,369)	-15.1%	36,200
Telephone	4,420	13,011	16,000	2,989	18.7%	64,000
Postage & Freight	94	607	950	343	36.1%	3,800
Office Supplies	10,689	15,765	7,499	(8,266)	-110.2%	30,000
Legal & Professional Services	2,106	4,443	11,821	7,378	62.4%	72,285
Public Information	3,992	10,651	7,500	(3,151)	-42.0%	30,000
Advertising & Marketing	1,555	1,968	2,500	532	21.3%	10,000
Dues & Subscriptions	760	2,331	2,933	602	20.5%	11,732
Property Leases	959	3,524	6,450	2,926	45.4%	25,800
Travel & Training	11,274	16,225	15,000	(1,225)	-8.2%	60,000
Other Expenses	(88)	1,700	625	(1,075)	-172.0%	2,500
Total Operating Expenses	487,751	1,366,069	1,278,803	(87,266)	-6.8%	5,209,275
Operating Profit (Loss)	(455,056)	(1,265,532)	(1,178,303)	(87,229)	-7.4%	(4,709,275)
Non-Reimbursable Expenses						
Depreciation	35,483	111,419	144,000	32,581	22.6%	576,000
Gain (Loss) on Fixed Assets	0	0	0	0	0.0%	0
Other Non-Reimbursable Expense	0	43	0	(43)	100.0%	0
Pension Expense - Deferred Outflows	0	0	0	0	0.0%	0
Total Non-Reimbursable Expenses	35,483	111,462	144,000	32,538	22.6%	576,000
Total Operating and Non-Reimbursable Expenses	523,234	1,477,531	1,422,803	(54,728)	-3.8%	5,785,275

* Budget adjusted monthly based on Insurance Proceeds

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

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

	<u>MTD</u> <u>Actual</u>	<u>YTD</u> <u>Actual</u>	<u>YTD</u> <u>Budget</u>	<u>YTD \$</u> <u>Variance</u>	<u>YTD %</u> <u>Variance</u>	<u>TOTAL FY 17</u> <u>Budget</u>
Operating Grant Revenue						
Federal Grants - Operating	259,585	760,704	584,736	175,968	30.1%	2,498,760
State Grants - Operating	30,507	116,539	116,538	1	0.0%	336,093
Local Grants - Operating	135,000	405,002	405,000	2	0.0%	1,684,350
Total Operating Grant Revenue	425,092	1,282,245	1,106,274	175,971	15.9%	4,519,203
Capital Grant Revenue						
Federal Grants - Capital	0	0	0	0	0.0%	2,196,661
State Grants - Capital	0	0	0	0	0.0%	162,960
Local Grants - Capital	0	0	0	0	0.0%	175,845
Total Capital Grant Revenue	0	0	0	0	0.0%	2,535,466
Total Grant Revenue	425,092	1,282,245	1,106,274	175,971	15.9%	7,054,669
Other Revenue						
Bus Advertising Revenue	1,500	7,670	6,250	1,420	22.7%	25,000
Insurance Proceeds	6,246	15,908	38,017	(22,109)	-58.2%	58,642
Misc-RTAP,F/A Disposals, Vending,Other	1,649	4,088	6,750	(2,662)	-39.4%	27,000
Total Other Revenue	9,395	27,666	51,017	(23,351)	-45.8%	110,642
Total Non-Operating Revenue	434,487	1,309,911	1,157,291	152,620	13.2%	7,165,311
 In-Kind Revenue	 0	 0	 0	 0	 0.0%	 18,800
Change in Net Position	<u>(56,052)</u>	<u>(67,083)</u>	<u>(165,012)</u>	<u>97,929</u>	<u>-59.3%</u>	<u>1,898,836</u>
 YTD Capital Expenditure Activity						
Administrative Vehicles	0	0	0	0	0.0%	0
Bus Purchases	0	0	0	0	0.0%	1,763,964
Facility Design	0	0	0	0	0.0%	480,000
Computer Hardware/Software	0	0	0	0	0.0%	22,160
AVL System	0	0	0	0	0.0%	53,000
Bus Stop Sign Implementation	0	0	0	0	0.0%	202,302
Security	0	0	0	0	0.0%	20,000
Retrofit Trolley A/C	0	0	0	0	0.0%	0
Security Project	0	0	0	0	0.0%	0
CIP	133,510	146,350	146,350	0	0.0%	146,350
YTD Capital Expenditures vs Budget	<u>133,510</u>	<u>146,350</u>	<u>146,350</u>	<u>0</u>	<u>0.0%</u>	<u>2,687,776</u>

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

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

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

Salaries & Benefits - Transit is over budget YTD (\$14.0K) or (2.7%) (page 2) primarily because of holiday pay. With an October start to the fiscal year, the holidays, which are primarily at the end of the calendar year, represent a larger proportion of cost.

Salaries & Benefits - Maintenance is over budget YTD (\$12.8K) or (7.0%) (page 2) because Coast RTA paid out additional vacation time and holiday pay. Percentage variance actually decreased from November.

Facility Maintenance is under budget YTD \$9.3K or 55.8% due to delayed opening of the Myrtle Beach Transit Center.

Vehicle Maintenance is over budget YTD (\$74.5) or (98.9%) due to major repair expenses to buses for engine overhauls, turbos and transmission work. We will adjust the budget for the unanticipated costs for about \$50K and the remaining \$25K overage will be assumed in the existing budget. New vehicle arrival in July should help lower costs at the end of the year.

Office Supplies is over budget YTD (\$8.3K) or (110.2%) (page 2) due to the purchase of computers software agreements/virus protection including bus transmission diagnostics. Also, replaced chairs in CSR.

Legal & Professional is under budget YTD \$7.4K or 62.4% (page 2) because audit expense and other professional services have yet to be incurred.

Depreciation is under budget YTD \$32.6K or 22.6% (page 2). Several vehicles have been down for more than thirty days and were not depreciated for December. The budget for this category includes new vehicles which have been acquired and will be entered into service in January.

Total Operating Grant Revenue is over budget \$176.0K or 30.1% (page 3) due to the additional expenses in maintenance which were included in the draw calculation. The Authority also recognized the revenue expected from FEMA for expenses associated with the hurricane (\$15.5K). This is mostly a product of being over-budget on expenses but management will also examine whether or not we have under-estimated revenues generated during off-season months.

Total Other Revenue is under budget (\$23.4K) or (45.8%) (page 3) due to expected insurance proceeds that have yet to be received.

Coast RTA Budget Review FY 17

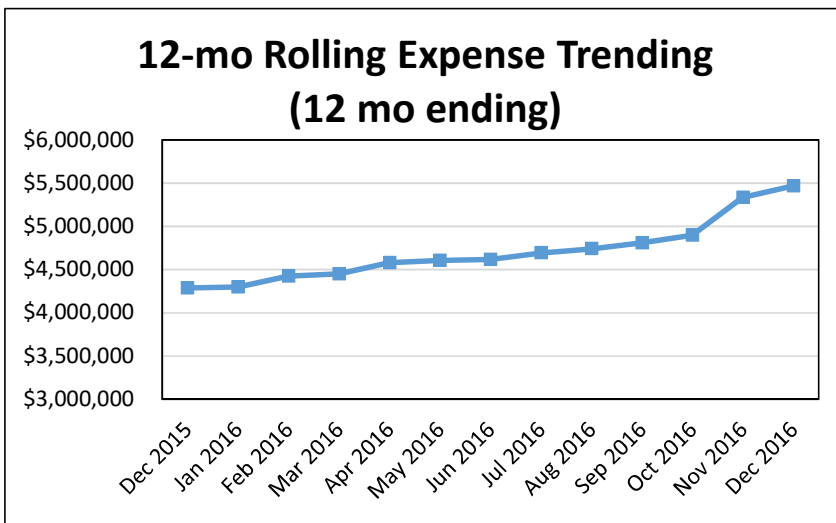
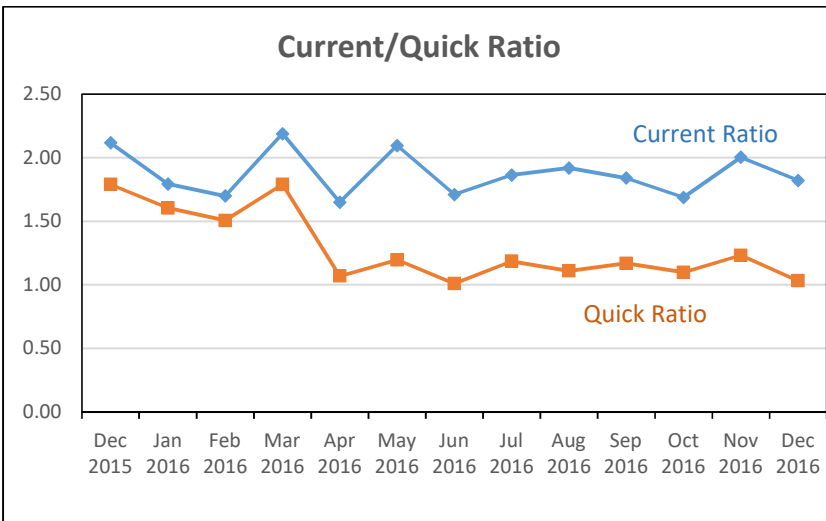
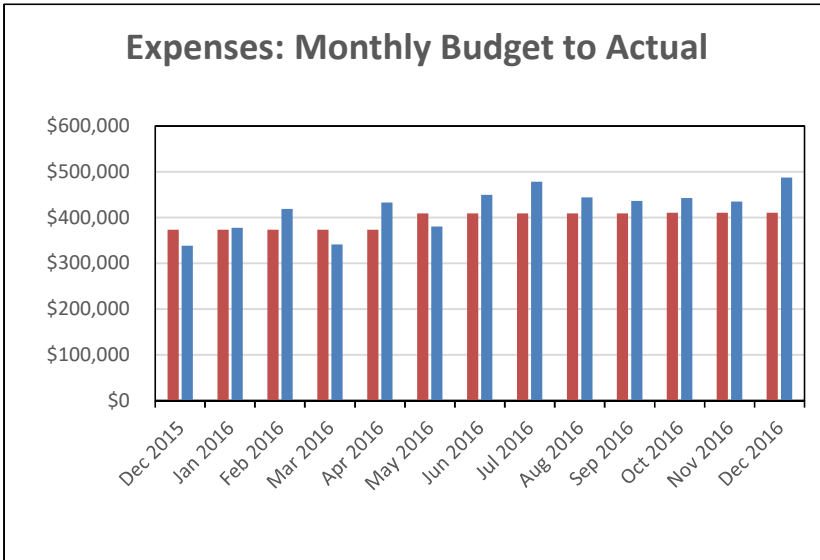
	Total Expense YTD	Budget YTD	Variance \$ YTD	Variance % YTD
Administration	265,734	269,742	4,008	1.5%
Operations	743,967	727,375	(16,592)	-2.3%
Maintenance	356,368	281,686	(74,682)	-26.5%
Total	1,366,069	1,278,803	(87,266)	-6.8%
Farebox Revenue	100,537	100,500	37	0.0%

through Dec 2016

30-Dec-16

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

	Dec-16	Dec-15
ASSETS		
Current Assets:		
Cash	82,486	163,148
Cash Reserve (Certificate of Deposit)	50,001	5,000
Accounts Receivable - Federal, State & Local Grants	465,699	164,605
Accounts Receivable - Employees/Other	31,658	5,093
Inventory	148,150	151,691
Prepaid Expenses	<u>82,878</u>	<u>75,520</u>
Total Current Assets	<u>860,872</u>	<u>565,057</u>
Long-Term Assets		
Total Capital Assets, Net	2,369,307	2,108,173
Deferred Outflows of Resources-NPL	<u>99,372</u>	<u>298,653</u>
Total Long-Term Assets	<u>2,468,679</u>	<u>2,406,826</u>
Total Assets	<u><u>3,329,551</u></u>	<u><u>2,971,883</u></u>
LIABILITIES & EQUITY		
LIABILITIES		
Current Liabilities:		
Accounts Payable	195,083	150,257
Accrued Payroll and Withholdings	64,674	73,680
Accrued Compensated Absences	75,703	28,518
Disallowed Costs due to SCDOT - Current	137,488	137,488
Line of Credit - Conway National Bank	110,000	0
Capital Lease Obligations	27,151	30,000
Unearned Revenue - Local Grants	<u>0</u>	<u>25,942</u>
Total Current Liabilities	<u>610,099</u>	<u>445,885</u>
Non-Current Liabilities:		
Revolving Fund Balance (Due to SCDOT)	60,000	60,000
Accrued Compensated Absences, Net of Current Portion	49,502	74,866
Capital Lease Obligations, Net of Current Portion	0	27,151
Obligation Payable - FTA	388,542	94,699
Disallowed Costs due to SCDOT - Long Term	452,110	452,110
Net Pension Liability	3,566,442	3,728,453
Deferred Inflows of Resources-NPL	<u>412,485</u>	<u>315,417</u>
Total Non-Current Liabilities	<u>4,929,081</u>	<u>4,752,696</u>
Total Liabilities	<u><u>5,539,180</u></u>	<u><u>5,198,581</u></u>
EQUITY		
Restricted Contributed Capital	2,719,523	2,719,523
Earnings - prior years	(1,185,938)	(950,916)
Retained earnings current year	(67,083)	(318,825)
Unrestricted Capital-Net Pension Liability	<u>(3,676,132)</u>	<u>(3,676,480)</u>
Total Fund Equity	<u><u>(2,209,630)</u></u>	<u><u>(2,226,698)</u></u>
Total Liabilities and Fund Equity	<u><u>3,329,551</u></u>	<u><u>2,971,883</u></u>



WACCAMAW REGIONAL TRANSPORTATION AUTHORITY					
DBA THE COAST RTA					
CASH REQUIREMENTS					
1/20/2017					
	Income	Expense	Balance	Date	Notes
Cash Balance			60,394	01/20/17	
ACCOUNTS PAYABLE		33,000	27,394	01/20/17	
5307 FEDERAL OPS	82,228		109,622	01/23/17	DECEMBER ACTUAL
5307 FEDERAL PM	72,885		182,507	01/23/17	DECEMBER ACTUAL
GEORGETOWN COUNTY	117,500		300,007	01/24/17	
RETIREMENT		38,000	262,007	01/25/17	
ACCOUNTS PAYABLE		20,000	242,007	01/26/17	
CNB LOAN PAYMENT		111,000	131,007	01/26/17	
HORRY COUNTY TREASURER	263,750		394,757	01/26/17	
PAYROLL		100,000	294,757	01/27/17	ESTIMATE, INCLUDES MLK DAY
FARES	6,600		301,357	01/27/17	
FUEL		16,800	284,557	01/28/17	
ACCOUNTS PAYABLE		25,000	259,557	02/02/17	
FARES	7,100		266,657	02/04/17	
ACCOUNTS PAYABLE		20,000	246,657	02/09/17	
PAYROLL		95,000	151,657	02/10/17	ESTIMATE
PEBA		40,000	111,657	02/10/17	
FARES	7,000		118,657	02/11/17	
ACCOUNTS PAYABLE		25,000	93,657	02/16/17	
FARES	7,000		100,657	02/18/17	
5307 FEDERAL OPS	80,000		180,657	02/20/17	JANUARY ESTIMATE
5307 FEDERAL PM	65,000		245,657	02/20/17	JANUARY ESTIMATE
FUEL		15,000	230,657	02/20/17	
GSTATS	109,100		339,757	02/20/17	
ACCOUNTS PAYABLE		30,000	309,757	02/23/17	
PAYROLL		95,000	214,757	02/24/17	ESTIMATE
RETIREMENT		38,000	176,757	02/25/17	
FARES	7,000		183,757	02/25/17	
5311 FEDERAL ADMIN	24,864		208,621	02/28/17	DECEMBER ACTUAL
5311 FEDERAL OPS	41,020		249,641	02/28/17	DECEMBER ACTUAL
5311 FEDERAL PM	38,588		288,229	02/28/17	DECEMBER ACTUAL
5311 STATE OPS	30,507		318,736	02/28/17	DECEMBER ACTUAL
ACCOUNTS PAYABLE		30,000	288,736	03/02/17	
FARES	7,000		295,736	03/03/17	
FUEL		15,000	280,736	03/05/17	
ACCOUNTS PAYABLE		25,000	255,736	03/09/17	
PAYROLL		95,000	160,736	03/10/17	ESTIMATE
PEBA		40,000	120,736	03/10/17	
FARES	7,000		127,736	03/10/17	
ACCOUNTS PAYABLE		30,000	97,736	03/16/17	
FARES	7,000		104,736	03/17/17	
5307 FEDERAL OPS	70,000		174,736	03/20/17	FEBRUARY ESTIMATE
5307 FEDERAL PM	65,000		239,736	03/20/17	FEBRUARY ESTIMATE
FEMA	15,400		255,136	03/20/17	
ACCOUNTS PAYABLE		25,000	230,136	03/23/17	
PAYROLL		95,000	135,136	03/24/17	ESTIMATE
FARES	7,000		142,136	03/24/17	
RETIREMENT		38,000	104,136	03/25/17	
5311 FEDERAL ADMIN	22,000		126,136	03/28/17	JANUARY ESTIMATE
5311 FEDERAL OPS	40,000		166,136	03/28/17	JANUARY ESTIMATE

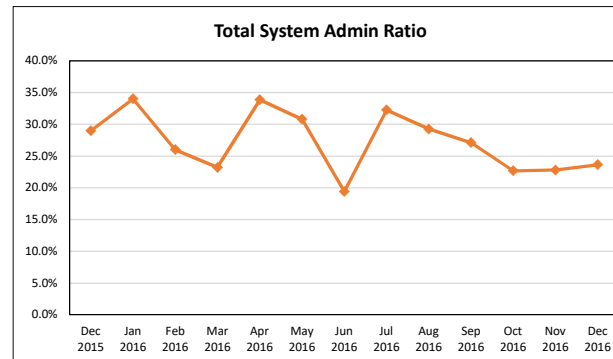
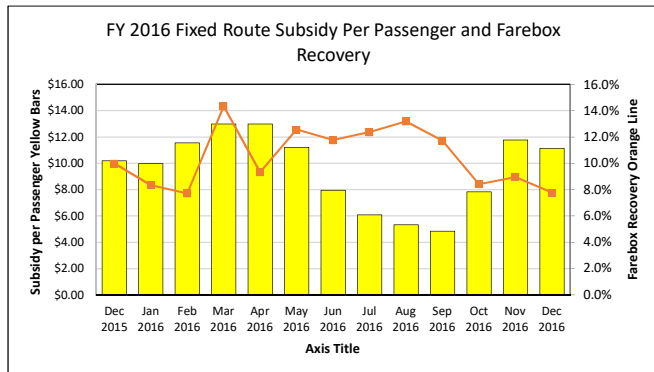
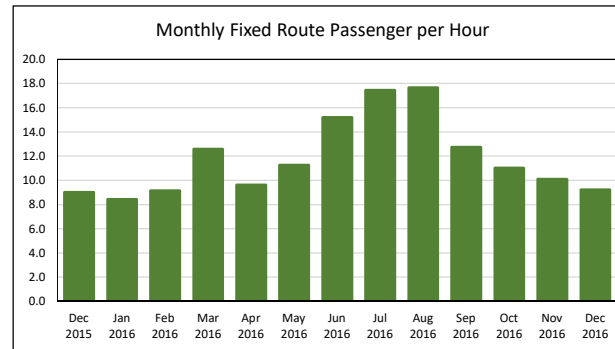
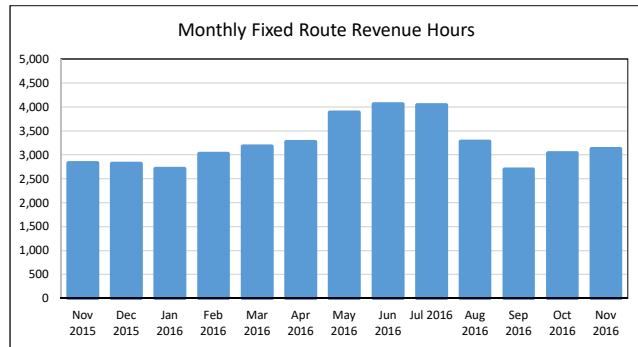
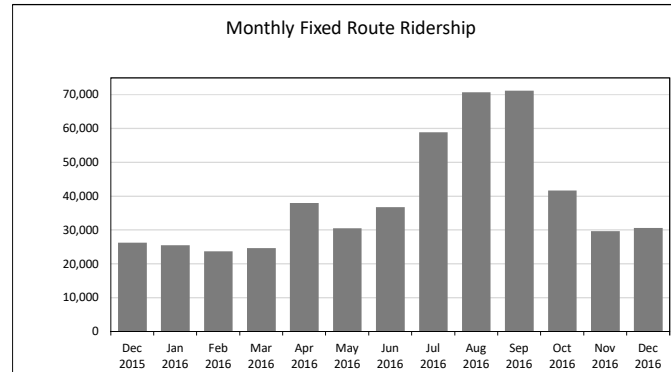
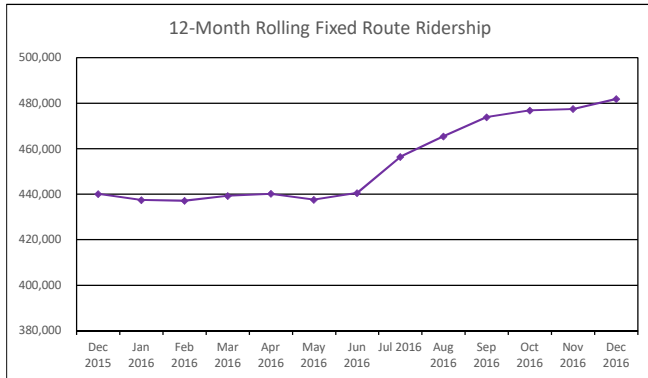
WACCAMAW REGIONAL TRANSPORTATION AUTHORITY					
DBA THE COAST RTA					
CASH REQUIREMENTS					
1/20/2017					
	Income	Expense	Balance	Date	Notes
5311 FEDERAL PM	30,000		196,136	03/28/17	JANUARY ESTIMATE
5311 STATE OPS	29,000		225,136	03/28/17	JANUARY ESTIMATE
FUEL		18,000	207,136	03/28/17	
ACCOUNTS PAYABLE		30,000	177,136	03/30/17	
FARES	7,000		184,136	03/31/17	
5311 FEDERAL ADMIN	22,000		206,136	04/28/17	FEBRUARY ESTIMATE
5311 FEDERAL OPS	38,000		244,136	04/28/17	FEBRUARY ESTIMATE
5311 FEDERAL PM	30,000		274,136	04/28/17	FEBRUARY ESTIMATE
5311 FEDERAL OPS	29,000		303,136	04/28/17	FEBRUARY ESTIMATE

Key Performance Indicators - Fixed Route

Fixed Route Measures	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	12-Month Total
Ridership	25,453	23,670	24,680	37,983	30,508	36,776	58,936	70,759	71,227	41,677	29,647	30,568	28,766	510,650
Revenue Hours	2,832	2,814	2,708	3,021	3,176	3,271	3,881	4,058	4,035	3,278	2,696	3,036	3,124	41,929
Total Hours	3,025	3,036	2,911	3,265	3,419	3,541	4,166	4,361	4,321	3,487	2,868	3,205	3,285	44,891
Revenue Miles	62,980	63,662	61,491	65,240	68,420	72,038	79,297	80,886	80,605	70,461	58,303	67,992	69,965	901,340
Total Miles	69,565	70,099	67,232	72,124	76,579	78,928	85,914	87,723	87,154	75,435	62,488	72,410	74,333	979,984
Accidents	0	0	1	2	0	1	6	2	2	0	1	5	1	21
Breakdowns	2	4	3	5	2	6	5	6	6	5	5	4	3	56
Complaints	2	3	3	2	1	3	1	2	0	2	1	2	6	28
Transit Expense	\$149,792	\$135,774	\$140,744	\$116,483	\$210,697	\$189,380	\$272,403	\$249,148	\$228,272	\$216,484	\$242,212	\$236,077	\$246,749	\$2,634,214
Maintenance Expense	\$68,583	\$86,630	\$135,117	\$87,274	\$71,339	\$66,569	\$67,343	\$76,805	\$78,477	\$74,196	\$68,602	\$68,540	\$70,810	\$1,020,284
Administrative Expense	<u>\$63,400</u>	<u>\$75,822</u>	<u>\$71,770</u>	<u>\$30,122</u>	<u>\$95,473</u>	<u>\$78,768</u>	<u>\$65,920</u>	<u>\$105,089</u>	<u>\$89,692</u>	<u>\$78,782</u>	<u>\$70,436</u>	<u>\$69,480</u>	<u>\$75,046</u>	<u>\$969,800</u>
Total Operating Expenses	\$281,774	\$298,226	\$347,632	\$233,879	\$377,508	\$334,717	\$405,666	\$431,042	\$396,440	\$369,462	\$381,249	\$374,097	\$392,606	\$4,624,298
Fare Revenues	\$28,138	\$24,886	\$26,811	\$33,519	\$35,181	\$42,055	\$47,730	\$53,350	\$52,292	\$43,321	\$32,087	\$33,523	\$30,527	\$483,422

Efficiency Metrics	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	12-Month Total
O & M Expense per Hour (No Admin)	\$77.12	\$79.05	\$101.86	\$67.45	\$88.80	\$78.25	\$87.54	\$80.32	\$76.02	\$88.68	\$115.29	\$100.33	\$101.65	\$87.16
Average Fare	\$1.11	\$1.05	\$1.09	\$0.88	\$1.15	\$1.14	\$0.81	\$0.75	\$0.73	\$1.04	\$1.08	\$1.10	\$1.06	\$0.95
Farebox Recovery	10.0%	8.3%	7.7%	14.3%	9.3%	12.6%	11.8%	12.4%	13.2%	11.7%	8.4%	9.0%	7.8%	10.5%
Subsidy per Passenger	\$9.96	\$11.55	\$13.00	\$5.27	\$11.22	\$7.96	\$6.07	\$5.34	\$4.83	\$7.83	\$11.78	\$11.14	\$12.59	\$8.11
Deadhead Ratio (Miles)	10%	10%	9%	11%	12%	10%	8%	8%	8%	7%	7%	6%	6%	9%
Administrative Ratio	29%	34%	26%	15%	34%	37%	23%	32%	29%	27%	23%	23%	24%	27%

Effectiveness Metrics	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	12-Month Total
Passengers per Hour	9.0	8.4	9.1	12.6	9.6	11.2	15.2	17.4	17.7	12.7	11.0	10.1	9.2	12.2
Mean Distance between Accidents	N/A	N/A	67,232	36,062	N/A	78,928	14,319	43,862	43,577	N/A	62,488	14,482	74,333	46,666
Mean Distance between Breakdowns	34,783	17,525	22,411	14,425	38,290	13,155	17,183	14,621	14,526	15,087	12,498	18,103	24,778	17,500
Complaints per 1,000 Riders	0.079	0.127	0.122	0.053	0.033	0.082	0.017	0.028	0.000	0.048	0.034	0.065	0.209	0.148
On-Time Performance	67%	82%	64%	80%	91%	92%	85%	81%	87%	90%	89%	92%	96%	77%

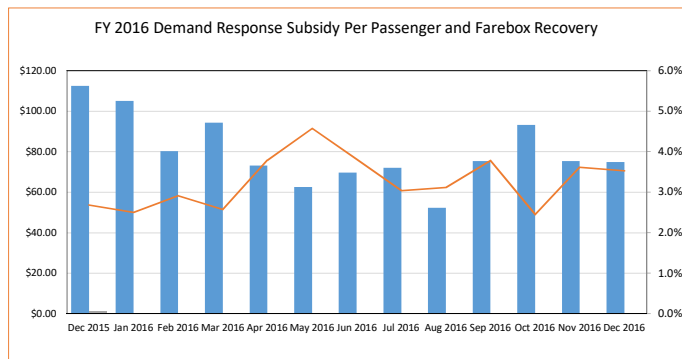
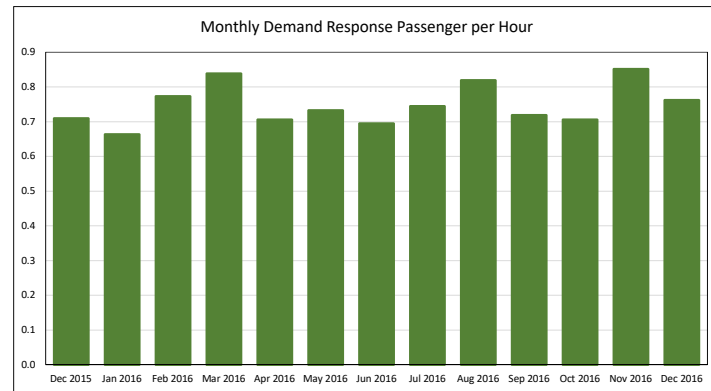
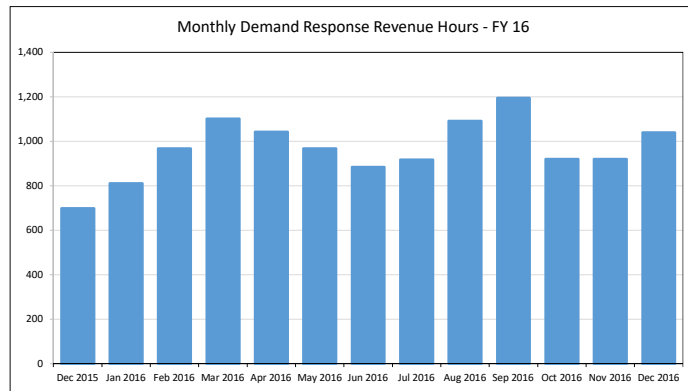
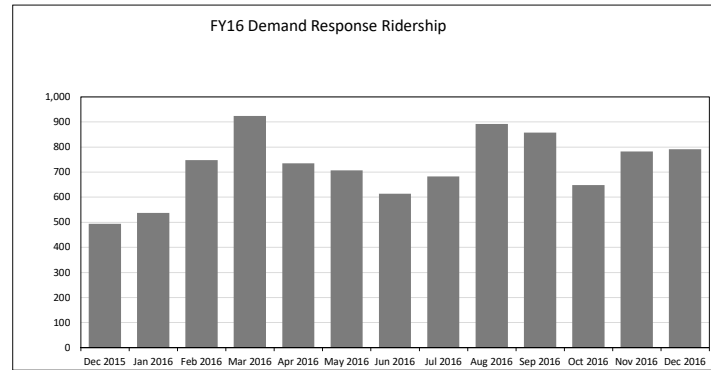
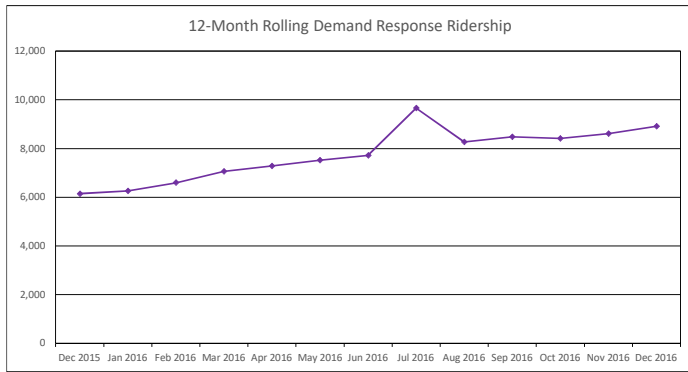


Key Performance Indicators - Demand Response

Demand Response Measures	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	12-Month Total
Ridership	494	537	747	923	735	707	613	682	892	857	648	782	791	9,408
Revenue Hours	697	810	967	1,101	1,042	966	883	917	1,090	1,194	919	919	1,039	12,545
Total Hours	901	966	1,145	1,293	1,252	1,152	1,089	1,113	1,265	1,400	1,114	1,114	1,270	15,073
Revenue Miles	8,790	9,501	11,812	13,901	13,223	11,325	9,883	11,243	14,570	15,179	11,017	11,017	13,001	154,462
Total Miles	11,073	11,568	14,364	16,831	16,217	14,576	13,785	14,373	18,332	19,006	14,052	17,221	16,724	198,122
Accidents	0	0	0	0	1	2	0	1	0	0	0	1	2	7
Breakdowns	0	0	0	1	0	2	2	0	0	0	0	0	0	5
Complaints	0	0	0	0	0	0	0	0	0	0	0	1	0	1
Transit Expense	\$37,163	\$34,303	\$35,094	\$55,621	\$31,173	\$26,192	\$29,779	\$29,286	\$27,691	\$39,301	\$39,298	\$38,592	\$38,573	\$462,066
Maintenance Expense	\$7,210	\$9,038	\$13,916	\$18,524	\$10,556	\$10,711	\$7,362	\$9,238	\$9,520	\$13,470	\$11,130	\$11,204	\$11,070	\$142,948
Administrative Expense	\$12,709	\$14,533	\$12,741	\$15,129	\$14,127	\$9,389	\$7,206	\$12,084	\$10,880	\$14,302	\$11,428	\$11,358	\$11,732	\$157,619
Total Operating Expenses	\$57,082	\$57,874	\$61,752	\$89,274	\$55,856	\$46,292	\$44,347	\$50,608	\$48,091	\$67,073	\$61,856	\$61,155	\$61,374	\$762,634
Fare Revenues	\$1,530	\$1,448	\$1,800	\$2,301	\$2,117	\$2,118	\$1,691	\$1,540	\$1,502	\$2,536	\$1,514	\$2,214	\$2,167	\$24,478

Efficiency Metrics	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	12-Month Total
O & M Expense per Hour	\$63.64	\$53.50	\$50.67	\$67.34	\$40.05	\$38.20	\$42.06	\$42.01	\$34.14	\$44.20	\$54.87	\$54.18	\$47.78	\$48.23
Average Fare	\$3.10	\$2.70	\$2.41	\$2.49	\$2.88	\$3.00	\$2.76	\$2.26	\$1.68	\$2.96	\$2.34	\$2.83	\$2.74	\$2.60
Farebox Recovery	2.7%	2.5%	2.9%	2.6%	3.8%	4.6%	3.8%	3.0%	3.1%	3.8%	2.4%	3.6%	3.5%	3.2%
Subsidy per Passenger	\$112.45	\$105.08	\$80.26	\$94.23	\$73.11	\$62.48	\$69.58	\$71.95	\$52.23	\$75.31	\$93.12	\$75.37	\$74.85	\$78.46
Deadhead Ratio (Miles)	26%	22%	22%	21%	23%	29%	39%	28%	26%	25%	28%	56%	29%	28%
Administrative Ratio	29%	34%	26%	20%	34%	25%	19%	31%	29%	27%	23%	23%	24%	26%

Effectiveness Metrics	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	12-Month Total
Passengers per Hour	0.71	0.66	0.77	0.84	0.71	0.73	0.69	0.74	0.82	0.72	0.71	0.85	0.76	0.75
Mean Distance between Accidents	n/a	n/a	n/a	n/a	16,217	7,288	#DIV/0!	14,373	#DIV/0!	#DIV/0!	#DIV/0!	17,221	8,362	28,303
Mean Distance between Breakdowns	n/a	n/a	n/a	16,831	n/a	7,288	6,893	n/a	n/a	n/a	n/a	n/a	n/a	39,624
Complaints per 1,000 Riders	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.3	0.0	0.1
On-Time Performance	100%	100%	100%	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%	95%



Coast RTA							51						
FY17 Grant Draw-Down Schedules													
12/31/16													
***** 5307 Federal (Urban) *****							***** 5311 Federal (Rural) *****						
	Admin &	ADA Admin &	Preventative	Capital			Preventative	Capital					
	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	\$ 92,819	\$ (36,292)	\$ 72,062	\$ -	\$ 128,589	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	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		
Feb 2017	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		
Mar 2017	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		
Apr 2017	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		
May 2017	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		
June 2017	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		
July 2017	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		
Subtotal Draws	\$ 461,829	\$ -	\$ 432,291	\$ 33,877	\$ 927,997		\$ 215,863	\$ 214,475	\$ -	\$ 141,417	\$ 571,755		
Remaining Balance	\$ 923,935	\$ -	\$ 564,943	\$ 262,923	\$ 1,751,801		\$ 12,677	\$ 80,289	\$ -	\$ 56,903	\$ 149,869		
% Expended	33.33%	0.00%	43.35%	11.41%	34.63%		94.45%	72.76%		71.31%	79.23%		
% Time Elapsed	50.00%	50.00%	50.00%	50.00%	50.00%		50.00%	50.00%		50.00%	50.00%		
***** 5307 State (Urban - SMTF / SCDOT) *****							***** 5311 State (Rural) *****						
	Operating	TBD	Preventative	Capital			Preventative	Capital					
	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		
Remaining Balance	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		
% Expended	100.00%				100.00%		100.00%	100.00%			100.00%		



January 16, 2017

Dr. Yvette G. Taylor
Region IV Administrator
Federal Transit Administration

Reference: Waccamaw RTA – Financial Management Oversight (FMO) Draft Report Responses

Dear Dr. Taylor:

As you are aware, the Waccamaw Regional Transportation Authority (WRTA) has been through some very challenging times in the recent past. Those of us that comprise WRTA's new management staff (in place for 19 months at this point) have been anxious for the FMO to take place so that we may forge a new financial management strategy. Region IV Staff and the Consultant Team afforded us an opportunity allowing us to relay our procedures as they are now and perform testing on those procedures with the understanding that not all of them have been codified in our operating manuals. The resulting report gives us the path forward to a point where our Authority will re-develop the capacity to serve our region appropriately and provide the comfort level with our funders that we are good stewards of public dollars.

Our responses to the findings outlined in the FMO report follow. We want to thank FTA Region IV for the opportunity to respond and look forward to working with you and your staff in the future.

Material Weaknesses

We were very proud that the Consultant Team found no material weaknesses.

Significant Deficiencies

1. Buses with Remaining Useful Life Removed from Service

Two transit buses with remaining useful life were removed from service in June 2015 due to unrepairable manufacturing defects, and the resulting financial obligation to FTA has not been settled.

***WRTA Response** – We AGREE with this deficiency and the recommendation. The issue with these vehicles was discussed with FTA Region IV staff at a meeting in December 2015, but there has been very little movement on the assets since then and they have been parked since June 2015. The vehicles in question were acquired with ARRA funding through a procurement conducted by WRTA. We selected the vehicles and deemed the submitted bid by National Bus Sales was compliant and met the requirements of the IFB. However, since being entered into service in 2013 the vehicles have been nothing but trouble as evidenced by significant repair expense (including warranty service) and relatively low mileage. We believe that these vehicles are unsafe due to manufacturer and design defects and are pursuing restitution with the*

manufacturers through a case file with the National Highway Traffic Safety Administration. We have had several conversations with the manufacturer that have not resulted in much progress.

Our sole concern is the timeframe for resolving this deficiency. We will provide FTA with a letter outlining all the steps taken to date and work with staff to at least have a plan in place for resolving the remaining federal equity in these assets with 180 days.

2. Reconciliations Did Not Provide Evidence of Review and Approval

The review of selected general ledger account reconciliations for the months of June and August 2016 indicated that several were not signed by a reviewer to evidence review and approval.

WRTA Response – *We AGREE with this finding. Procedures have already been adjusted including the reconciliation for grants which are completed by the CFO and are now reviewed and signed off by the CEO. We will have our written procedures updated within 90 days.*

3. Required Information Not Maintained in Fixed Asset System

The testing of five fixed asset additions indicated that for two buses purchased in June 2015, the fixed asset system did not include the grant number that had funded the purchase of the buses or the funding percentage, as required by FTA. In addition, the system did not indicate holder of title for any of the assets that were maintained in the system.

WRTA Response – *We AGREE with the finding. We request that the FMO Final Report includes information that responds to the following question.*

Eighteen (18) of our 23 large buses have either been acquired through transfer of federal equity from another RTA or purchased from another RTA after the vehicles had reached their useful life. Should we have obtained the grant number from the previous owners – or - should we use local grant agreements as the funding source in our asset database? We hold the title on all of these vehicles and as in the case cited in the Discussion Section of the report under this item, we actually acquired the two NABI with a “value” of \$32,422 but for a cost less than \$6,000. We are not sure where the \$32,422 cited by the reviewers comes from. The figure may correspond to the remaining useful life for those assets or could have been the actual acquisition cost for the 5 that were acquired in FY 16. Additional information about the transaction cited by the reviewer would be appreciated.

We are prepared to update our fixed asset system with the appropriate data about each asset within the prescribed timeframe of 90 days.

4. Information for Fixed Asset Additions Not Reviewed for Accuracy and Completeness

The Procurement Manager was responsible for inputting information into the fixed asset system for all new assets. However, an independent review was not performed to ensure that the information was input completely and accurately.

WRTA Response – *We AGREE with the finding. We are prepared to update our fixed asset system procedures, including the proper verification by the CFO, within the prescribed timeframe of 90 days.*

5. Disbursement Documentation Did Not Indicate Proper Account Coding

The review of documentation for a sample of disbursement transactions indicated that coding for the grant number and general ledger number were not included in the supporting documentation for some of the transactions.

***WRTA Response** – We AGREE with the finding. WRTA started pre-coding purchase orders with G/L account numbers in August 2016. The procedures will be updated within 90 days per the recommended corrective action.*

6. Vendor Invoices Did Not Indicate Management Review and Approval

The review of disbursement transactions indicated that vendor invoices did not contain documentation to indicate review and approval of the invoices by management prior to their payment.

***WRTA Response** – We AGREE with the finding. The procedures will be updated within 90 days per the recommended corrective action.*

7. Procurement Documentation Did Not Include Required Cost Estimates or Analysis

The review of two sole source procurements indicated that no file documentation for any independent cost estimates had been prepared by Coast RTA, or that required vendor cost estimates had been obtained and analyzed.

***WRTA Response** – We AGREE with the finding. The procedures will be updated within 90 days per the recommended corrective action.*

8. Required Policy Not Documented in Procurement Manual

The procurement manual did not include written procedures to ensure that environmental and energy efficiency are considered when reviewing proposed procurements.

***WRTA Response** – We AGREE with the finding. The WRTA Procurement Manual will be updated within 90 days per the recommended corrective action.*

9. Timekeeping Records Did Not Provide Evidence of Supervisory Approval or Fully Support Number of Hours Worked

The review of payroll documentation indicated that timekeeping records provided for three employees did not include evidence of supervisory review and approval. In addition, timekeeping records were not available to fully support the amount of hours paid for another employee.

***WRTA Response** – We AGREE with the finding. This finding has identified violations within our existing procedures and, in our opinion, represent problems with manual timekeeping. We are in the process of incorporating electronic timekeeping into our procedures which should allow more time in the process for supervisor approvals and significantly reduce errors. The electronic timekeeping will be implemented within 120 days.*

10. Drawdowns for ADA Operating Assistance Based on Incorrect Funding Percentage

The review of ECHO drawdown amounts for ADA operating assistance indicated that Coast RTA had used an FTA funding percentage of 80 percent, rather than the 50 percent rate allowed by the grant.

WRTA Response – *We AGREE with the finding.*

Our records indicate that this error only occurred in FY 16 under SC-90-X282-01 and subsequently in FY 17 under SC-2016-017-00. We have corrected the problem in ECHO for FY 17.

While this is a material financial error in FY 16, the 80% rate drawdown on ADA Operating Expense is allowable under FTA regulations. We propose to amend grant SC-90-X282-01 with the proper ALI code to reflect what has actually transpired. The grant is still open and the proposed amendment will not change any of the total dollar amounts in terms of received-federal funding. This amendment could be accomplished with 90 days and we will be working with Region IV staff to make this correction.

11. Vendors Not Paid Within Three Days of Federal Reimbursement

The review of expenditures for operating assistance indicated that some vendors were not paid within three days of receiving funding from FTA.

WRTA Response – *We Do NOT AGREE with this finding and respectfully request that it be removed from the Final Report.*

WRTA fully understands why this provision is included in FTA regulations. Its intent is to eliminate situations where FTA grantees put undue strain on vendors by withholding payments after being reimbursed, whether it is to solve cash flow problems or collect interest on these amounts. We understand the reasoning for this provision and follow it.

The issue cited by the review team only occurs for micro-purchases and there are no accruals where the vendor (or employee in the case of payroll accruals) is paid after WRTA receives reimbursement. The micro-purchases in question are almost always repair parts or, in some cases, small purchases made using a credit card. In the case of repair parts, approximately half are purchased for inventory and the invoices are paid even before they are removed from inventory and expensed. Nearly all of the vendors extend WRTA credit, we pay for the parts on their terms and have had no complaints from our vendors.

A possible fix to this issue could be an additional review of the accounts payable list for every reimbursement received, identification of any unpaid invoices and then payment within the three days. However, we feel that this would require unreasonable increase in staff time and as a small system we are not immune to cash flow issues. The additional time afforded to us by our vendors can be helpful.

Finally, we feel that this finding should be removed from the report. In addition to the reasons cited above, the review team is predicated the finding on three transactions summarized in a statement found in the Discussion Section - "This included three vendors who were paid a total of

\$3,169 on July 28, 2016, 10 days after the Federal funds had been received". However, these transactions actually meet the criteria of the regulation through its exception (b) cited in the Standards Impacted section: "(b) Are less than \$10,000 and will be disbursed within 30 calendar days" (excerpt from FTA Circular 5010.1D 9.c.(1) Policy for ECHO Payments).

WRTA does not believe we have been in violation of the circular and it is not appropriate for a finding to be based on tested transactions that actually meet the requirement, even if it is through its exceptions.

12. Federal Share of Expenditures and Unliquidated Obligations Not Properly Reported

The review of the Federal Financial Report (FFR) for SC-90-X282 for the period ended June 30, 2016 indicated that the reported amount of Federal expenditures on both a cumulative basis and for the three months then ended were understated. In addition, the Federal share of unliquidated obligations was incorrectly reported for the same period.

WRTA Response – We AGREE with the finding. The FFR only included figures from the amendment SC-90-X282-01 not SC-90-X292-00. We have corrected the issue in the subsequent FFR submittals.

13. Estimated Completion Dates for Milestone Progress Reports Not Updated

Estimated completion dates reported in the Milestone Progress Report (MPR) for SC-90-X282 were not revised timely. The report included four milestones where the estimated completion dates had not been updated to reflect newer information, even after the original estimated completion dates were not met.

WRTA Response – We AGREE with the finding. The procedures will be updated within 90 days per the recommended corrective action. We will review all open grants within 90 days and update accordingly

14. Federal Financial Reports Not Filed Timely

The review of timeliness of FFRs reporting for the period June 2014 to June 2016 noted a total of four occasions where the reports for SC-90-X266-00 and SC-90-X282-01 were filed late. In addition, an FFR was not filed for SC-90-X266 for the period ended March 31, 2015.

WRTA Response – We AGREE with the finding. The procedures will be updated within 90 days per the recommended corrective action.

Advisory Comments

1. Errors in Long-term Financial Plan

The review of the Coast RTA long-term plan for the years 2016 and 2017 appeared to reflect math errors since a portion of the expected amount of Federal funding would not be available based on the identified sources of local funding.

WRTA Response – We understand the comment. The issue with not showing enough non-federal match is due to a number of projects where WRTA is expecting either to use past non-federal funding or where we are expecting to use in-kind or other non-cash methods for non-federal match. For instance, our listing of capital projects included a small grant that we hope to use to settle federal equity issues of past disposed equipment. This is a project where non-federal match will not be required. By the same token, the Financial Plan should depict these instances more clearly. The next iteration of the Financial Plan will be produced within 90 days and will be submitted as part of our Triennial Review which is scheduled for May 2017.

This concludes our response to the FMO Review Report. If you have any questions, please contact me at 843-488-6060 or Ron Prater, CFO, at 843-488-6062.

Sincerely:



Brian Piascik

GM/CEO

Waccamaw Regional Transportation Authority

cc WRTA Board of Directors
Rhonda King, FTA Region IV