



**Waccamaw Regional Transportation Authority  
Board of Directors Meeting Agenda  
October 27, 2021  
12:00 PM**

- I. Welcome and Call to Order
- II. Invocation and Pledge of Allegiance
- III. Roll Call
- IV. Approval of Agenda
- V. Approval of Minutes – September 29, 2021
- VI. Acknowledgement of Visitors
- VII. Public Comment (3-minute time limit)
- VIII. Committee Reports
  - a. Finance Committee
  - b. Service/PAC Committee
  - c. Ad Hoc Committees
- IX. Old Business
  - a. COVID safety response – vaccine/mask mandate
- X. New Business
  - a. Board membership
  - b. Committee membership
  - c. Coast RTA organizational structure – detailed organizational chart
  - d. FTA Triennial review – review of final report
- XI. General Manager’s Report
- XII. Other
- XIII. Announcements
- XIV. Adjournment

Next meeting date: Saturday, December 04, 2021 9:30AM – 1:30PM (Board Retreat, location TBD)

**FY 2021 BOARD OF  
DIRECTORS ATTENDANCE  
ROSTER**

	OCT 28	DEC 9	FEB 3#	FEB 24	MAR 31	APR 28	MAY June 2	JUL 7	█	AUG 25	SEP 29
<b>D'Angelo, Katharine</b>	X	X	X	X	E	X	X	X	█	E	X
<b>Delegation 3 (Vacant)</b>	X	E	E	A	A	A	X	E	█	E	
<b>Eickhoff, Darrell</b>	X	X	X	X	X	X	X	X	█	X	X
<b>James, Greg</b>	A	X	X	A	X	X	X	X	█	E	X*
<b>Johnson, Lillie Jean</b>	X	X	X	E	X	X	X	X	█	X	E
<b>Keene, Marvin, Ph.D. CFA</b>	X	X	X	X	X	X	X*	X	█	X	X
<b>Lazzara, Joseph</b>	X	X	X	X	X	X	X	X	█	X	X
<b>Sheehan, Rob, Ph.D.</b>	X	X	X	X	X	X	X	X	█	X	X
<b>Silverman, Bernard</b>	X	X	X	X	X	X	X	X	█	X	X
<b>Wallace, Randal</b>	X	X	E	A	E	X	X**	E	█	X	X
<b>Conway (Vacant)</b>									█		
									█		

X = In Attendance

A = Absent

E = Excused Absence

\* = Arrived after roll call

\*\*= In attendance via conference call

revised January 2021  
#rescheduled meeting



**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY  
d/b/a THE COAST RTA  
REGULAR BOARD OF DIRECTORS MEETING  
Wednesday, August 25, 2021  
5:00 PM**

**Board Present:** Darrell Eickhoff  
Marvin Keene  
Joseph Lazzara  
Bernard Silverman  
Rob Sheehan  
Randall Wallace  
Katharine D'Angelo  
Greg James

**Staff Present:** Brian Piascik, General Manager/CEO  
Ron Prater, Chief Financial Officer  
Tom Burda, Maintenance Manager  
Lauren Morris, PIO  
Doug Herriott, Transportation Manager  
Eileen Soisson, Sunshine Service  
Candace Brown, Data Analyst

**Visitors:** Robert Pawlowsk, Rider  
Dennis Bright, WBTW  
Charles Perry, Horry Independent

In accordance with the Freedom of Information Act (FOIA), the 2021 meeting schedule was provided to the press at the beginning of the 2021 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 October 25, 2021.

**CALL TO ORDER:** Chairman Eickhoff called the meeting to order at 12:04 PM and welcomed everyone.

**INVOCATION/PLEDGE OF ALLEGIANCE:** Mr. Eickhoff gave the invocation, then led the Pledge of Allegiance.

**ROLL CALL/ANNOUNCEMENT OF QUORUM:** Roll call was taken. A quorum was present. The Board Chairman and Past Board Chairman asked that those absent from board meetings be recognized as “Excused”, only if that board member informs the Board Liaison, in advance, that they are unable to attend. Board members who do not attend the meeting and do not inform the Board Liaison that they will be absent will be recognized as “Absent”.

**APPROVAL OF AMENDED AGENDA** – There was a motion by Mr. Sheehan and a second by Mr. Lazzara that the agenda be approved. A voice vote was taken; no nays being heard the agenda was approved unanimously.

**APPROVAL OF MINUTES** – There was a motion by Mr. Lazzara and a second by Ms. D’Angelo to approve the April minutes. A voice vote was taken; no nays being heard, the motion passed unanimously.

**ACKNOWLEDGEMENT OF VISITORS:** Robert Pawlowski, Charles Perry and Dennis Bright

**EMPLOYEE RECOGNITION:** Janet Hughes was recognized for going above and beyond duty in our Customer Service Department.

**NEW BUSINESS:** Having been nominated at the August meeting, Dr. Sheehan was elected to serve a two-year term at Vice Chairman of the Board.

**RESOLUTION:**

Resolution SEP2021-13 – Establishment of an Unclaimed Property Policy was made by

Mr. Piascik and staff explained that the auditor suggested that the Authority establish a procedure to track and resolve any issues with uncashed checks written by the Authority.

A motion by Mr. Lazzara, seconded by Mr. Wallace was approved unanimously.

**CHAIRMAN’S CORNER:**

- The Chairman opened a discussion about the Authority’s comparatively low vaccination rate. Ms. D’Angelo expressed concern about the vaccination rate. A discussion about possible actions by the Authority to improve its vaccination rate including incentive pay. Mr. Piascik wanted to let the Board know that he encourages all staff to get a vaccination. He was concerned about mandating vaccines due to the cost of establishing a testing protocol for those who still will not get a vaccine. He then went through Coast RTA’s policies related to masks, including the newly implemented No Mask, No Ride, policy. All vehicles have screens to help protect drivers. Dr. Keene asked about air purification systems on vehicles. Staff explained that those types of

systems but they are expensive. Mr. Piascik was going to follow up on how the School System and the County are handling vaccine. Mr. Silverman asked about the new mask policy and how it was going. Mr. Piascik did not have much data on how passengers were responding. Dr. Sheehan asked about how other RTAs were handling masks, that we should use American Rescue Plan funding and that we should be asking for employees to get vaccinated as a service to customers. Ms. D'Angelo ask that Mr. Piascik reach out for legal opinion on what we can and cannot do as it relates to incentivizing vaccines.

- Mr. Piascik spoke about how Horry County was handling their American Rescue Plan funding. Coast RTA fare collection and operating assistance projects are still included in their process.
- Mr. Eickhoff asked that the Compensation Plan address CDL drivers specifically. Mr. Piascik concurred and edited the Project Listing accordingly. Mr. Piascik mentioned that TASC was coordinating a Compensation Study with SCDOT. Mr. Lazzara asked about CDLs among mechanics and was informed that 3 of 7 do have a CDL.
- Mr. Piascik explained the County Road Use Fee was in limbo and that the Counties were pursuing legislative relief from the recent SC Supreme Court decision.
- The Board checked the Bylaws to determine the make-up of the Executive Committee and reasons to invoke it.
- Mr. Piascik asked that the Board schedule a Retreat for December 4, 2021 when the Board will receive Customer Service Training, discuss the Authority's vision and then conduct the combined November and December meetings.

**PUBLIC COMMENT:** Mr. Pawlowski thanked the Chairman for his service and Ms. Hughes for her hard work. He asked about better connections between Conway and Georgetown and then also Charleston. The Board discussed service in Georgetown and the potential service to Charleston.

**FINANCIAL REPORT:**

Piascik went through the financials from August. Labor and fuel are still expectedly high. Overall, the Authority is \$13K under budget. Mr. Silverman asked about the need for another budget revision. Revenues exceeded expenses as well. Mr. Piascik said that we did not and that the County had approved the FY 22.

Mr. Piascik responded to a question from Dr. Sheehan and explained Coast RTA will be releasing an RFP for auditors and that the audit should start after the first of the year.

The rural program (SCDOT 5311) has started although some delays in the cash flow as the Authority works through additional reporting requirements.

**SERVICE/PAC UPDATE:**

Mr. Piascik discussed some new service changes to address on-time performance on routes 15S, 15N and 17. Ms. D'Angelo asked about Route 17 service. Mr. Eickhoff asked about ridership at Startek. Route 17 ridership has averaged 80 people per day and they were spread out across the route. 15S will be split at the VA Facility. Northern portion goes back to its original hourly service and the Southern Portion will operate on 90 minute frequencies with additional running time. Route 16 will have fewer trips into Sandy Island.

Mr. Piascik informed the Board about the replacement of security doors using 5307 funds that were about to lapse. The front porch was getting some clean up, upgrades to the lighting and paint.

Mr. Piascik confirmed that the preferred site for the new O&M facility was no longer being considered. The consultant will be evaluating several new sites with some of the others that were scored before. The Consultant will be working on an application for 5339 Bus & Bus Facilities discretionary funds due November 19<sup>th</sup>. The Authority will be hearing on the RAISE grant application on November 22<sup>nd</sup>.

Mr. Silverman asked about the government shutdown. Mr. Piascik responded that we are okay on a cash basis but we may experience delays on grants.

Mr. Piascik informed the Board about the 3 options for the Authority to address split operations including other lots close by, utilizing parking nearer to Myrtle Beach and leasing a maintenance facility in Loris, recently vacated by Cummins. More info to follow.

**GENERAL MANAGER'S REPORT:**

Mr. Piascik talked about Sunshine Service training for Customer Service. Employees have been giving positive feedback. Ms. Soisson described the training.

Mr. Piascik discussed additional Ecolane Training to help new employees to improve their efficiency in the scheduling paratransit and we had 1.54 passenger per hour in August.

Coast RTA coordinated with PDRTA on additional ADA training including wheelchair securement. Jess Segovia provided the training and has been engaged to help Coast RTA with Triennial findings.

Staff is examining fare collection options. We are pursuing a cashless and contactless system. Three vendors catering to small systems have been scheduled to present to staff. The Authority will be publishing an RFP.

Staff discussed communication initiatives including a new employee targeted newsletter.

**OLD BUSINESS:** None

**ANNOUNCEMENTS:** The Board thanked Mr. Eickhoff for his service as Chairman.

**ADJOURNMENT:**

There was a motion by Mr. Lazzara and a second by Ms. D'Angelo to adjourn the meeting. A voice vote was taken; no nays being heard the meeting was adjourned at 1:48 PM.

**Coast RTA Project Listing**

CATEGORY	Project	START DATE	COMPLETION DATE		STATUS/REMARKS
			ESTIMATED DATE	ACTUAL DATE	
<b>A - STARTS 1-6 MOS.</b>					
1	Complete Bus Stop Signs Installation	8/15/17	9/30/22	ongoing	Route 14 stop locations have been identified and in permitting.
2	Stop Annunciation - Active and Reliable	9/1/18	Ongoing		Re-implemented announcements on routes 10, 15N, with two distinct systems. Ridesystems and Luminator. Working on geo-fencing for remaining routes - re-doing geo-fencing on 7, 15S and 16.
4	Strategy for Equity Service (Road Tax)	ongoing	TBD		Need to follow up with Conway, N. Myrtle Beach, City of Georgetown
7	Initiate Facility Replacement Plan for Maintenance, Office, Myrtle Beach, Georgetown and Conway Transfer Centers	3/1/20	7/1/21		Waiting on results of RAISE Grant. 5339 Grant due 11/19/21. Fantasy Harbor no longer an option. Reworking site evaluation and identification of the new site.
8	Seek dedicated and recurring funding from municipalities	5/15/15	ongoing		Tied to equity service strategy. This is a work in progress.
10	Transit Development Plan	1/15/21	3/1/22		COG has developed RFP for Fare Structure/Technology Assessment
	Culture of Service Program	4/26/21	9/30/22		SWOT Analysis Complete
11	New Customer Service Plan	TBD			New Procedures and Programs to be implemented going into Summer Service
12	New Public Involvement Plan	TBD			Already researching options/COVID Cognizant/In Place leading up to New Service 4/1
13	New Service Marketing	TBD			Focus on marketing new services leading up to the summer. Keep Service/PAC up to date.
14	New Fare Collection System	TBD			
<b>B - STARTS 7-12 MOS.</b>					
2	Trolley Replacement Plan	FY 21	3/31/21		Using 5311 to buy 2 New Flyers - Should arrive in May 2021
6	GSATS Transit Planner & Mark Hoeweller attend Coast RTA Board Meeting				Elizabeth Tucker, planner, attended April meeting.
7	Ride Guide Update	9/1/20	10/1/21		Revamping public schedules, with system map to follow. Part of Culture of Service initiative
8	Route Expansion and Timeline (Georgetown/NMB/Socastee/Surfside/Aynor)		10/1/20, 4/1/21, 10/1/21		Phase III (Gtown/Socastee) Complete, Horry County next.
9	Compensation Plan		3/1/22		Compensation Plan should look at CDL drivers pay rates specifically.
<b>C AS TIME PERMITS</b>					
1	Replacement Facilities Completed - Conway and Myrtle Beach	TBD			LOI Delivered to owner at Fantasy Harbor
2	Replacement Push-to-Talk system - Verizon	TBD			Investigating State Contract for two-way radio trunk line.
3	New Fare Collection System	TBD			



## **FINANCIALS**

**9/30/2021 revised**

**FY 2021**

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY  
DBA THE COAST RTA  
TABLE OF CONTENTS  
September 30, 2021**

Page 1	Table of Contents
Page 2-3	Income Statement <b>revised</b>
Page 4	Notes to the Income Statement
Page 5	FY 19 Budget Review
Page 6	Comparative Balance Sheet
Page 7	Financial Graphs
Pages 8-8a	Cash Requirements
Pages 9-10	Fixed Route Operating Data and Graphs
Page 11-12	Demand Response Operating Data and Graphs
Page 13	Federal 5307 Grant Draw Schedule(s)
Page 14	Federal CARES Act Funding (5307/5311)
Page 15-16	Federal 5311 and State Grant Draw Schedule
Page 17	Facility Development Program
Page 18	Cash Flow Analysis Year-to-Date
25-Oct-21	

Added Income Statement Notes and Cash Requirements  
Small correction in revenues (\$4K) Related to Local Match on Dodge Durango  
Revised Budget YTD for Advertising Revenues page 3  
Changed dates on several sheets and corrected page numbers

**Income Statement**  
**DBA THE COAST RTA**  
**Original FY 2021 Budget**  
**FOR THE PERIOD ENDED September 30, 2021**

	MTD Actual	YTD Actual	YTD Budget	YTD \$ Variance	YTD % Variance	TOTAL FY21 Budget
<b>Operating Revenues</b>						
Passenger Fares and Passes	551	220,702	300,000	(79,298)	-26.4%	300,000
Local Contracts - Horry Cty Emergency Mgmt	0	1,566	0	1,566	100.0%	0
Other Operating Revenue	0	0	0	0	0.0%	0
<b>Total Operating Revenues</b>	551	222,268	300,000	(77,732)	-25.9%	300,000
<b>Operating Expenses</b>						
Salaries & Benefits - Admin	67,332	786,935	798,988	12,053	1.5%	798,988
Salaries & Benefits - Transit	252,827	2,780,261	2,969,776	189,515	6.4%	2,969,776
Overtime - Transit	21,941	209,428	215,222	5,794	2.7%	215,222
Salaries & Benefits - Maintenance	77,338	936,766	956,677	19,911	2.1%	956,677
Overtime - Maintenance	2,845	28,963	24,421	(4,542)	-18.6%	24,421
Facility Maintenance	28,519	286,239	270,842	(15,397)	-5.7%	402,500
Vehicle Maintenance	21,863	345,453	425,000	79,547	18.7%	425,000
Fuel & Oil	55,762	513,992	405,000	(108,992)	-26.9%	405,000
Tires	7,940	43,367	40,000	(3,367)	-8.4%	40,000
Liability Insurance	17,712	199,970	180,000	(19,970)	-11.1%	180,000
Utilities	2,956	29,012	34,000	4,988	14.7%	34,000
Telecommunications	8,921	107,837	105,000	(2,837)	-2.7%	105,000
Postage & Freight	108	2,142	3,000	858	28.6%	3,000
Office Supplies/Computer/Security	12,885	91,294	70,588	(20,706)	-29.3%	70,588
Legal & Professional Services	3,910	64,662	65,000	338	0.5%	65,000
Public Information	250	16,613	45,000	28,387	63.1%	45,000
Advertising & Marketing	1,016	16,371	14,000	(2,371)	-16.9%	14,000
Dues & Subscriptions	6,207	10,003	11,787	1,784	15.1%	11,787
Leases	1,783	22,130	25,000	2,870	11.5%	25,000
Travel & Training	1,528	42,670	40,000	(2,670)	-6.7%	40,000
Interest Expense	0	0	0	0	0.0%	0
Other Expenses	75	3,605	4,500	895	19.9%	4,500
<b>Total Operating Expenses</b>	593,718	6,537,713	6,703,800	166,087	2.5%	6,835,458
<b>Operating Profit (Loss)</b>	(593,167)	(6,315,445)	(6,403,800)	88,355	1.4%	(6,535,458)
<b>Non-Reimbursable (by FTA) Expenses</b>						
Depreciation	68,012	737,356	645,523	(91,833)	-14.2%	704,207
(Gain) Loss on Fixed Assets	(37,756)	(62,543)	0	62,543	0.0%	0
Accident Expense*	(5,986)	(60,538)	0	60,538	--%	0
Other Non-Reimbursable Expense	0	0	0	0	0.0%	0
Pension Expense - Deferred Outflows	0	0	0	0	0.0%	0
<b>Total Non-Reimbursable Expenses</b>	24,270	614,275	645,523	31,248	4.8%	704,207
<b>Total Operating and Non-Reimbursable Expenses</b>	617,988	7,151,988	7,349,323	197,335	2.7%	7,539,665

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

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY  
DBA THE COAST RTA  
INCOME STATEMENT  
FOR THE PERIOD ENDED September 30, 2021**

	<u>MTD Actual</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD \$ Variance</u>	<u>YTD % Variance</u>	<u>TOTAL FY21 Budget</u>
<b>Operating Grant Revenue</b>						
Federal Grants - Operating	125,764	4,104,647	4,979,668	(875,021)	-17.6%	4,979,668
State Grants - Operating	40,197	132,807	123,893	8,914	7.2%	123,893
Local Grants - Operating	<u>215,853</u>	<u>2,074,059</u>	<u>2,201,446</u>	<u>(127,387)</u>	<u>-5.8%</u>	<u>2,201,446</u>
<b>Total Operating Grant Revenue</b>	381,814	6,311,513	7,305,007	(993,494)	-13.6%	7,305,007
<b>Capital Grant Revenue</b>						
Federal Grants - Capital	46,115	2,728,726	2,718,843	9,883	0.4%	3,236,000
State Grants - Capital	3,993	156,596	156,000	596	0.4%	156,000
Local Grants - Capital	<u>10,944</u>	<u>852,241</u>	<u>847,500</u>	<u>4,741</u>	<u>0.6%</u>	<u>1,023,556</u>
<b>Total Capital Grant Revenue</b>	61,052	3,737,563	3,722,343	15,220	0.4%	4,415,556
<b>Total Grant Revenue</b>	442,866	10,049,076	11,027,350	(978,274)	-8.9%	11,720,563
<b>Other Revenue</b>						
Bus Advertising Revenue	3,027	42,886	35,000	7,886	22.5%	35,000
Interest Income	120	1,408	0	1,408	0.0%	0
Miscellaneous - Vending, Other	<u>230</u>	<u>1,885</u>	<u>2,400</u>	<u>(515)</u>	<u>-21.5%</u>	<u>2,400</u>
<b>Total Other Revenue</b>	3,377	46,179	37,400	8,779	23.5%	37,400
<b>Total Revenue</b>	<u>446,243</u>	<u>10,095,255</u>	<u>11,064,750</u>	<u>(969,495)</u>	<u>-8.8%</u>	<u>11,757,963</u>
In-Kind Revenue	0	245,789		245,789		
<b>Change in Net Position</b>	<u>(171,194)</u>	<u>3,411,324</u>	<u>4,015,427</u>	<u>(604,103)</u>	<u>-15%</u>	<u>4,518,298</u>

**YTD Capital Expenditure Activity (Cost)**

Vehicles - 3 Small Transits	206,757	165,000	(41,757)	-25%	165,000	
Buses - 6 New Flyers	2,979,616	2,922,000	(57,616)	-2%	2,922,000	
Website Development	4,500	4,500	0	0%	0	
Transit Facility Development	9,037	303,435	(108,435)	-56%	900,000	
Computer Hardware/Software - Paratransit	8,454	9,579	(8,454)	-751%	14,000	
TDP - Fare Study			0	0%	350,000	
Bus Stop Designation/Implementation	7,616	151,700	(18,420)	-14%	312,000	
Fare System			0	0%	350,000	
Non-Revenue Vehicles	28,298	28,298	(28,298)	-282980000%	54,000	
Radio/Communications System			0	0%	0	
Computer Hardware/Software - 5307/Other	7,647	37,613	(16,613)	-79%	36,000	
Brake Lathe/Other Shop Equipment		16,065			16,065	
	<u>61,052</u>	<u>3,737,563</u>	<u>3,441,905</u>	<u>(279,593)</u>	<u>-8%</u>	<u>5,119,065</u>

**YTD Capital Expenditures vs Budget**

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

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY  
DBA THE COAST RTA  
INCOME STATEMENT NOTES – September 2021**

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

Total Operating Revenues are under budget YTD (\$79.3K) or (25.9%) (page 2) and has continued to drop due to unreliable fare recovery equipment. Coast RTA discontinued collecting fares effective on September 1, 2021.

Salaries & Benefits – Administration is under budget YTD \$12.1K or 1.5% (page 2) since we did not spend down budget on contract employees in finance and Sunshine Service initiative.

Salaries & Benefits - Transit is under budget YTD \$189.5K or 6.4% (page 2) due to the shortage of drivers. The remaining budget was pulled in to YTD budget which created the larger under budget variance to end the year.

Overtime - Transit is under budget YTD \$5.8K or 2.7% (page 2) because this line item was addressed in the budget revision. Four new CDL drivers will be entered into orientation training on October 4.

Salaries & Benefits – Maintenance is under budget YTD \$19.9K or 2.0% (page 2) due to one vacant position (1/2 FTE) and we had a mechanic leave the Authority at the beginning of September. Management will monitor overtime as we move into FY 22.

Facility Maintenance is over budget YTD (\$15.4K) or (5.7%) (page 2) due to a number of repairs needed at the Conway facility. In September, repairs on three interior doors (\$7K) were funded through our 5307 Grant so capital funds were added to the YTD Budget. There were several other small repairs and an additional \$9K for the Bus Stop Designation Program. The parking lot repairs over the fuel tanks in Conway was not completed by September 30<sup>th</sup>. The expense will move forward into FY 22.

Vehicle Maintenance is under budget YTD \$79.5K or 18.7% (page 2). Fleet improvements have taken effect having only 8 vehicles out of 34 without remaining useful life.

Fuel & Oil is over budget YTD (\$109.0K) or (26.9%) (page 2) due to increased prices and higher than projected service miles.

Liability Insurance is over budget YTD (\$20.0K) or (11.1%) (page 2) due to premium increases related to new vehicles. Premiums will increase overall by 15% in FY 22 as the State Insurance Fund is raising their rates.

Office Supplies/Computer/Security is over budget YTD (\$10.5K) or (15.5%) (page 2) due to furniture purchases over the course of the year. Computer and security expenses billed to our FTA \$5307 capital grant were completed in September. We purchased replacement and additional tablets were purchased through the expiring 5311 contract that supported the Ecolane implantation. These funds were not included in the budget but were 100% funded through the grant.

Public Information is under budget YTD \$28.4K or 63.1% (page 2) due to delays in the production of public information related to adjustments to new service implemented in May, and the system map.

Total Operating Grant Revenue is under budget YTD (\$993.5K) or (13.6%) (page 3) because CARES Act grant budget revisions have not been processed. At this point, we have forwarded the remaining unobligated balances of CARES Act and American Rescue Plan funding into the FY 22 budget.

Total Capital Grant Revenue is over budget YTD \$15.2K or 0.4% (page 3). due timing of expenses and the 5310 funding covered nearly 100% of the cost of paratransit vehicles (budgeted for 85%).

Other Revenue is over budget YTD \$8.8K or 23.5.9% (page 3) due to an influx of advertising revenue.

## Coast RTA Budget Review FY 21

	Total Expense YTD	Budget YTD	Variance \$ YTD	Variance % YTD
Administration	1,176,661	1,171,863	(4,798)	-0.4%
Operations	3,763,631	3,854,998	91,367	2.4%
Maintenance	1,597,421	1,676,939	79,518	4.7%
<b>Total</b>	<b>6,537,713</b>	<b>6,703,800</b>	<b>166,087</b>	<b>2.5%</b>
Farebox Revenue	220,702	300,000	(79,298)	-26.4%

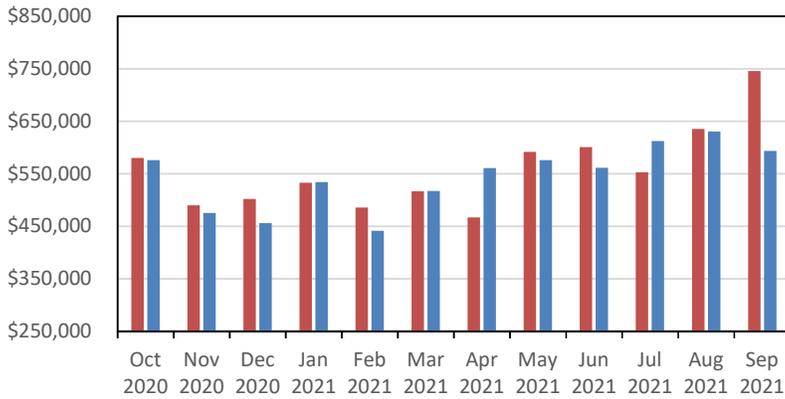
ending September 30, 2021

25-Oct-21

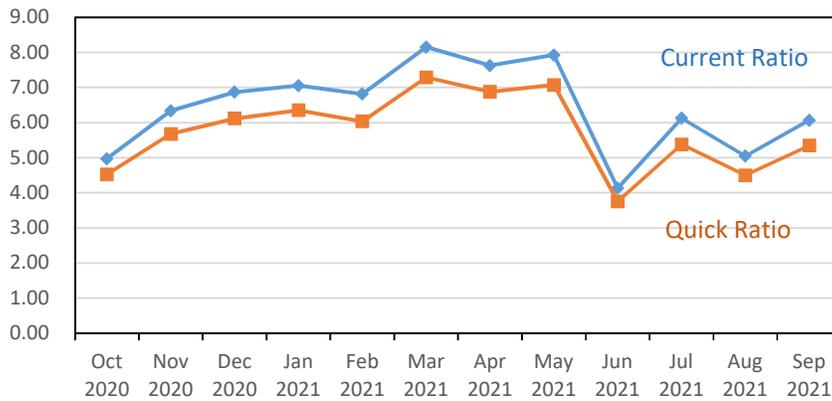
**Waccamaw Regional Transportation Authority  
DBA THE COAST RTA  
COMPARATIVE BALANCE SHEET  
September 30, 2021**

	<u>Sep-21</u>	<u>Sep-20</u>
<b>ASSETS</b>		
<b>Current Assets:</b>		
Cash - Checking CNB	191,122	564,541
Money Market / CD - CNB	25,009	500,146
Operating & Maintenance Reserve - SC LGIP	650,614	0
Management Account - SC LGIP	750,474	0
Accounts Receivable - Federal, State & Local Grants	1,163,931	1,485,459
Accounts Receivable - Employees/Other	64,035	15,416
Inventory	324,028	284,452
Prepaid Expenses	<u>59,095</u>	<u>35,290</u>
<b>Total Current Assets</b>	<b><u>3,228,308</u></b>	<b><u>2,885,304</u></b>
<b>Long-Term Assets</b>		
Total Capital Assets, Net	6,787,838	3,976,943
Deferred Outflows of Resources-NPL	<u>735,891</u>	<u>735,891</u>
<b>Total Long-Term Assets</b>	<b><u>7,523,729</u></b>	<b><u>4,712,834</u></b>
<b>Total Assets</b>	<b><u><u>10,752,037</u></u></b>	<b><u><u>7,598,138</u></u></b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>LIABILITIES</b>		
<b>Current Liabilities:</b>		
Accounts Payable	155,757	247,838
Accrued Payroll and Withholdings	227,557	183,080
Accrued Compensated Absences	108,691	108,691
Disallowed Costs due to SCDOT - Current	0	0
Installment Loan CNB - Short-term	0	0
Unearned Revenue	<u>40,154</u>	<u>4,185</u>
<b>Total Current Liabilities</b>	<b><u>532,159</u></b>	<b><u>543,794</u></b>
<b>Non-Current Liabilities:</b>		
Accrued Compensated Absences, Net of Current Portion	0	0
Due to FTA - Long Term	206,077	325,199
Disallowed Costs due to SCDOT - Long Term	0	126,668
Net Pension Liability	6,130,652	6,130,652
Deferred Inflows of Resources-NPL	<u>197,522</u>	<u>197,522</u>
<b>Total Non-Current Liabilities</b>	<b><u>6,534,251</u></b>	<b><u>6,780,041</u></b>
<b>Total Liabilities</b>	<b><u><u>7,066,410</u></u></b>	<b><u><u>7,323,835</u></u></b>
<b>EQUITY</b>		
Contributed Capital	2,719,523	2,719,523
Restricted Net Assets	1,442,813	(1,247,175)
Retained Earnings - Current Year	3,411,324	2,689,988
Net Investments in Capital Assets	2,027,824	2,027,824
Net Position Retriected for Pensions	(3,676,132)	(3,676,132)
Restricted for Transit Operations	60,000	60,000
Unrestricted Net Pension	<u>(2,299,725)</u>	<u>(2,299,725)</u>
<b>Total Fund Equity</b>	<b><u>3,685,627</u></b>	<b><u>274,303</u></b>
<b>Total Liabilities and Fund Equity</b>	<b><u><u>10,752,037</u></u></b>	<b><u><u>7,598,138</u></u></b>

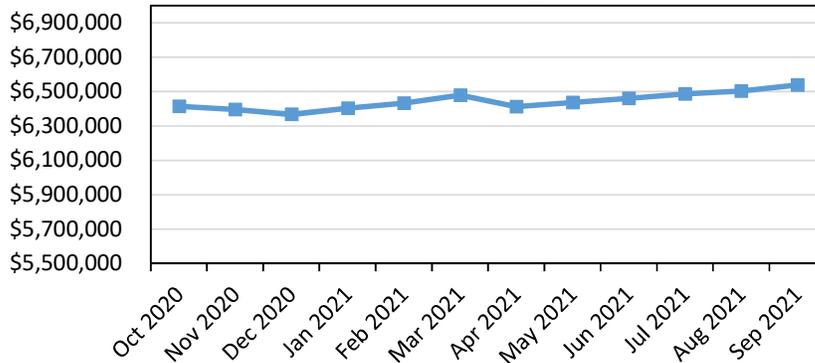
### Expenses: Monthly Budget to Actual



### Current/Quick Ratio



### 12-mo Rolling Expense Trending (12 mo ending)



**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY**

**CASH REQUIREMENTS**

**10/20/2021**

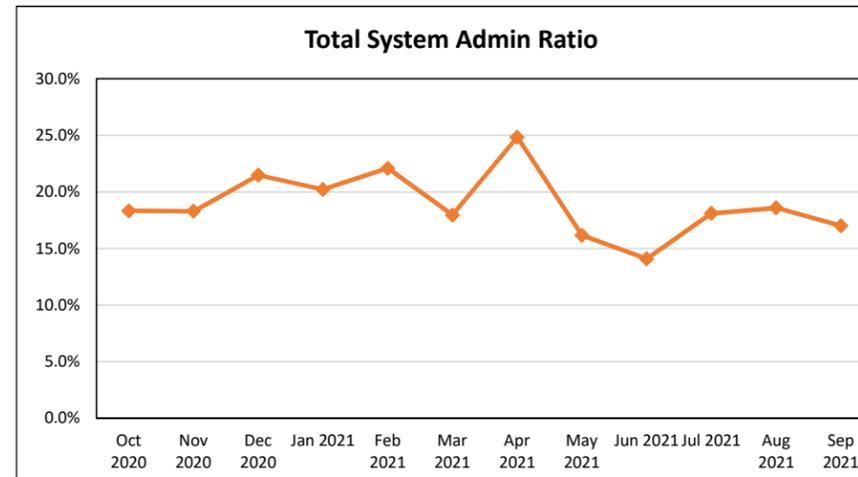
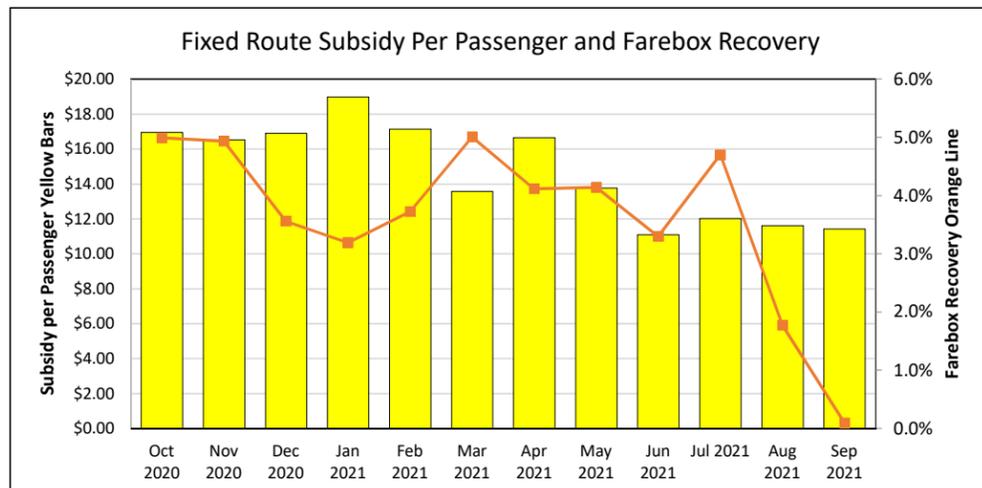
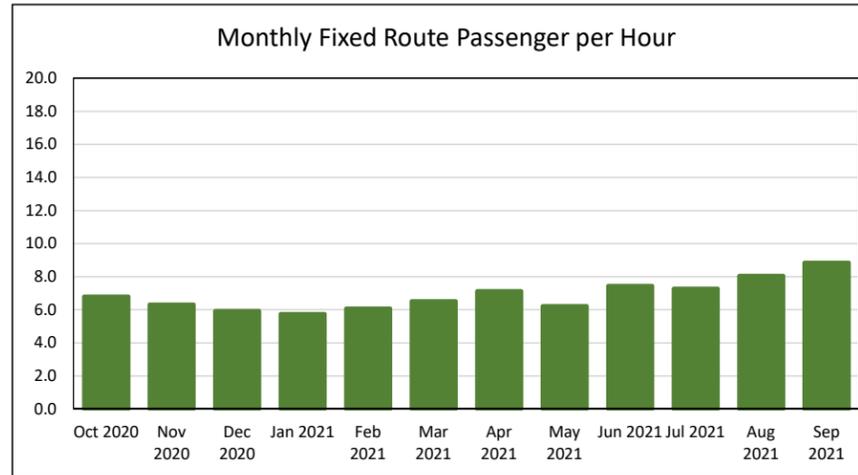
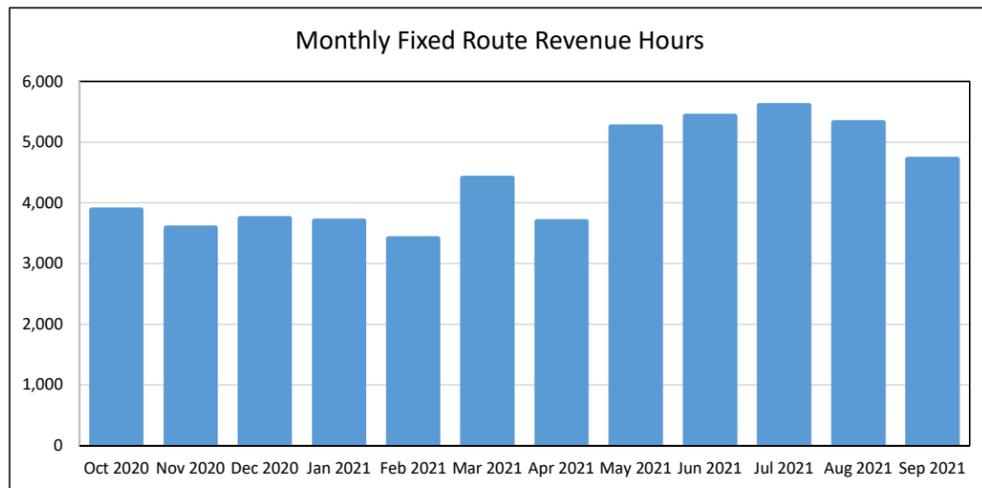
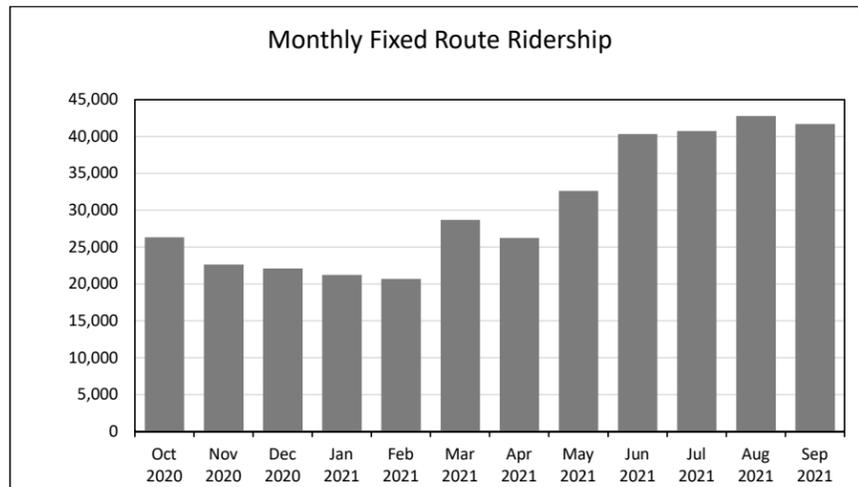
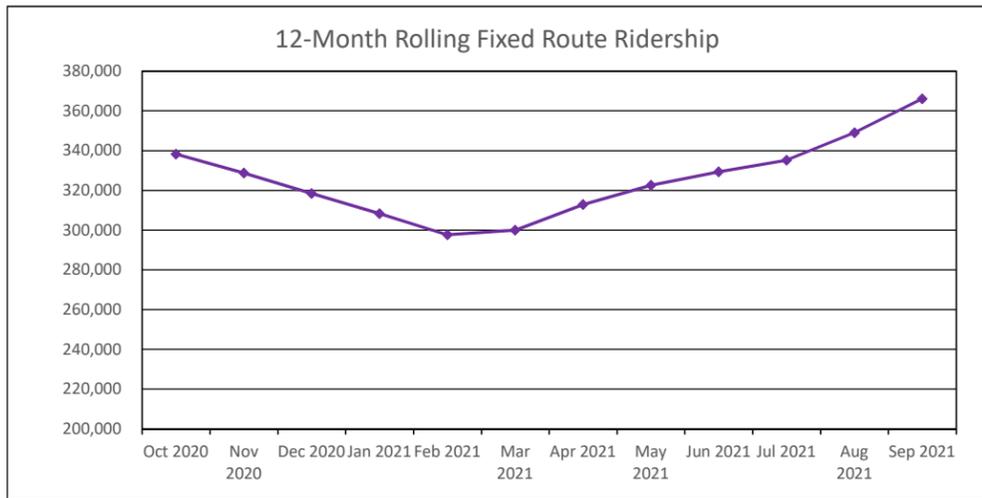
	<b>Income</b>	<b>Expense</b>	<b>Balance</b>	<b>Date</b>	<b>Notes</b>
<b>Cash Balance</b>			<b>\$683,786</b>	<b>10/20/21</b>	
<b>Deposits in Transit</b>			<b>\$683,786</b>		
Payroll and taxes		\$140,000	\$543,786	10/27/21	
Fuel - Diesel		\$18,500	\$525,286	10/30/21	
PEBA - SC Retirement (Pension)		\$63,000	\$462,286	10/31/21	Sep Pension Payment
City of Myrtle Beach Q4 FY 21	\$62,500		\$524,786	11/01/21	
Georgetown County	\$55,000		\$579,786	11/01/21	
State Insurance Fund - Liability Ins. Premium		\$50,000	\$529,786	11/03/21	
Accounts Payable		\$35,000	\$494,786	11/04/21	
Georgetown County			\$494,786	11/10/21	
Payroll and taxes		\$135,000	\$359,786	11/10/21	
PEBA Health Insurance		\$39,000	\$320,786	11/10/21	
Fuel - Diesel		\$18,500	\$302,286	11/13/21	
Accounts Payable		\$35,000	\$267,286	11/14/21	
Fuel - Gas		\$15,000	\$252,286	11/14/21	
5311 Federal Admin/Ops/PM	\$119,000		\$371,286	11/20/21	Oct Rural Service
5311 SCDOT SMTF	\$40,000		\$411,286	11/20/21	
Accounts Payable		\$35,000	\$376,286	11/24/21	
Payroll and taxes		\$135,000	\$241,286	11/24/21	
Fuel - Diesel		\$18,500	\$222,786	11/27/21	
PEBA - SC Retirement (Pension)		\$63,000	\$159,786	11/30/21	Oct Pension Payment
SC Dvsn of Insurance Services Workers Comp		\$24,788	\$134,998	12/01/21	2CQ22 Premium
Accounts Payable		\$35,000	\$99,998	12/04/21	
Fuel - Gas		\$15,000	\$84,998	12/04/21	
5307 Federal PM - Non-Cares Act	\$90,000		\$174,998	12/07/21	October Final
5307 Federal OPS - Non-Cares Act	\$145,000		\$319,998	12/07/21	October Final
Payroll and taxes		\$135,000	\$184,998	12/08/21	
Georgetown County			\$184,998	12/10/21	
PEBA Health Insurance		\$39,000	\$145,998	12/10/21	
Fuel - Diesel		\$18,500	\$127,498	12/11/21	
Accounts Payable		\$35,000	\$92,498	12/14/21	
5307 Federal PM - Non-Cares Act	\$90,000		\$182,498	12/20/21	November Final
5311 Federal Admin/Ops/PM	\$117,000		\$299,498	12/20/21	Nov Rural Service
5307 Federal OPS - Non-Cares Act	\$145,000		\$444,498	12/21/21	November Final
5307 Federal PM - Non-Cares Act	\$90,000		\$534,498	12/21/21	December Final
Payroll and taxes		\$125,000	\$409,498	12/22/21	
Accounts Payable		\$35,000	\$374,498	12/24/21	
Fuel - Gas		\$15,000	\$359,498	12/24/21	
Fuel - Diesel		\$18,500	\$340,998	12/25/21	
PEBA - SC Retirement (Pension)		\$63,000	\$277,998	12/31/21	Nov Pension Payment

Key Performance Indicators - Fixed Route

Fixed Route Measures	Sep 2019	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	Jul 2021	Aug 2021	Sep 2021	12-Month Total
Ridership	38,311	24,592	26,343	22,641	22,112	21,234	20,685	28,671	26,264	32,633	40,310	40,733	42,759	41,696	366,081
Revenue Hours	3,160	3,769	3,883	3,586	3,741	3,701	3,406	4,403	3,692	5,250	5,425	5,602	5,321	4,718	52,727
Total Hours	3,318	4,277	4,080	3,750	4,080	3,869	3,547	4,663	3,880	5,381	5,592	5,780	5,552	4,886	55,059
Revenue Miles	70,299	77,165	89,909	82,616	84,669	85,169	78,078	87,356	83,333	127,657	130,199	131,968	126,659	115,851	1,223,464
Total Miles	74,053	83,237	95,142	87,045	88,854	89,245	81,464	91,801	87,155	131,011	134,456	136,553	131,874	119,899	1,274,499
Accidents	1	0	3	5	0	2	0	1	1	2	2	4	3	1	24
Breakdowns	9	3	2	3	4	1	1	3	6	6	3	2	7	1	39
Complaints	5	4	3	3	6	6	2	1	2	8	7	6	7	10	61
Transit Expense	\$219,289	\$271,839	\$292,372	\$226,994	\$239,879	\$263,024	\$223,092	\$241,515	\$278,319	\$320,446	\$300,861	\$317,809	\$311,028	\$304,055	\$3,319,394
Maintenance Expense	\$70,498	\$122,045	\$105,302	\$97,382	\$83,030	\$78,804	\$89,523	\$87,668	\$114,687	\$90,354	\$90,714	\$115,815	\$122,942	\$97,523	\$1,173,744
Administrative Expense	\$53,014	\$71,336	\$72,078	\$69,300	\$64,384	\$74,330	\$55,665	\$80,328	\$63,213	\$57,517	\$70,683	\$79,713	\$71,250	\$75,357	\$833,817
Total Operating Expenses	\$342,801	\$465,220	\$469,752	\$393,675	\$387,293	\$416,157	\$368,280	\$409,512	\$456,219	\$468,317	\$462,258	\$513,338	\$505,220	\$476,936	\$5,326,956
Fare/Contract Revenues	\$34,898	\$21,568	\$23,428	\$19,418	\$13,784	\$13,272	\$13,712	\$20,507	\$18,766	\$19,384	\$15,227	\$24,124	\$8,946	\$432	\$191,001

Efficiency Metrics	Sep 2019	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	Jul 2021	Aug 2021	Sep 2021	12-Month Total
O & M Expense per Hour (No Admin)	\$91.70	\$104.51	\$102.41	\$90.46	\$86.32	\$92.36	\$91.78	\$74.76	\$106.45	\$78.25	\$72.18	\$77.41	\$81.57	\$85.12	\$85.21
Average Fare	\$0.91	\$0.88	\$0.89	\$0.86	\$0.62	\$0.63	\$0.66	\$0.72	\$0.71	\$0.59	\$0.38	\$0.59	\$0.21	\$0.01	\$0.52
Farebox Recovery	10.2%	4.6%	5.0%	4.9%	3.6%	3.2%	3.7%	5.0%	4.1%	4.1%	3.3%	4.7%	1.8%	0.1%	3.6%
Subsidy per Passenger	\$8.04	\$18.04	\$16.94	\$16.53	\$16.89	\$18.97	\$17.14	\$13.57	\$16.66	\$13.76	\$11.09	\$12.01	\$11.61	\$11.43	\$14.03
Maintenance Cost per Mile	\$0.95	\$1.47	\$1.11	\$1.12	\$0.93	\$0.88	\$1.10	\$0.95	\$1.32	\$0.69	\$0.67	\$0.85	\$0.93	\$0.81	\$0.92
Deadhead Ratio (Miles)	5%	8%	6%	5%	5%	5%	4%	5%	5%	3%	3%	3%	4%	3%	4%
Administrative Ratio	18%	18%	18%	21%	20%	22%	18%	24%	16%	14%	18%	18%	16%	19%	19%

Effectiveness Metrics	Sep 2019	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	Jul 2021	Aug 2021	Sep 2021	12-Month Total
Passengers per Hour	12.1	6.5	6.8	6.3	5.9	5.7	6.1	6.5	7.1	6.2	7.4	7.3	8.0	8.8	6.9
Mean Distance between Accidents	74,053	N/A	31,714	17,409	N/A	44,623	N/A	91,801	87,155	65,506	67,228	34,138	43,958	119,899	53,104
Mean Distance between Breakdowns	8,228	27,746	47,571	29,015	22,214	89,245	81,464	30,600	14,526	21,835	44,819	68,276	18,839	119,899	32,679
Complaints per 1,000 Riders	0.131	0.163	0.114	0.133	0.271	0.283	0.097	0.035	0.076	0.245	0.174	0.147	0.164	0.240	0.134
On-Time Performance	84%	94%	96%	96%	95%	95%	98%	92%	92%	90%	85%	85%	85%	no data	89%

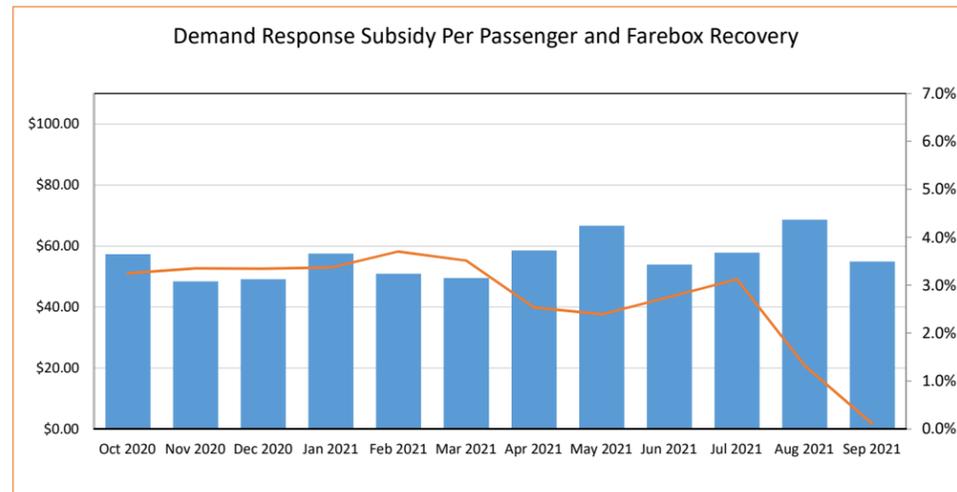
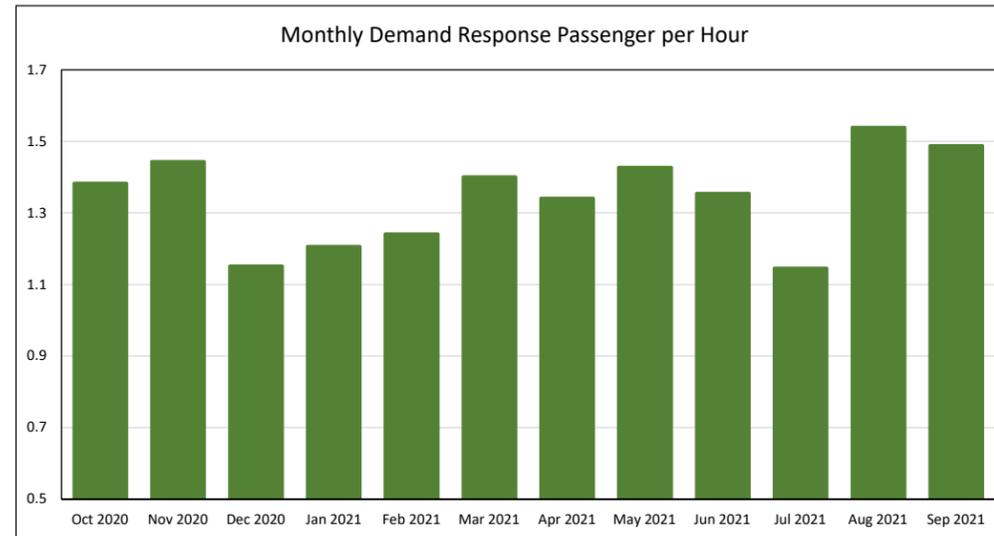
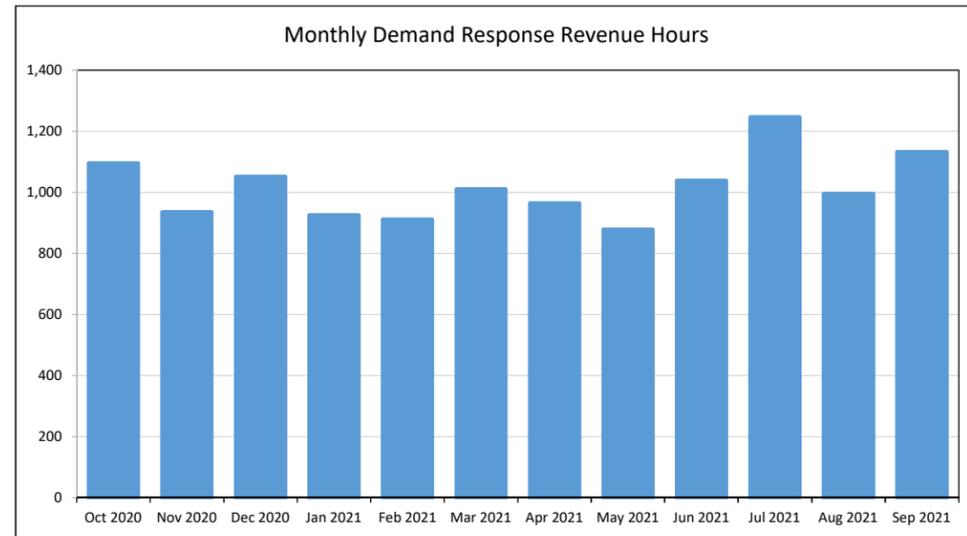
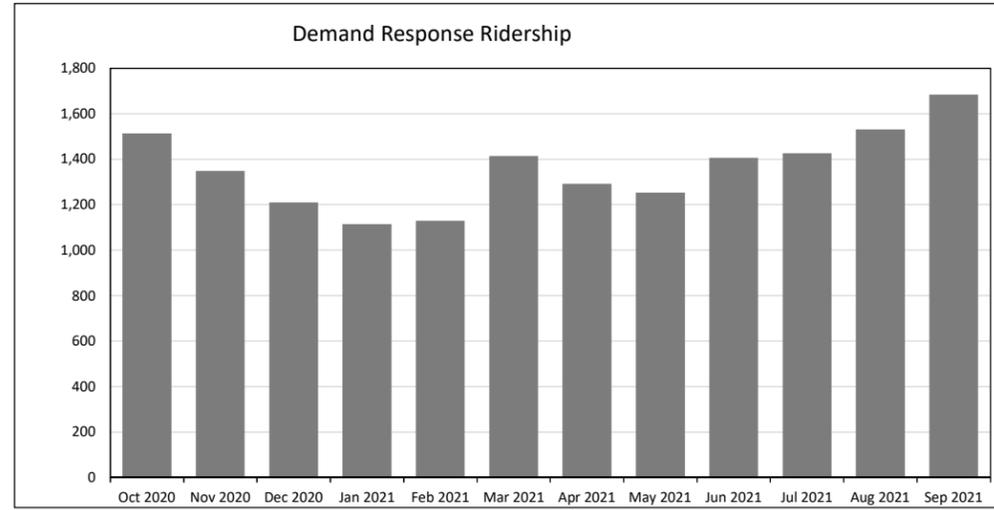
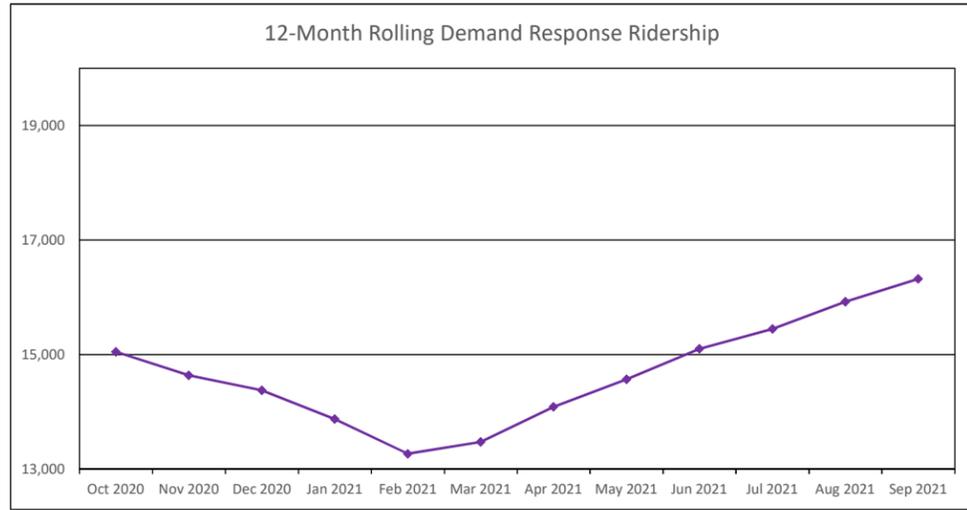


Key Performance Indicators - Demand Response

Demand Response Measures	Sep 2019	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	Jul 2021	Aug 2021	Sep 2021	12-Month Total
Ridership	1,307	1,284	1,514	1,349	1,210	1,115	1,130	1,414	1,292	1,253	1,406	1,426	1,531	1,684	19,742
Revenue Hours	952	947	1,095	935	1,051	925	911	1,010	964	878	1,038	1,246	995	1,132	14,801
Total Hours	1,119	1,109	1,291	1,110	1,231	1,079	1,049	1,164	1,123	1,049	1,231	1,479	1,217	1,341	17,467
Revenue Miles	17,948	19,138	21,882	18,105	17,184	16,570	19,549	20,267	19,592	18,004	20,590	25,983	20,513	23,587	292,867
Total Miles	21,464	23,395	26,642	22,371	22,020	20,569	23,021	24,926	23,215	22,236	25,446	31,459	26,056	28,548	359,709
Accidents	1	2	1	0	0	2	0	1	1	1	1	0	0	0	9
Breakdowns	1	0	0	0	0	0	0	0	1	1	0	0	0	0	2
Complaints	0	1	1	2	2	2	1	0	1	2	2	0	0	1	16
Paratransit Expense	\$47,888	\$60,708	\$69,614	\$49,242	\$48,004	\$56,407	\$45,101	\$59,092	\$56,868	\$69,055	\$61,459	\$66,900	\$83,189	\$73,404	\$919,942
Maintenance Expense	\$17,027	\$21,432	\$20,694	\$18,852	\$14,005	\$10,502	\$15,075	\$14,294	\$21,074	\$16,807	\$16,942	\$18,846	\$23,559	\$19,202	\$268,052
Administrative Expense	\$11,577	\$15,931	\$17,162	\$15,033	\$13,386	\$15,940	\$11,253	\$19,654	\$12,916	\$12,395	\$14,433	\$16,780	\$19,057	\$18,192	\$229,707
Total Operating Expenses	\$76,493	\$98,071	\$107,470	\$83,127	\$75,395	\$82,849	\$71,429	\$93,040	\$90,858	\$98,256	\$92,833	\$102,526	\$125,805	\$110,798	\$1,417,701
Fare Revenues	\$3,850	\$2,825	\$3,490	\$2,783	\$2,519	\$2,790	\$2,646	\$3,269	\$2,302	\$2,351	\$2,561	\$3,206	\$1,665	\$119	\$35,738

Efficiency Metrics	Sep 2019	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	Jul 2021	Aug 2021	Sep 2021	12-Month Total
O & M Expense per Hour	\$68.19	\$86.74	\$82.47	\$72.83	\$59.00	\$72.33	\$66.05	\$72.66	\$80.85	\$97.79	\$75.53	\$68.82	\$107.28	\$81.81	\$80.26
Average Fare	\$2.95	\$2.20	\$2.31	\$2.06	\$2.08	\$2.50	\$2.34	\$2.31	\$1.78	\$1.88	\$1.82	\$2.25	\$1.09	\$0.07	\$1.81
Farebox Recovery	5.0%	2.9%	3.2%	3.3%	3.3%	3.4%	3.7%	3.5%	2.5%	2.4%	2.8%	3.1%	1.3%	0.1%	2.5%
Subsidy per Passenger	\$46.72	\$61.77	\$57.34	\$48.41	\$49.17	\$57.51	\$50.91	\$49.59	\$58.55	\$66.65	\$53.94	\$57.88	\$68.64	\$54.92	\$58.37
Deadhead Ratio (Miles)	20%	22%	22%	24%	28%	24%	18%	23%	18%	24%	24%	21%	27%	21%	23%
Administrative Ratio	18%	19%	19%	22%	22%	24%	19%	27%	17%	14%	18%	20%	18%	20%	19%

Effectiveness Metrics	Sep 2019	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	Jul 2021	Aug 2021	Sep 2021	12-Month Total
Passengers per Hour	1.37	1.36	1.38	1.44	1.15	1.21	1.24	1.40	1.34	1.43	1.35	1.14	1.54	1.49	1.33
Mean Distance between Accidents	21,464	11,698	26,642	n/a	n/a	10,285	n/a	24,926	23,215	22,236	25,446	n/a	n/a	n/a	39,968
Mean Distance between Breakdowns	21,464	n/a	23,215	22,236	n/a	n/a	n/a	n/a	179,854						
Complaints per 1,000 Riders	0.0	0.8	0.7	1.5	1.7	1.8	0.9	0.0	0.8	1.6	1.4	0.0	0.0	0.6	0.8
On-Time Performance	88%	85%	84%	76%	76%	83%	83%	81%	81%	86%	86%	86%	79%	79%	86%



Coast RTA Federal Grants - FY21						Current Month						36	> Bus Stops + Ecolane
Activity Line Item Balances						Current Month						12	> 5307
September 2021 - Final													
5307 Federal Grant # SC-2020-006-01						Bus Stop Implementation (5339) Grant # 2018-040-00							
SC-2020-006-04 114-A4		SC-2020-006-01-P10 111-00				SC-2018-001 117-A3		SC-2018-002 113-A1		SC-2018-003 113-A2		Georgetown City / Other Local	
Security / I.T.		Bus-Rolling		Local		Construction		Bus Stop		Bus Stop		Local	
Month	Hard/Software	Stock	Match	Totals	Comments	Month	Management	Signs	Posts	Match	Totals	Comments	
FY21 Contract	\$ 30,000	\$ 1,389,340	\$ 558,160	\$ 1,977,500	> Current Year Award	FY18 Award	\$ 175,000	\$ 21,500	\$ 17,560	\$ 53,515	\$ 267,575	> Total Award	
	\$ -	\$ -	\$ -	\$ -			\$ 249,200	\$ -	\$ -	\$ 62,300	\$ 311,500	> Amendment #1	
							\$ (229,506)	\$ (15,962)	\$ (13,597)	\$ (64,766)	\$ (323,831)	> Prior Year Carryforward	
<b>Monthly Draws:</b>						<b>Monthly Draws:</b>							
Oct 2020	\$ 7,048	\$ -	\$ 1,761	\$ 8,809		Oct 2020	\$ 15,170	\$ -	\$ -	\$ 3,793	\$ 18,963	> Aecom	
Nov 2020	\$ -	\$ -	\$ -	\$ -		Nov 2020	\$ -	\$ -	\$ -	\$ -	\$ -		
Dec 2020	\$ -	\$ -	\$ -	\$ -		Dec 2020	\$ 1,317	\$ -	\$ -	\$ 330	\$ 1,647	> Aecom	
Jan 2021	\$ -	\$ 694,500	\$ 298,706	\$ 993,206		Jan 2021	\$ 14,484	\$ -	\$ -	\$ 3,621	\$ 18,105	> Aecom	
Feb 2021	\$ -	\$ 694,840	\$ 298,365	\$ 993,205		Feb 2021	\$ 9,762	\$ -	\$ -	\$ 2,441	\$ 12,203	> Aecom	
Mar 2021	\$ -	\$ -	\$ -	\$ -		Mar 2021	\$ 5,802	\$ -	\$ -	\$ 1,450	\$ 7,252	> Aecom	
Apr 2021	\$ 7,348	\$ -	\$ 1,837	\$ 9,185		Apr 2021	\$ 23,470	\$ -	\$ -	\$ 5,868	\$ 29,338	> Aecom	
May 2021	\$ 3,080	\$ -	\$ 770	\$ 3,850		May 2021	\$ 22,777	\$ -	\$ -	\$ 5,695	\$ 28,472	> Aecom	
June 2021	\$ -	\$ -	\$ -	\$ -		June 2021	\$ 13,779	\$ -	\$ -	\$ 3,445	\$ 17,224	> Aecom	
July 2021	\$ 5,976	\$ -	\$ 1,494	\$ 7,470		July 2021	\$ 1,532	\$ -	\$ -	\$ 383	\$ 1,915	> Aecom	
Aug 2021	\$ 520	\$ -	\$ 130	\$ 650		Aug 2021	\$ 7,172	\$ -	\$ -	\$ 1,793	\$ 8,965	> Aecom	
Sept 2021	\$ 6,028	\$ -	\$ 1,619	\$ 7,647		Sept 2021	\$ 6,093	\$ -	\$ -	\$ 1,523	\$ 7,616	> Aecom	
<b>Subtotal Draws</b>	<b>\$ 30,000</b>	<b>\$ 1,389,340</b>	<b>\$ 604,682</b>	<b>\$ 2,024,022</b>			<b>\$ 121,358</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,342</b>	<b>\$ 151,700</b>		
<b>Remaining Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (46,522)</b>	<b>\$ (46,522)</b>		<b>Remaining Balance</b>	<b>\$ 73,336</b>	<b>\$ 5,538</b>	<b>\$ 3,963</b>	<b>\$ 20,707</b>	<b>\$ 103,544</b>		
<b>% Expended</b>	<b>100.00%</b>	<b>100.00%</b>	<b>108.33%</b>	<b>102.35%</b>		<b>% Expended</b>	<b>82.71%</b>	<b>74.24%</b>	<b>77.43%</b>	<b>82.12%</b>	<b>82.12%</b>		
<b>% Time Elapsed</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>		<b>% Time Elapsed</b>	<b>52.17%</b>	<b>52.17%</b>	<b>52.17%</b>	<b>52.17%</b>	<b>52.17%</b>	> Contract Ends 3/31/24	
<b>Grant # PT-909SP-13 (5311 Funds)</b>													
<b>ParaTransit Scheduling Software (Ecolane)</b>													
	<b>Federal</b>	<b>State</b>	<b>Totals</b>	<b>Comments</b>									
FY19 Award	\$ 90,712	\$ 22,678	\$ 113,390	> FY19 Award									
	\$ (79,320)	\$ (19,828)	\$ (99,148)	> Prior Year Carryforward									
<b>Monthly Draws:</b>													
Oct 2020	\$ 900	\$ 225	\$ 1,125	> Ecolane									
Nov 2020	\$ -	\$ -	\$ -										
Dec 2020	\$ -	\$ -	\$ -										
Jan 2021	\$ -	\$ -	\$ -										
Feb 2021	\$ -	\$ -	\$ -										
Mar 2021	\$ -	\$ -	\$ -										
Apr 2021	\$ -	\$ -	\$ -										
May 2021	\$ -	\$ -	\$ -										
June 2021	\$ -	\$ -	\$ -										
July 2021	\$ -	\$ -	\$ -										
Aug 2021	\$ 5,328	\$ 1,332	\$ 6,660										
Sept 2021	\$ 5,164	\$ 1,293	\$ 6,457										
<b>Subtotal Draws</b>	<b>\$ 90,712</b>	<b>\$ 22,678</b>	<b>\$ 113,390</b>										
<b>Remaining Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>										
<b>% Expended</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>										
<b>% Time Elapsed</b>	<b>80.00%</b>	<b>80.00%</b>	<b>80.00%</b>	> Extended to 06/30/2022									

Coast RTA - COVID 19 Cares Act - FY20-21											
Activity Line Item Balances											
September 2021 - Final											
5307 FTA CARES Act (Federal Urban) - Grant #SC-2020-012-00					***** 5311 SCDOT CARES Act (Federal Rural) - Grant # PT-2009CA-19 *****						
	2020-012-00	2020-012-00	2020-012-00								
	117	117	300 A2								
Month	Preventative Maint - FY20	Preventative Maint - FY21	Operations	Totals	Comments	Operating	Preventative Maint - FY20	Preventative Maint - FY21	Admin	Totals	Comments
FY20-21 Contract	\$ 450,000	\$ 1,100,000	\$ 2,948,589	\$ 4,498,589		\$ 318,725	\$ 187,333	\$ -	\$ 70,000	\$ 576,058	
						\$ 100,000	\$ 50,000	\$ -	\$ 30,000	\$ 180,000	> Amendment # 1
						\$ 300,000	\$ 175,000	\$ -	\$ 100,000	\$ 575,000	> Amendment # 2
						\$ 238,000	\$ -	\$ 85,906	\$ 83,000	\$ 406,906	> Amendment # 3
						\$ 264,806	\$ -	\$ 95,100	\$ 78,000	\$ 437,906	> Amendment # 4
						\$ 256,169	\$ -	\$ 102,000	\$ 66,000	\$ 424,169	> Amendment # 5
						\$ 1,477,700	\$ 412,333	\$ 283,006	\$ 427,000	\$ 2,600,039	> Total Award
<b>Monthly Draws:</b>											
Feb 2020	\$ -	\$ -	\$ -	\$ -		\$ -	\$ 36,222	\$ -	\$ -	\$ 36,222	
Mar 2020	\$ -	\$ -	\$ 64,821	\$ 64,821		\$ 80,089	\$ 40,450	\$ -	\$ -	\$ 120,539	
Apr 2020	\$ -	\$ -	\$ 255,826	\$ 255,826		\$ 108,227	\$ 76,132	\$ -	\$ 32,720	\$ 217,079	
May 2020	\$ 142,883	\$ -	\$ 240,828	\$ 383,711		\$ 95,716	\$ 62,893	\$ -	\$ 35,874	\$ 194,483	
June 2020	\$ 115,000	\$ -	\$ 281,755	\$ 396,755		\$ 95,465	\$ 41,013	\$ -	\$ 33,029	\$ 169,507	
July 2020	\$ 107,300	\$ -	\$ 299,810	\$ 407,110		\$ 97,961	\$ 35,596	\$ -	\$ 32,479	\$ 166,036	
Aug 2020	\$ 84,817	\$ -	\$ 286,624	\$ 371,441		\$ 96,091	\$ 39,914	\$ -	\$ 33,665	\$ 169,670	
Sept 2020	\$ -	\$ -	\$ 238,107	\$ 238,107		\$ 90,909	\$ 44,895	\$ -	\$ 32,233	\$ 168,037	
Oct 2020	\$ -	\$ 105,959	\$ 271,478	\$ 377,437		\$ 100,089	\$ 35,218	\$ 4,038	\$ 32,198	\$ 171,543	
Nov 2020	\$ -	\$ 97,755	\$ 214,084	\$ 311,839		\$ 80,175	\$ -	\$ 36,494	\$ 25,960	\$ 142,629	
Dec 2020	\$ -	\$ 88,325	\$ 217,997	\$ 306,322		\$ 80,544	\$ -	\$ 32,748	\$ 24,842	\$ 138,134	
Jan 2021	\$ -	\$ 106,286	\$ 238,817	\$ 345,103		\$ 87,209	\$ -	\$ 39,817	\$ 27,288	\$ 154,314	
Feb 2021	\$ -	\$ 91,377	\$ 200,708	\$ 292,085		\$ 73,348	\$ -	\$ 34,046	\$ 22,898	\$ 130,292	
Mar 2021	\$ -	\$ 94,181	\$ 137,734	\$ 231,915		\$ 87,473	\$ -	\$ 33,863	\$ 26,272	\$ 147,608	
Apr 2021	\$ -	\$ 113,334	\$ -	\$ 113,334		\$ 88,111	\$ -	\$ 42,032	\$ 27,865	\$ 158,008	
May 2021	\$ -	\$ 84,081	\$ -	\$ 84,081		\$ 119,273	\$ -	\$ 41,981	\$ 34,325	\$ 195,579	
June 2021	\$ -	\$ 91,536	\$ -	\$ 91,536		\$ 97,020	\$ -	\$ 17,987	\$ 5,352	\$ 120,359	
July 2021	\$ -	\$ 107,090	\$ -	\$ 107,090		\$ -	\$ -	\$ -	\$ -	\$ -	
Aug 2021	\$ -	\$ 113,555	\$ -	\$ 113,555		\$ -	\$ -	\$ -	\$ -	\$ -	
Sept 2021	\$ -	\$ 6,521	\$ -	\$ 6,521		\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Subtotal Draws</b>	<b>\$ 450,000</b>	<b>\$ 1,100,000</b>	<b>\$ 2,948,589</b>	<b>\$ 4,498,589</b>		<b>\$ 1,477,700</b>	<b>\$ 412,333</b>	<b>\$ 283,006</b>	<b>\$ 427,000</b>	<b>\$ 2,600,039</b>	
<b>Remaining Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>% Expended</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>		<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	
<b>% Time Elapsed</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>		<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	

Coast RTA SCDOT Grants - FY21								
Activity Line Item Balances								
September 2021 - Final								
							Current Month	15
5311 Federal Rural - Grant # PT-210911-14				5311 State Rural - Grant # PT-210944-14				
	Capital			Capital				
	Expenditures	Local	5311 Totals	Expenditures	Local	SMTF Totals	Grant Totals	Comments
FY21 Contract	\$ 863,169	\$ 136,821	\$ 999,990	\$ 177,280	\$ -	\$ 177,280	\$ 1,177,270	> Award
	\$ (106,634)		\$ (106,634)	\$ (20,834)	\$ -	\$ (20,834)	\$ (127,468)	> SCDOT Reimb
<b>Monthly Draws:</b>								
June 2021	\$ 713,335	\$ 128,825	\$ 842,160	\$ 151,046	\$ -	\$ 151,046	\$ 993,206	> 2 New Flyers
July 2021	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Aug 2021	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Sept 2021	\$ 21,600	\$ 3,998	\$ 25,598	\$ 2,700	\$ -	\$ 2,700	\$ 28,298	> 1 Durango
Oct 2021	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Nov 2021	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Dec 2021	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Jan 2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Feb 2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Mar 2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Apr 2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
May 2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
June 2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Subtotal Draws</b>	<b>\$ 734,935</b>	<b>\$ 132,823</b>	<b>\$ 867,758</b>	<b>\$ 153,746</b>	<b>\$ -</b>	<b>\$ 153,746</b>	<b>\$ 1,021,504</b>	
<b>Remaning Balance</b>	<b>\$ 21,600</b>	<b>\$ 3,998</b>	<b>\$ 25,598</b>	<b>\$ 2,700</b>	<b>\$ -</b>	<b>\$ 2,700</b>	<b>\$ 28,298</b>	
<b>% Expended</b>	<b>97.14%</b>	<b>97.08%</b>	<b>97.13%</b>	<b>98.27%</b>	<b>98.27%</b>	<b>98.27%</b>	<b>97.30%</b>	
<b>% Time Elapsed</b>	<b>62.50%</b>	<b>62.50%</b>	<b>62.50%</b>	<b>62.50%</b>	<b>62.50%</b>	<b>62.50%</b>	<b>62.50%</b>	

Coast RTA SCDOT Grants - FY22												
Activity Line Item Balances												
September 2021 - Final												
											Current Month	3
***** 5311 Federal Rural - Grant # PT-220911-13 *****						***** 5311 State Rural SMTF - Grant # PT-22091113 *****						
	Operating	Preventative Maintenance	Capital Expenditures	Admin	Totals	Comments	Operating	Preventative Maintenance	Capital Expenditures	Admin	Totals	Comments
<b>FY22 Contract</b>	\$ 445,498	\$ 276,993	\$ -	\$ 91,995	\$ 814,486		\$ 122,470	\$ 54,681	\$ -	\$ 20,874	\$ 198,025	> Orig Submission
<b>Monthly Draws:</b>												
July 2021	\$ 62,840	\$ 39,063	\$ -	\$ 18,210	\$ 120,113		\$ 31,420	\$ 4,882	\$ -	\$ 9,105	\$ 45,407	
Aug 2021	\$ 65,541	\$ 42,131	\$ -	\$ 18,335	\$ 126,007		\$ 32,770	\$ 5,266	\$ -	\$ 9,167	\$ 47,203	
Sept 2021	\$ 66,588	\$ 34,412	\$ -	\$ 18,243	\$ 119,243		\$ 33,294	\$ 4,301	\$ -	\$ 2,602	\$ 40,197	
Oct 2021	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
Nov 2021	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
Dec 2021	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
Jan 2022	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
Feb 2022	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
Mar 2022	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
Apr 2022	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
May 2022	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
June 2022	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Subtotal Draws</b>	\$ 194,969	\$ 115,606	\$ -	\$ 54,788	\$ 365,363		\$ 97,484	\$ 14,449	\$ -	\$ 20,874	\$ 132,807	
<b>Remaning Balance</b>	\$ 250,529	\$ 161,387	\$ -	\$ 37,207	\$ 449,123		\$ 24,986	\$ 40,232	\$ -	\$ -	\$ 65,218	
<b>% Expended</b>	43.76%	41.74%		59.56%	44.86%		79.60%	26.42%		100.00%	67.07%	
<b>% Time Elapsed</b>	25.00%	25.00%		25.00%	25.00%		25.00%	25.00%		25.00%	25.00%	

Coast RTA									
Transit Facility Development - ALI Balances									
FTA Grant # SC-2020-006-00 (FHWA FLEX + Section 5307)									
September 2021									
***** SC-2020-006-01 *****									
	G/L 431-00-80	G/L 431-00-81	G/L 431-00-82	G/L 431-00-83	G/L 431-00-84	G/L 431-00-87			
	G/L 431-00-90	G/L 431-00-91	G/L 431-00-92	G/L 431-00-93	G/L 431-00-94	G/L 431-00-97			
	SC-2020-006 113 A1	SC-2020-006 113 A1	SC-2020-006 113 A1	SC-2020-006 117 A5	SC-2020-006 117 A5	SC-2020-006 117 A5			
Month	Bus Storage / Contingency	Site Location / Develop / Concept	Grant Prep / Financial Analysis	Environmental / Clearance	Preliminary Design	Project Management	FTA Totals	Comments	
FY20-22 Award	\$ 44,352	\$ 168,480	\$ 161,056	\$ 80,000	\$ 283,324	\$ 62,788	\$ 800,000	> Original Submission	
	\$ 13,600	\$ 184,480	\$ 150,188	\$ 80,000	\$ 263,324	\$ 108,408	\$ 800,000	> Pending Amendment	
Monthly Draws:									
May 2020	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
June 2020	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
July 2020	\$ -	\$ 13,593	\$ -	\$ -	\$ -	\$ 13,362	\$ 26,955	> Kimley-Horn	
Aug 2020	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Sept 2020	\$ -	\$ 66,994	\$ -	\$ -	\$ -	\$ 10,592	\$ 77,586	> Kimley-Horn	
Oct 2020	\$ -	\$ 17,790	\$ -	\$ -	\$ -	\$ 6,786	\$ 24,576	> Kimley-Horn	
Nov 2020	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Dec 2020	\$ -	\$ 11,098	\$ -	\$ -	\$ -	\$ 7,752	\$ 18,850	> Kimley-Horn	
Jan 2021	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Feb 2021	\$ -	\$ 11,678	\$ -	\$ -	\$ -	\$ 4,218	\$ 15,896	> Kimley-Horn	
Mar 2021	\$ -	\$ 44,857	\$ -	\$ 7,540	\$ -	\$ 2,958	\$ 55,355	> Kimley-Horn	
Apr 2021	\$ -	\$ 8,270	\$ -	\$ 9,520	\$ -	\$ 3,680	\$ 21,470	> Kimley-Horn	
May 2021	\$ -	\$ 16,788	\$ -	\$ -	\$ -	\$ 3,440	\$ 20,228	> Kimley-Horn	
June 2021	\$ 680	\$ 6,527	\$ 5,664	\$ 3,460	\$ -	\$ 2,360	\$ 18,691	> Kimley-Horn	
July 2021	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Aug 2021	\$ 2,640	\$ 28,731	\$ 11,800	\$ 3,220	\$ -	\$ 8,732	\$ 55,123	> Kimley-Horn	
Sept 2021	\$ 5,440	\$ -	\$ -	\$ -	\$ -	\$ 1,790	\$ 7,230	> Kimley-Horn	
Subtotal Draws	\$ 8,760	\$ 226,326	\$ 17,464	\$ 23,740	\$ -	\$ 65,670	\$ 341,960		
Remaning Balance	\$ 4,840	\$ (41,846)	\$ 132,724	\$ 56,260	\$ 263,324	\$ 42,738	\$ 458,040		
% Expended	19.75%	134.33%	0.00%	29.68%	0.00%	104.59%	42.75%		
% Time Elapsed	62.96%	62.96%	62.96%	62.96%	62.96%	62.96%	62.96%		
***** Georgetown County Capital Funds *****									
	80 / 90	81 / 91	82 / 92	83 / 93	84 / 94	87 / 97			
Month	Bus Storage / Contingency	Site Location / Develop / Concept	Grant Prep / Financial Analysis	Environmental / Clearance	Preliminary Design	Project Management	Georgetown Totals	Project Totals	
FY20-22 Award	\$ 3,400	\$ 46,120	\$ 40,264	\$ 20,000	\$ 65,831	\$ 24,385	\$ 200,000	\$ 1,000,000	
Monthly Draws:									
May 2020	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
June 2020	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
July 2020	\$ -	\$ 3,398	\$ -	\$ -	\$ -	\$ 3,340	\$ 6,738	\$ 33,693	
Aug 2020	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Sept 2020	\$ -	\$ 16,748	\$ -	\$ -	\$ -	\$ 2,648	\$ 19,396	\$ 96,982	
Oct 2020	\$ -	\$ 4,448	\$ -	\$ -	\$ -	\$ 1,696	\$ 6,144	\$ 30,720	
Nov 2020	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Dec 2020	\$ -	\$ 2,774	\$ -	\$ -	\$ -	\$ 1,938	\$ 4,712	\$ 23,562	
Jan 2021	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Feb 2021	\$ -	\$ 2,920	\$ -	\$ -	\$ -	\$ 1,054	\$ 3,974	\$ 19,870	
Mar 2021	\$ -	\$ 11,213	\$ -	\$ 1,885	\$ -	\$ 739	\$ 13,837	\$ 69,192	
Apr 2021	\$ -	\$ 2,068	\$ -	\$ 2,380	\$ -	\$ 920	\$ 5,368	\$ 26,838	
May 2021	\$ -	\$ 4,198	\$ -	\$ -	\$ -	\$ 860	\$ 5,058	\$ 25,286	
June 2021	\$ 170	\$ 1,632	\$ 1,416	\$ 865	\$ -	\$ 590	\$ 4,673	\$ 23,364	
July 2021	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Aug 2021	\$ 660	\$ 6,210	\$ 3,923	\$ 805	\$ -	\$ 2,183	\$ 13,781	\$ 68,904	
Sept 2021	\$ 1,360	\$ -	\$ -	\$ -	\$ -	\$ 447	\$ 1,807	\$ 9,037	
Subtotal Draws	\$ 2,190	\$ 55,609	\$ 5,339	\$ 5,935	\$ -	\$ 16,415	\$ 85,488	\$ 427,448	
Remaning Balance	\$ 1,210	\$ (9,489)	\$ 34,925	\$ 14,065	\$ 65,831	\$ 7,970	\$ 114,512	\$ 572,552	
% Expended	64.41%	120.57%	0.00%	29.68%	0.00%	67.32%	42.74%	42.74%	
% Time Elapsed	62.96%	62.96%	62.96%	62.96%	62.96%	62.96%	62.96%	62.96%	



Coast RTA													
Monthly Cash Flow													
September 30, 2021													
	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Totals
<b>Beginning Balance</b>	\$ 564,241.11	\$ 833,002.76	\$ 1,004,302.70	\$ 1,169,763.71	\$ 748,284.04	\$ 1,301,186.44	\$ 829,311.22	\$ 1,227,768.95	\$ 847,772.70	\$ 1,254,525.90	\$ 920,610.35	\$ 689,955.80	\$ 564,241.11
<b>Cash Receipts</b>													
5307 - Operations	\$ 238,107.00	\$ 271,478.00	\$ 404,084.00	\$ 27,997.00	\$ 238,817.00	\$ 200,708.00	\$ 137,734.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,518,925.00
5307 - Preventative Maintenance	\$ -	\$ 105,959.00	\$ 172,755.00	\$ 13,325.00	\$ 106,286.00	\$ 91,377.00	\$ 94,181.00	\$ 113,334.00	\$ 84,081.00	\$ 91,536.00	\$ 107,090.00	\$ -	\$ 979,924.00
5307 - Capital Expenditures	\$ 10,288.00	\$ 7,048.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,348.00	\$ 3,080.00	\$ -	\$ 5,976.00	\$ 520.00	\$ 34,260.00
5307 - SMTF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5311 - Operations	\$ -	\$ 284,961.00	\$ -	\$ 260,808.00	\$ 87,209.00	\$ -	\$ -	\$ -	\$ 368,205.00	\$ -	\$ 97,020.00	\$ -	\$ 1,098,203.00
5311 - Preventative Maintenance	\$ -	\$ 120,405.00	\$ -	\$ 108,498.00	\$ 39,817.00	\$ -	\$ -	\$ -	\$ 151,922.00	\$ -	\$ 17,987.00	\$ -	\$ 438,629.00
5311 - Administration	\$ -	\$ 98,377.00	\$ -	\$ 83,000.00	\$ 27,288.00	\$ -	\$ -	\$ -	\$ 111,360.00	\$ -	\$ 5,352.00	\$ -	\$ 325,377.00
5311 - Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 864,381.00	\$ -	\$ -	\$ -	\$ 864,381.00
Horry County Registration Fees	\$ 605,137.00	\$ -	\$ -	\$ 513,201.00	\$ -	\$ -	\$ 610,701.00	\$ -	\$ -	\$ 577,642.00	\$ -	\$ -	\$ 2,306,681.00
Horry County Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Georgetown Cty Reg Fees/FY22 Funding	\$ 31,000.00	\$ 31,000.00	\$ 31,000.00	\$ 31,000.00	\$ 31,000.00	\$ 31,000.00	\$ 31,000.00	\$ 31,000.00	\$ 31,000.00	\$ 24,077.50	\$ -	\$ 55,000.00	\$ 358,077.50
Myrtle Beach	\$ -	\$ 62,500.00	\$ 62,500.00	\$ -	\$ 62,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 187,500.00
North Myrtle Beach	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00	\$ 50,000.00
Fares/Passes	\$ 26,145.78	\$ 23,369.98	\$ 18,717.03	\$ 10,900.02	\$ 19,868.38	\$ 9,380.74	\$ 36,749.63	\$ 19,328.56	\$ 11,959.32	\$ 27,733.69	\$ 15,721.75	\$ 1,085.00	\$ 220,959.88
Local Contracts	\$ -	\$ -	\$ -	\$ -	\$ 646.36	\$ -	\$ -	\$ 919.82	\$ -	\$ -	\$ -	\$ -	\$ 1,566.18
Bus Advertising	\$ 4,185.00	\$ -	\$ 16,500.00	\$ 70.00	\$ -	\$ -	\$ 4,785.00	\$ 2,750.00	\$ -	\$ 3,450.00	\$ 1,025.00	\$ 10,625.00	\$ 43,390.00
Accident Claims	\$ 2,501.50	\$ -	\$ 6,427.05	\$ 38,099.80	\$ 4,588.33	\$ 14,204.66	\$ -	\$ -	\$ 7,707.54	\$ -	\$ -	\$ -	\$ 73,528.88
Proceeds from Sale of Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 850.00	\$ 14,126.90	\$ 9,810.00	\$ -	\$ -	\$ -	\$ -	\$ 24,786.90
RTAP / Fuel Refunds / Other	\$ 270.91	\$ 16,131.24	\$ 1,612.82	\$ 5,459.48	\$ 9,341.04	\$ 3,882.42	\$ 7,577.78	\$ 721.65	\$ 5,771.52	\$ 11,132.02	\$ 500.71	\$ 13,906.02	\$ 76,307.61
5339 - Bus Stop Implementation	\$ 27,017.00	\$ 15,170.00	\$ -	\$ 15,801.00	\$ 9,268.00	\$ 6,296.00	\$ 23,470.00	\$ 22,777.00	\$ -	\$ 13,779.00	\$ 8,704.00	\$ -	\$ 142,282.00
5311 - Paratransit Scheduling	\$ -	\$ -	\$ 1,125.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,660.00	\$ 7,785.00
5310 - Vehicles	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5339 - Vehicles - WRCOG	\$ -	\$ -	\$ -	\$ -	\$ 1,389,340.00	\$ -	\$ -	\$ -	\$ -	\$ 204,282.00	\$ -	\$ -	\$ 1,593,622.00
5307 + FHWA Flex - Facility Development	\$ 77,586.00	\$ 24,576.00	\$ -	\$ 18,850.00	\$ 15,896.00	\$ 55,355.00	\$ -	\$ 41,698.00	\$ -	\$ 18,691.00	\$ 35,763.00	\$ 19,360.00	\$ 307,775.00
Horry County Capital Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Georgetown County Capital Funds	\$ -	\$ 19,396.00	\$ 6,144.00	\$ -	\$ -	\$ 8,686.00	\$ 13,837.00	\$ -	\$ 10,426.00	\$ 4,673.00	\$ -	\$ 13,781.00	\$ 76,943.00
<b>Total Cash Receipts</b>	\$ 1,022,238.19	\$ 1,080,371.22	\$ 720,864.90	\$ 1,127,009.30	\$ 2,041,865.11	\$ 421,739.82	\$ 974,162.31	\$ 249,687.03	\$ 1,649,893.38	\$ 976,996.21	\$ 295,139.46	\$ 170,937.02	\$ 10,730,903.95
<b>Cash Basis Expenditures:</b>													
Operating Expenses	\$ 471,631.54	\$ 659,071.28	\$ 514,129.53	\$ 537,178.40	\$ 459,184.09	\$ 542,170.04	\$ 510,343.49	\$ 572,074.37	\$ 499,191.80	\$ 662,393.45	\$ 441,264.51	\$ 616,664.46	\$ 6,485,296.96
Capital Expenditures	\$ 31,845.00	\$ -	\$ 41,274.36	\$ 1,011,310.57	\$ 1,029,778.62	\$ 76,445.00	\$ 65,361.09	\$ 57,608.91	\$ 743,948.38	\$ 498,518.31	\$ 84,529.50	\$ 53,406.80	\$ 3,694,026.54
O & M Reserve + Management Account	\$ 250,000.00	\$ 250,000.00	\$ -	\$ -	\$ -	\$ 275,000.00	\$ -	\$ -	\$ -	\$ 150,000.00	\$ -	\$ -	\$ 925,000.00
<b>Total Expenditures</b>	\$ 753,476.54	\$ 909,071.28	\$ 555,403.89	\$ 1,548,488.97	\$ 1,488,962.71	\$ 893,615.04	\$ 575,704.58	\$ 629,683.28	\$ 1,243,140.18	\$ 1,310,911.76	\$ 525,794.01	\$ 670,071.26	\$ 11,104,323.50
<b>Ending Balance</b>	\$ 833,002.76	\$ 1,004,302.70	\$ 1,169,763.71	\$ 748,284.04	\$ 1,301,186.44	\$ 829,311.22	\$ 1,227,768.95	\$ 847,772.70	\$ 1,254,525.90	\$ 920,610.35	\$ 689,955.80	\$ 190,821.56	\$ 190,821.56

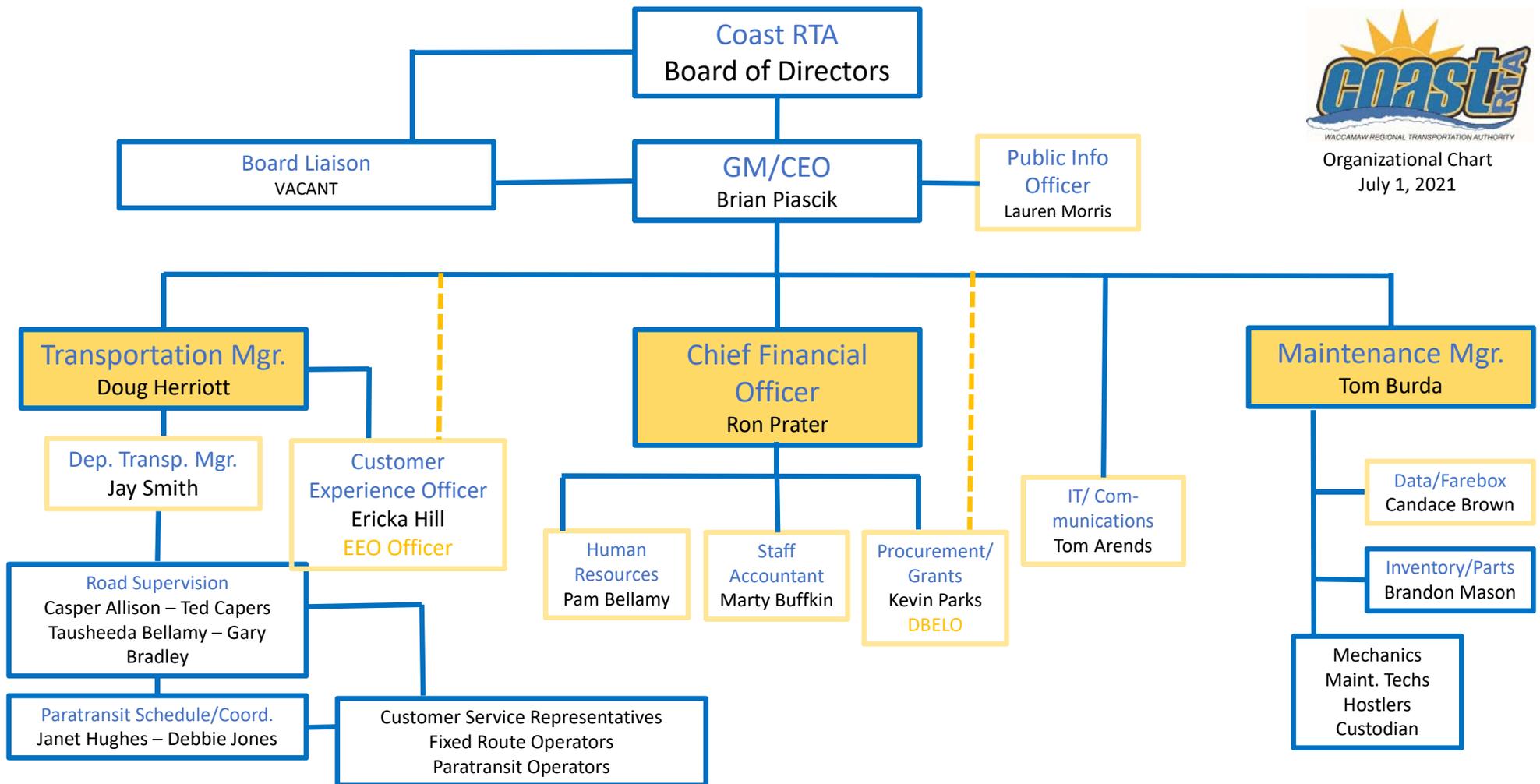
**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY d/b/a THE COAST RTA  
DRAFT FY 2022 - FY 2024 BOARD OF DIRECTORS COMMITTEE**

<b>COMMITTEE</b>	<b>CHAIR</b>	<b>MEMBER</b>	<b>MEMBER</b>	<b>MEMBER</b>	<b>MEMBER</b>	<b>MEETING</b>	<b>STAFF LIAISON</b>
<b>FINANCE</b>	<b>Bernard Silverman</b>	Rob Sheehan	Joseph Lazzara	Darrell Eickhoff	Randal Wallace	MONTHLY	Brian Piascik/Ron Prater/ Kevin Parks
<b>SERVICE/PAC</b>	<b>Katharine D'Angelo</b>	Bernard Silverman	Lillie Jean Johnson	Greg James	TBD	MONTHLY	Brian Piascik /Doug Herriott
<b>BY-LAWS</b>	<b>Katharine D'Angelo</b>	Lillie Jean Johnson	TBD	Greg James		AD HOC	Brian Piascik
<b>COMPENSATION</b>	<b>Rob Sheehan</b>	Marvin Keene	Randal Wallace	Katharine D'Angelo	TBD	AD HOC	Brian Piascik / Pamela Bellamy
<b>BOARD RETREAT PLANNING</b>	<b>Marvin Keene</b>	Bernard Silverman	Darrell Eickhoff	Katharine D'Angelo	Rob Sheehan	AD HOC	Brian Piascik

**REVISED: OCTOBER 2021**



Organizational Chart  
July 1, 2021





U.S. Department  
of Transportation  
**Federal Transit  
Administration**

REGION IV

Alabama, Florida, Georgia,  
Kentucky, Mississippi, North  
Carolina, Puerto Rico, South  
Carolina, Tennessee, Virgin  
Islands

230 Peachtree St., N.W.,  
Suite 1400  
Atlanta, GA 30303  
404-865-5600  
404-865-5605 (fax)

September 30, 2021

Mr. Darrell Eickhoff  
Chairman, Board of Directors  
Waccamaw Regional Transit Authority (WRTA)  
632 Tattlesbury Drive  
Conway, SC 29526-2652

**Re: Federal Transit Administration (FTA) Fiscal Year 2021 Triennial Review – Final Report**

Dear Mr. Eickhoff:

I am pleased to provide you with a copy of this FTA report as required by 49 U.S.C. Chapter 53 and other Federal requirements. The enclosed final report documents the FTA's Triennial Review of WRTA in Conway, SC. Although not an audit, the Triennial Review is the FTA's assessment of WRTA's compliance with Federal requirements, determined by examining a sample of award management and program implementation practices. As such, the Triennial Review is not intended as, nor does it constitute, a comprehensive and final review of compliance with award requirements.

The Triennial Review focused on WRTA's compliance in 21 areas. No deficiencies were found with the FTA requirements in 13 areas. Deficiencies were found in six areas: Legal, Procurement, Disadvantaged Business Enterprise (DBE), Title VI, ADA-Complementary Paratransit, and Equal Employment Opportunity (EEO). WRTA had four repeat deficiencies from the 2017 Triennial Review in the areas of DBE, Title VI, ADA-Complementary Paratransit, and EEO. In addition, four findings from the FY 2017 DBE Program Compliance Review were found to be open (two of the FY 2017 DBE findings were also findings in the FY 2017 Triennial Review).

Given the delay in completing the FY 2020 reviews until FY 2021 and the significant amount of additional Federal financial support provided through CARES Act, FTA developed a supplement to the FY2020 Contractors' Manual to assist in the evaluation of how recipients have used CARES Act and Emergency Relief funding. This supplement details the specific flexibilities and administrative relief provided by FTA for the use of these funds.

As part of this year's Triennial Review of WRTA, FTA incorporated an Enhanced Review Module (ERM) in the Financial Management and Capacity area. The purpose of an ERM is to conduct a more comprehensive review of underlying or contributing issues identified during the pre-assessment stage of the Triennial Review. Deficiencies resulting from the ERM are presented in the Financial Management and Capacity area of the report that follows.

## **Regulations and Guidance**

As WRTA moves forward with its transit program, FTA would like to provide a look-ahead for future oversight activities related to new and/or updated requirements, below.

### *Public Transportation Agency Safety Plan (PTASP) Regulation*

The PTASP regulation requires all operators of public transportation systems that are recipients and subrecipients of FTA's Urbanized Area Formula Grants (Section 5307) to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS). FTA has deferred applicability of this requirement for operators that only receive funds through FTA's Enhanced Mobility of Seniors and Individuals with Disabilities Formula Program (Section 5310) and/or Rural Area Formula Program (Section 5311).

As part of the Annual Certifications and Assurances, transit operators must certify they have a safety plan in place for meeting the requirements of the rule by July 20, 2020. However, in response to the COVID-19 public health emergency, on December 11, 2020, FTA issued a Notice of Enforcement Discretion, effectively extending the PTASP compliance deadline to July 21, 2021. All plans will be reviewed starting October 1, 2021 through FTA's oversight process. For guidance and updates to assist in the preparation and implementation of the PTASP Final Rule, please visit FTA's website at [www.transit.dot.gov/PTASP](http://www.transit.dot.gov/PTASP).

### *Random Drug Testing Rate Increase*

On October 17, 2018, FTA published a dear colleague letter "2019 Random Drug Testing Increase". In its letter, FTA notified recipients that effective January 1, 2019 and as mandated by its drug and alcohol regulation at 49 C.F.R. 655.45, the random drug testing rate will change. FTA increased the minimum rate of random drug testing from 25 percent to 50 percent of covered employees, for employers subject to FTA's drug and alcohol regulation. This increased random drug testing rate results from an uptick in the proportion of violations identified through random drug testing.

The 50 percent random drug testing rate applies to entities receiving Federal assistance under 49 U.S.C. 5307, 5309, 5311 or 5339, including recipients, subrecipients, and safety-sensitive contractors. The required minimum rate for random alcohol testing is unaffected and remains at 10 percent.

### *Mask Order*

On January 29, 2021, the Centers for Disease Control and Prevention (CDC) issued an [order](#) requiring all persons traveling into and within the United States on conveyances, as well as persons at transportation hubs, to wear masks covering their nose and mouth. The CDC Order

requires that, effective February 1, 2021, transit operators may transport only persons wearing masks and must use best efforts to ensure that masks are worn when embarking, disembarking, and throughout the duration of travel. Recipients who are operators of transportation hubs must use best efforts to ensure that any person entering in or on the premises wears a mask. Recipients must ensure that direct employees and contractor employees wear a mask at all times when in vehicles or in or around transportation facilities controlled by the recipient. On February 9, 2021, FTA amended its Master Agreement to incorporate a special provision requiring recipients and third party participants to comply with the CDC Order.

Thank you for your cooperation and assistance during this Triennial Review. If you need any technical assistance or have any questions, please do not hesitate to contact Mr. Chris White, Program Manager, at 404-865-5619 or by email at [christopher.white@dot.gov](mailto:christopher.white@dot.gov).

Sincerely,



Yvette G. Taylor, Ph.D.  
Regional Administrator

Enclosure

cc: Brian Piascik, CEO/General Manager, Waccamaw RTA  
Christopher White, Program Manager, FTA Region IV  
D. Michele Foster, Regional Civil Rights Officer, FTA Region IV  
Dwight Hill, FTA Procurement Specialist, FTA Region IV

**FINAL REPORT**

**FISCAL YEAR 2021  
TRIENNIAL REVIEW**

of

**Waccamaw Regional Transit Authority  
WRTA  
Conway, SC  
ID: 5526**

*Performed for:*

**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL TRANSIT ADMINISTRATION  
REGION IV**

*Prepared By:*

**Interactive Elements Inc.**

**Scoping Meeting Date: February 27, 2020  
Virtual Site Visit Date: July 28-29, 2021  
Final Report Date: September 30, 2021**

**Table of Contents**

I. Executive Summary .....	1
II. Review Background and Process .....	2
1. Background .....	2
2. Process .....	2
3. Metrics.....	3
III. Recipient Description .....	4
1. Organization .....	4
2. Award and Project Activity.....	4
IV. Results of the Review .....	5
1. Legal .....	5
2. Financial Management and Capacity .....	6
3. Technical Capacity – Award Management .....	6
4. Technical Capacity – Program Management & Subrecipient Oversight.....	6
5. Technical Capacity – Project Management.....	7
6. Transit Asset Management.....	7
7. Satisfactory Continuing Control.....	7
8. Maintenance.....	7
9. Procurement .....	7
10. Disadvantaged Business Enterprise (DBE).....	9
11. Title VI .....	11
12. Americans with Disabilities Act (ADA) – General.....	12
13. ADA – Complementary Paratransit.....	12
14. Equal Employment Opportunity .....	14
15. School Bus .....	15
16. Charter Bus .....	15
17. Drug Free Workplace Act.....	15
18. Drug and Alcohol Program .....	16
19. Section 5307 Program Requirements .....	16
20. Section 5310 Program Requirements .....	16
21. Section 5311 Program Requirements .....	16

V. Summary of Findings.....	18
VI. Attendees.....	22
VII. Appendices .....	23

## I. Executive Summary

This report documents the Federal Transit Administration’s (FTA) Triennial Review of the Waccamaw Regional Transit Authority (WRTA) of Conway, SC. FTA wants to ensure that awards are administered in accordance with the requirements of Federal public transportation law 49 U.S.C. Chapter 53. The review was performed by Interactive Elements Inc. During the virtual site visit, administrative and statutory requirements were discussed and documents were reviewed.

The Triennial Review focused on WRTA’s compliance in 21 areas. As part of this year’s Triennial Review of WRTA, FTA incorporated an Enhanced Review Module (ERM) in the Financial Management and Capacity area. The purpose of an ERM is to conduct a more comprehensive review of underlying or contributing issues identified during the pre-assessment stage of the Triennial Review. Deficiencies resulting from the ERM are presented in the Financial Management and Capacity area of this report.

Deficiencies were found in the areas listed below.

Review Area	Deficiencies	
	Code	Description
Legal (L)	L4-2	Notice of legal matters (procurement)
Procurement (P)	P11-1	Missing FTA clauses
Disadvantaged Business Enterprise (DBE)	DBE5-1*	DBE uniform reports contain inaccuracies and/or are missing required information
	DBE6-1	DBE goal achievement analysis and corrective action not completed
Title VI (TVI)	TVI1-2	Revisions to Title VI program not made
	TVI2-1*	LAP implementation deficiencies
ADA – Complementary Paratransit (CPT)	ADA CPT2-1*	Presumptive eligibility deficiencies
	ADA CPT3-2	Eligibility appeals process not properly implemented
	ADA CPT3-2	Service not provided to visitors with apparent or documented disabilities
	ADA CPT5-1*	Unreasonable no-show suspension
Equal Employment Opportunity (EEO)	EEO1-2	Abbreviated program not prepared and/or maintained

\* Repeat finding

## II. Review Background and Process

### 1. Background

The United States Code, Chapter 53 of Title 49 (49 U.S.C. 5307(f)(2)) requires that “At least once every 3 years, the Secretary shall review and evaluate completely the performance of a recipient in carrying out the recipient’s program, specifically referring to compliance with statutory and administrative requirements...” This Triennial Review was performed in accordance with FTA procedures (published in FTA Order 9010.1B, April 5, 1993).

The Triennial Review includes a review of the recipient’s compliance in 21 areas. The basic requirements for each of these areas are summarized in Section IV.

This report presents the findings from the Triennial Review of WRTA. The review concentrated on procedures and practices employed during the past three years; however, coverage was extended to earlier periods as needed to assess the policies in place and the management of award funds. The specific documents reviewed and referenced in this report are available at the FTA’s regional office or the recipient’s office.

### 2. Process

The Triennial Review process includes a pre-review assessment and scoping meeting with the FTA regional office, and a virtual site visit (to the recipient’s location). The review scoping meeting was conducted with the Region IV Office on February 27, 2020. Necessary files retained by the regional office were sent to the reviewers electronically. A recipient information request was sent to WRTA on November 1, 2019 indicating a review would be conducted during Fiscal Year 2020. In March 2020, all work on Reviews was halted due to the Public Health Emergency. A subsequent recipient information request was sent to WRTA on December 29, 2020 advising it that a virtual site visit would be taking place and indicating additional information that would be needed and issues that would be discussed. The virtual site visit to WRTA occurred on July 28-29, 2021.

The virtual site visit portion of the review began with an entrance conference, at which the purpose of the Triennial Review and the review process were discussed. The remaining time was spent discussing administrative and statutory requirements and reviewing documents. In addition, the reviewers evaluated how WRTA has used CARES Act and ER funding and the impacts of COVID-19 Public Health Emergency on the agency by discussing a series of questions included in the supplement to the FY 2020 Contractors’ Manual. Additional documentation was requested for the Financial Management and Capacity and Procurement areas only. The reviewers examined ECHO drawdown documentation, sample procurement history files, and a sample of maintenance records for FTA-funded vehicles and equipment.

During this review, the status of findings in civil rights areas from the FY 2017 Triennial Review that were closed but remain unresolved, and open findings from the FY 2017 DBE Program Compliance Review conducted for FTA’s Office of Civil Rights was evaluated. The results of

those evaluations are described in the civil rights sections later in this report. A crosswalk between those FY 2017 findings and FY 2021 Triennial Review findings is provided in Appendix A.

Upon completion of the review, FTA and the reviewers provided a summary of preliminary findings to WRTA at an exit conference. Section VI of this report lists the individuals participating in the review.

### 3. Metrics

The metrics used to evaluate whether a recipient is meeting the requirements for each of the areas reviewed are:

- *Not Deficient*: An area is considered not deficient if, during the review, nothing came to light that would indicate the requirements within the area reviewed were not met.
- *Deficient*: An area is considered deficient if any of the requirements within the area reviewed were not met.
- *Not Applicable*: An area can be deemed not applicable if, after an initial assessment, the recipient does not conduct activities for which the requirements of the respective area would be applicable.

### **III. Recipient Description**

#### **1. Organization**

The Waccamaw Regional Transportation Authority, doing business as Coast RTA, was established by state statute (Title 58, Chapter 20) in 1999. Operating within Horry County and Georgetown County, SC, an area with a population in 2019 of 281,180, Coast RTA provides fixed-route and Americans with Disabilities Act (ADA) complementary paratransit services. Coast RTA operates both urban and rural programs supported by federal formula funds under FTA Section 5307 and Section 5311. Cities served include Conway, Myrtle Beach, Surfside Beach, Garden City, Murrells Inlet, Litchfield Beach, Pawleys Island, Georgetown, and Andrews. In 2016, non-federal funding sources included Horry County, City of Myrtle Beach, Georgetown County and the South Carolina Department of Transportation (SCDOT). The local funding consists of annual discretionary awards by the jurisdictions to Coast RTA.

Coast RTA is guided by an 11-member Board of Directors with representation from Horry County (three members), the State Legislative Delegation from the Coast RTA service area (three members), and one member each from the cities of Myrtle Beach, North Myrtle Beach, Conway and Georgetown, and Georgetown County. Board members serve three-year terms.

Coast RTA has 91 employees and operates a fleet of 17 full-size buses, two vintage trolleys (scheduled for disposal in the near future), five mid-size buses, and 12 van cutaways from its primary operating facility in Conway, SC. The fixed-route system consists of seven routes that are operated year-round, seven days per week between 4:30 AM and 9:00 PM except Thanksgiving, Christmas and New Year's holidays. An additional seasonal route is operated 11:00 AM – 11:00 PM between Memorial Day and Labor Day holidays.

The fare for fixed route services is \$1.50 with a reduced fare of \$0.75 for senior citizens, persons with disabilities and persons with a Medicare card. Coast RTA has one express route with a fare of \$2.00. The paratransit fare is \$3.00.

Coast RTA operates from a single administrative, operations, and maintenance facility at 1418 Third Avenue in Conway. The facility has FTA interest. Coast RTA also utilizes a transfer center that consists of three passenger shelters on Tenth Avenue in Myrtle Beach. The transfer center was constructed with local funds, but 5307 and 5311 funds were used for maintenance and repairs in recent years.

#### **2. Award and Project Activity**

Below is a list of WRTA's open awards at the time of the review.

Award Number	Award Amount	Year Executed	Description
SC-2020-006-00	\$2,219,340	2020	FHWA Guideshare funds flexed to 5307 for a planning related to a new operating and maintenance facility, 5307 operating assistance and preventive maintenance
SC-2018-040-00	\$214,060	2018	5339 funds for bus stop designation program
SC-2018-040-01	\$250,000	2020	5339 funds for bus stop designation program
SC-2020-012-00	\$4,498,589	2020	CARES Act 5307 funds for operations, maintenance, and administration

### Projects Completed

In the past few years, WRTA completed the following noteworthy projects:

- Implemented paratransit scheduling software

### Ongoing Projects

WRTA is currently implementing the following noteworthy projects:

- Bus Stop Designation Program – adding bus stop signs throughout the system to eliminate flag stops
- Several bus/vehicle acquisitions

### Future Projects

WRTA plans to pursue the following noteworthy projects in the next three to five years:

- WRTA is in dire need of a new operating and maintenance facility. The Authority will be commencing a facility development program that will include planning, NEPA and some preliminary engineering for the O&M Facility and passenger facilities in Conway, Myrtle Beach and Georgetown.
- WRTA needs to examine its fare structure and the technology utilized to collect fares.
- WRTA hopes to start a campaign locally to push a referendum through to establish dedicated funding for the Authority with the earliest date for the vote in November 2024 or more likely, 2026.

## IV. Results of the Review

### 1. Legal

Basic Requirement: The recipient must promptly notify the FTA of legal matters, include clauses

in its third party and subrecipient agreements, and additionally notify the U.S. DOT Office of Inspector General (OIG) of any instances relating to false claims under the False Claims Act or fraud. Recipients must comply with restrictions on lobbying requirements.

Finding: During this Triennial Review of WRTA, one deficiency was found with the FTA requirements for Legal. WRTA's 2019 Procurement Manual was reviewed, and its Contract Clause Matrix, Applicability of Third-Party Contract Provisions did not include the required notice to FTA of legal matters. Documents included in the sample of procurement files examined as part of the review were also missing the legal notice clause, which must be passed down to every tier of procurement transaction the amount of which is expected to equal or exceed \$25,000.

DEFICIENCY CODE L4-2: Notice of legal matters (procurement).

Corrective Action(s) and Schedule: No later than September 30, 2021 WRTA must submit to the FTA regional office a revised procurement manual that addresses inclusion of FTA-required third-party contract clauses and includes an updated procurement checklist and an updated contract clause matrix that lists FTA requirements.

## **2. Financial Management and Capacity**

Basic Requirement: The recipient must have financial policies and procedures; an organizational structure that defines, assigns and delegates authority; and financial management systems in place to match, manage, and charge only allowable cost to the award. The recipient must conduct required single audits and provide financial oversight of subrecipients.

Finding: During this Triennial Review of WRTA, no deficiencies were found with the FTA requirements for Financial Management and Capacity. At the request of Region 4, an ERM was conducted in the Financial Management area. The purpose of the ERM was to determine whether corrective actions required as a result of the FY 2017 Triennial Review and a 2017 Financial Management Oversight review are in place and are continuing to be implemented. This FY 2021 Triennial Review identified no new or repeat deficiencies.

## **3. Technical Capacity – Award Management**

Basic Requirement: The recipient must report progress of projects in awards to the FTA timely.

Finding: During this Triennial Review of WRTA, no deficiencies were found with the FTA requirements for Technical Capacity – Award Management.

## **4. Technical Capacity – Program Management & Subrecipient Oversight**

Basic Requirement: The recipient must follow the public involvement process for transportation plans; develop and submit a State Management/Program Management Plan to the FTA for approval; report in the Federal Funding Accountability and Transparency Act Subaward

Reporting System (FSRS) on subawards; and ensure subrecipients comply with the terms of the award.

Finding: During this Triennial Review of WRTA, no deficiencies were found with the FTA requirements for Technical Capacity – Program Management & Subrecipient Oversight.

## 5. Technical Capacity – Project Management

Basic Requirement: The recipient must be able to implement FTA-funded projects in accordance with the award application, FTA Master Agreement, and all applicable laws and regulations, using sound management practices; and prepare force account plans.

Finding: During this Triennial Review of WRTA, no deficiencies were found with the FTA requirements for Technical Capacity – Project Management.

## 6. Transit Asset Management

Basic Requirement: Recipients must comply with 49 CFR Part 625 to ensure public transportation providers develop and implement transit asset management (TAM) plans.

Finding: During this Triennial Review of WRTA, no deficiencies were found with the FTA requirements for Transit Asset Management.

## 7. Satisfactory Continuing Control

Basic Requirement: The recipient must ensure that FTA-funded property will remain available to be used for its originally authorized purpose throughout its useful life until disposition.

Finding: During this Triennial Review of WRTA, one deficiency was found with the FTA requirements for Satisfactory and Continuing Control. Recipients are required to have flood insurance under the National Flood Insurance Act of 1968 for federally funded buildings located in areas that have been identified as having special flood hazards, and for determining sufficient levels of insurance. While WRTA’s current facility is not located in such a flood hazard area, the Authority has no procedures in place for determining the same for future facilities in which there is a federal interest.

DEFICIENCY CODE SCC7-2: Inadequate procedures for identifying federally assisted buildings in special flood hazard areas and for determining sufficient levels of insurance

Corrective Action(s) and Schedule: No later than September 30, 2021, WRTA must develop and submit to the FTA regional office procedures to identify federally assisted buildings that are in a special flood hazard area and determining sufficient levels of insurance. WRTA provided adequate procedures on the assessment of insurance levels for FTA funded facilities in flood zones prior to the issuance of the final report. This Finding will be reflected as closed on the final report.

## 8. Maintenance

Basic Requirement: Recipients must keep federally funded vehicles, equipment, and facilities in good operating condition. Recipients must keep ADA accessibility features on all vehicles, equipment, and facilities in good operating order.

Finding: During this Triennial Review of WRTA, no deficiencies were found with the FTA requirements for Maintenance.

## 9. Procurement

Basic Requirement: The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, and conform to applicable Federal law and the standards identified in 2 CFR Part 200. State recipients can use the state's overall policies and procedures. When applied to Federal procurements, those policies and procedures must still be compliant with all Federal requirements as applied to non-state recipients. The flexibility afforded by 2 CFR Part 200 should not be misconstrued as absolving a state from Federal requirements. For example, FTA does not require each State DOT to have policies and procedures separate from the state education department.

Finding: During this Triennial Review of WRTA, one deficiency was found with the FTA requirements for Procurement. WRTA's 2019 Procurement Manual and a sample of procurement history files were reviewed and discussed with WRTA staff. Several of the more recent required clauses were missing from the Procurement Manual's Contract Clause Matrix, and from several procurement history files.

DEFICIENCY CODE P11-1: Missing FTA clauses

Corrective Action(s) and Schedule: No later than September 30, 2021, WRTA must submit to the FTA regional office a revised procurement manual that requires use of a procurement checklist to ensure inclusion of FTA-required third-party contract clauses in the recipient's FTA-funded procurements. Also submit a copy of the procurement checklist and an updated contract clause matrix that lists FTA requirements. (Note that this is also the corrective action required for finding L4-2 and need only be submitted once.)

**Procurement History Files Examined during this Triennial Review:**

<b>Procurement #</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Goods/Services Procured</b>	4 New Flyer 40' buses	Auditing services	Bus Stop Designation Program - Installation	Payroll Service	
<b>Date</b>	Award 2015, purchase 2017	September 2017	February 2017	August 2020	
<b>Dollar Value</b>	\$1,752,296	\$71,700	Approximately \$1,000 per sign for approx. 500 signs	\$12,100/year	
<b>Type</b>	Rolling Stock	Professional Services	Professional Services, Construction	Professional Services	
<b>Method</b>	Joint procurement (The Comet)	RFP	RFP	Sole source	
<b>New Start or Small Start</b>	No	No	No	No	
<b>Awarded by Contractors or Subrecipients</b>	No	No	No	No	
<b>Change Order</b>	No	No	No	No	
<b>DBE Goal</b>	No	No	Yes	No	
<b>Protest</b>	No	No	No		
<b>Deficiencies</b>	<i>P11-1</i>	<i>P11-1</i>	<i>P11-1</i>	<i>None</i>	

**10. Disadvantaged Business Enterprise (DBE)**

Basic Requirement: Recipients must comply with 49 CFR Part 26 to ensure nondiscrimination in the award and administration of USDOT assisted contracts. Recipients also must create a level playing field on which DBEs can compete fairly for US DOT-assisted contracts.

Finding: During this Triennial Review of WRTA, five deficiencies were found with the US DOT requirements for DBE.

Finding: During this Triennial Review of WRTA, five deficiencies were found with the US DOT requirements for DBE.

Finding #1: WRTA's DBE goal for 2021-2023 was originally due August 1, 2020. The due date was extended to October 1, 2020 by FTA as a result of the COVID-19 public health emergency. At the time of this review WRTA had not submitted its goal, which is now in expired status.

In addition, the FY 2017 Triennial Review included a finding for Deficiency 548: DBE goal submission not complete, because WRTA's FY 2015-2017 goal calculation did not include data showing the showing the basis for the calculation and reasonably anticipated contracting opportunities, and WRTA was unable to provide records of that data. It was expected that the corrective action would be tracked through the DBE compliance review that was underway in 2017. The DBE Program Compliance Review, conducted in 2016-2017, found a similar deficiency: FY 2015-FY 2017 goal calculation methodology documentation insufficient. The corrective action was to address deficiencies discussed in the DBE Program Compliance Review report when submitting a new goal to FTA in August 2017 for FY 2018-2020. Issues included provision of the business census data used to calculate the goal, use of the more detailed methodology employed in setting goal for 2012-2014, consultation with SCDOT and WRCOG during the goal-setting process, and inclusion of SC-certified DBE firms located in in the NC portion of the Myrtle Beach urbanized area.

DEFICIENCY CODE DBE3-2: DBE goal not submitted and in expired status.

Corrective Action(s) and Schedule: No later than 30 days after the issuance of the final report for this review, WRTA must develop a DBE goal that addresses the goal calculation issues raised in the FY 2017 Triennial Review, FY 2017 DBE Program Compliance Review, and the letter from FTA dated December 31, 2019 with comments on WRTA's 2018-2020 goal submission. WRTA must submit the new goal in TrAMS, and notify the FTA RCRO once completed. Prior to issuance of the final report WRTA completed and submitted a new DBE goal in TrAMS on August 23, 2021. This finding will be considered closed on the issuance of the final report.

Finding #2: The FY 2017 Triennial Review of WRTA found that semi-annual uniform reports included only awards and commitments made to DBE firms with Section 5307 funds, while awards and commitments made to DBE firms with Section 5311 funds were reported to SCDOT. A finding was made of Deficiency 329: DBE uniform reports do not include required information; the associated corrective action was submission to the RCRO of procedures for including all applicable FTA-funded contracting activity in future reports and informing the RCRO of the implementation of those procedures with the submission of the next semi-annual report. In addition, the FY 2017 DBE Program Compliance Review found that the June 2016 report incorrectly repeated spending that was reported in December 2015. The corrective action was submission of a corrected June 2016 report. During this review, the previous findings were discussed with WRTA staff. Reporting procedures have not been changed and the corrective actions for the FY 2017 Triennial Review and DBE Program Compliance Review findings have not been completed.

DEFICIENCY CODE DBE5-1: DBE uniform reports contain inaccuracies and/or are missing required information.

Corrective Action(s) and Schedule: No later than November 30, 2021, WRTA must submit corrected reports to the FTA RCRO, along with implemented procedures for correctly

completing Uniform Reports of DBE Awards or Commitments and Payments. The recipient must submit a revised DBE Program to correctly describe how it will implement accurate reporting. WRTA must also revise and resubmit the June 2016 uniform report in TrAMS, as required by the FTA Office of Civil Rights.

Finding #3: In 2017, 2018, and 2019 WRTA's DBE goal was 6.91%; annual DBE awards were 0.73%, 1.08%, and 4.6%, respectively. WRTA did not prepare shortfall analyses or corrective action plans for those years.

DEFICIENCY CODE DBE6-1: DBE goal achievement and analysis and corrective action plan not completed.

Corrective Action(s) and Schedule: No later than October 30, 2021, or the date on which TrAMS reopens for FY 2022, WRTA must submit to the FTA RCRO the required analyses and corrective action plans for 2017, 2018, and 2019, along with a written process to ensure that future shortfall analyses are completed.

Finding #4: The FY 2017 DBE Program Compliance Review found that RFP documents examined as part of the review did not contain required contract assurance or prompt payment provisions. Specifically, the RFP for the bus stop designation program, for which WRTA had set a DBE goal, did not include prompt payment provisions. The corrective action was inclusion within 60 days of Good Faith Effort (should have referenced prompt payment) requirements in all RFPs and contracts that contain DBE participation goals.

WRTA has not set a specific DBE goal for a project since the bus stop designation program. Prompt payment requirements are included in the contract clause matrix that is part of the current version of the WRTA Procurement Manual. It is recommended to the Office of Civil Rights that this FY 2017 DBE Program Compliance Review finding be closed.

Finding #5: The FY 2017 DBE Program Compliance Review found a deficiency because WRTA did not maintain a bidders list of DBE and non-DBE firms seeking to work on WRTA's federally assisted contracts. Such lists must include the name, address, age, status as DBE or non-DBE, and annual gross receipts (which may be expressed as a range), for each firm.

Corrective Action(s) and Schedule: No later than December 31, 2021, WRTA must develop and maintain a bidders list containing all of the required information and submit a copy of the list to the FTA Office of Civil Rights.

## 11. Title VI

Basic Requirement: The recipient must ensure that no person shall, on the grounds of race, color, or national origin, be excluded from participating in, or be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance without regard to whether specific projects or services are federally funded. The recipient must ensure that all transit services and related benefits are distributed in an equitable manner.

Finding: During this Triennial Review of WRTA, two deficiencies were found with the FTA requirements for Title VI.

Finding #1: FTA made comments on WRTA’s 2018-2020 Title VI program in a letter dated November 11, 2019. WRTA submitted its 2021-2023 program in February 2021; FTA commented on that submission in a letter dated April 13, 2021. Not all of the revisions requested in the 2019 or 2021 letters are included in the current version of the 2021-2023 program.

DEFICIENCY CODE TVI1-2: Revisions to Title VI program not made

Corrective Action(s) and Schedule: No later than December 31, 2021, WRTA must revise and submit its Title VI program in TrAMS and notify the FTA RCRO once completed.

Finding #2: Implementation of WRTA’s Language Assistance Plan (LAP), as described in its Title VI program, was discussed with WRTA staff during the site visit. WRTA provided documentation of many aspects of the LAP as part of the SRIR. Documentation of language assistance training provided to staff as described in the program was not provided. The FY 2017 Triennial Review found Deficiency 11: No documentation of language assistance training for fixed route and paratransit drivers as stated in plan, with a corrective action of providing evidence to the FTA RCRO that training detailed in the LAP had been delivered to staff members, including drivers.

DEFICIENCY CODE TVI2-1: LAP implementation deficiencies

Corrective Action(s) and Schedule: No later than September 30, 2021 WRTA must prepare and submit to the FTA RCRO evidence that language assistance training has been delivered to staff members, including drivers.

## **12. Americans with Disabilities Act (ADA) – General**

Basic Requirement: Titles II and III of the ADA of 1990 provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service, including complementary paratransit service.

Finding: During this Triennial Review of WRTA, no deficiencies were found with the US DOT requirements for ADA – General.

## **13. ADA – Complementary Paratransit**

Basic Requirement: Under 49 CFR 37.121(a), each public entity operating a fixed-route system shall provide paratransit or other special service to individuals with disabilities that is comparable to the level of service provided to individuals without disabilities who use the fixed route system. “Comparability” is determined by 49 CFR 37.123-37.133. Requirements for complementary paratransit do not apply to commuter bus, commuter rail, or intercity rail systems.

Finding: During this Triennial Review of WRTA, five deficiencies were found with US DOT requirements for ADA – Complementary Paratransit.

Finding #1: During the review, information about ADA paratransit eligibility on the WRTA website, in the CATS Rider’s Guide, and CATS eligibility forms was reviewed and discussed with WRTA staff during the site visit. Presumptive eligibility for individuals whose eligibility determinations are not made within 21 days is not mentioned in public information materials. WRTA staff indicated that presumptive eligibility is granted to all applicants and would be rescinded if applicants were found to be ineligible, but was unable to provide documentation during the site visit. The FY 2017 Triennial Review made a finding of Deficiency 33: Improper ADA complementary paratransit eligibility determination process (presumptive eligibility). The related corrective action was submission to the FTA RCRO of procedures for the eligibility determinations to meet the regulatory requirements, including provision of presumptive eligibility.

DEFICIENCY CODE ADA CPT2-1: Presumptive eligibility deficiencies

Corrective Action(s) and Schedule: No later than December 31, 2021 WRTA must submit to the RCRO a procedure for granting presumptive eligibility for applications not processed within 21 days until and unless the recipient denies the application.

Finding #2: Public information materials about the CATS eligibility process do not describe the appeals process that is available to individuals who are granted less than unconditional eligibility. WRTA was unable to provide a description of the appeals process during the site visit.

DEFICIENCY CODE ADA CPT2-3: Eligibility appeals process not properly implemented

Corrective Action(s) and Schedule: No later than December 31, 2021, WRTA must submit to the RCRO an eligibility appeals process.

Finding #3: Recipients are required to provide complementary paratransit service to visitors who present credentials from another paratransit system or who provide documentation of place of residence, if requested by the transit agency, and of disability, if the disability is not apparent. WRTA’s public information materials do not describe its policy regarding service for visitors. WRTA staff indicated that service is currently provided to visitors with paratransit eligibility elsewhere.

DEFICIENCY CODE ADA CPT3-1: Service not provided to visitors with apparent or documented disabilities

Corrective Action(s) and Schedule: No later than December 31, 2021 WRTA must submit to the RCRO a procedure for providing service to visitors whose disability is apparent or who present documentation of disability, provided that if documentation of residency has been requested, it has also been submitted.

Finding #4: Recipients may establish an administrative process to suspend, for a reasonable amount of time, the provision of ADA complementary paratransit service to ADA eligible

individuals who establish a pattern or practice of missing scheduled trips. The procedure must also provide for due process. The FY17 Triennial Review determined that WRTA's no-show policy imposes a five-day suspension for individuals who miss more than 50% of scheduled trips in a month. Riders who only schedule two trips per month and miss one would be subject to a suspension, but missing one trip would not constitute a pattern or practice. A finding of Deficiency 316: Insufficient no-show policy was made, with a corrective action of submitting to the RCRO a revised no-show policy that addresses whether a rider has engaged in a pattern or practice of missing scheduled trips. During the FY21 review, WRTA was unable to provide a copy of its no-show policy and procedures.

DEFICIENCY CODE ADA CPT5-1: Unreasonable no-show suspensions

Corrective Action(s) and Schedule: No later than December 31, 2021 WRTA must submit to the RCRO a procedure for suspending a rider only after establishing that the rider has a pattern or practice of missing scheduled trips.

Finding #5: The FY17 Triennial Review made a finding of Deficiency 109: No tracking of potential capacity constraints, because WRTA was not monitoring paratransit data to identify any patterns or practices that could indicate potential capacity constraints. During the FY21 review, WRTA staff indicated that the implementation of paratransit scheduling software now makes it easier to collect the data needed to monitor for potential capacity constraints in CATS service, but data is not currently being analyzed. However, there is no longer a Triennial Review finding of deficiency for lack of tracking of potential capacity constraints.

DEFICIENCY CODE 109: No tracking of potential capacity constraints

Corrective Action(s) and Schedule: Failure to track potential capacity constraints does not constitute a deficiency in the FY 2021 Triennial Reviews; therefore, the corrective action specified in the FY 2017 Triennial Review is no longer required. However, WRTA is encouraged to have a mechanism in place for monitoring, tracking, and verifying indicators of capacity constraints, and must be able to demonstrate that any trip denials, missed trips, late pickups, trips of excessive length, etc., are not an operational pattern or practice that significantly limits the availability of ADA paratransit service.

## 14. Equal Employment Opportunity

Basic Requirement: The recipient must ensure that no person in the United States shall on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participating in, or denied the benefits of, or be subject to discrimination in employment under any project, program, or activity receiving Federal financial assistance under the Federal transit laws. (Note: Equal Employment Opportunity Commission's regulation only identifies/recognizes religion and not creed as one of the protected groups.)

Finding: During this Triennial Review of WRTA, one deficiency was found with the FTA requirements for Equal Employment Opportunity. In 2017, notes in TrAMS from FTA indicate that WRTA's status was changed to "Not Applicable," requiring the Authority to prepare and maintain an abbreviated, rather than a full, program. The program need not be submitted in

TrAMS but must be kept on file in the event that FTA requests it. WRTA has not developed an abbreviated program.

The FY 2017 Triennial Review made a finding of Deficiency 225: EEO monitoring/reporting system deficiencies, with a corrective action for developing and submitting to the RCRO a detailed monitoring and reporting system as indicated in FTA Circular 4704.1A, Chapter 11, Section 2.2.7 and providing evidence of implementation.

DEFICIENCY CODE EEO1-2: Abbreviated program not prepared and maintained

Corrective Action(s) and Schedule: No later than December 31, 2021 WRTA must develop the abbreviated EEO program, upload it to TrAMS, and notify the FTA RCRO once completed. The program should include applicable monitoring and reporting elements.

## 15. School Bus

Basic Requirement: Recipients are prohibited from providing school bus service in competition with private school bus operators unless the service qualifies and is approved by the FTA Administrator under an allowable exemption. Federally funded equipment or facilities cannot be used to provide exclusive school bus service.

Finding: During this Triennial Review of WRTA, no deficiencies were found with the FTA requirements for School Bus.

## 16. Charter Bus

Basic Requirement: Recipients are prohibited from using FTA-funded equipment and facilities to provide charter service if a registered private charter operator expresses interest in providing the service. Recipients are allowed to operate community-based charter services pursuant to certain regulatory exceptions.

Finding: During this Triennial Review of WRTA, no deficiencies were found with the FTA requirements for Charter Bus.

## 17. Drug Free Workplace Act

Basic Requirement: Recipients are required to maintain a drug free workplace for all award-related employees; report any convictions occurring in the workplace timely; and have an ongoing drug-free awareness program.

Finding: During this Triennial Review of WRTA, no deficiencies were found with the FTA requirements for Drug-Free Workplace Act.

## 18. Drug and Alcohol Program

Basic Requirement: Recipients receiving Section 5307, 5309, 5311, or 5339 funds that have safety-sensitive employees must have a drug and alcohol testing program in place for such employees.

Finding: During this Triennial Review of WRTA, no deficiencies were found with the FTA requirements for Drug and Alcohol Program.

## 19. Section 5307 Program Requirements

Basic Requirement: For fixed-route service supported with Section 5307 assistance, fares charged seniors, persons with disabilities or an individual presenting a Medicare card during off peak hours will not be more than one half the peak hour fares.

Recipients are expected to have a written, locally developed process for soliciting and considering public comment before raising a fare or carrying out a major transportation service reduction.

Recipients shall develop, publish, afford an opportunity for a public hearing on, and submit for approval, a program of projects (POP).

Finding: During this Triennial Review of WRTA, no deficiencies were found with the FTA requirements for Section 5307 Program Requirements.

## 20. Section 5310 Program Requirements

Basic Requirement: Recipients must expend funds on eligible projects that meet the specific needs of seniors and individuals with disabilities. Projects selected for funding under the Section 5310 program must be included in a locally developed, coordinated public transit-human services transportation plan. Recipients must approve all leases of Section 5310-funded vehicles and ensure that leases include required terms and conditions. Either the recipient or subrecipient must hold title to the leased vehicles.

Finding: This section only applies to recipients that receive Section 5310 funds directly from FTA; therefore, the related requirements are not applicable to the review of WRTA.

## 21. Section 5311 Program Requirements

Basic Requirement: Recipients must expend funds on eligible projects to support rural public transportation services and intercity bus transportation.

Finding: This section only applies to recipients that receive Section 5311 funds directly from FTA; therefore, the related requirements are not applicable to the review of WRTA.



## V. Summary of Findings

Review Area	Finding	Deficiency Code(s)	Corrective Action(s)	Response Due Date(s)	Date Closed
1. Legal	D	L4-2: Notice of legal matters (procurement)	WRTA must submit to the FTA regional office a revised procurement manual that addresses inclusion of FTA-required third-party contract clauses and includes a procurement checklist and an updated contract clause matrix that lists FTA requirements.	9/30/21	
2. Financial Management and Capacity	ND				
3. Technical Capacity – Award Management	ND				
4. Technical Capacity – Program Management and Subrecipient Oversight	ND				
5. Technical Capacity – Project Management	ND				
6. Transit Asset Management	ND				
7. Satisfactory Continuing Control	D	SCC7-2: Inadequate procedures for identifying federally assisted buildings in special flood hazard area and determining sufficient levels of insurance	WRTA must develop and submit to the FTA regional office procedures to identify federally assisted buildings that are in a special flood hazard area and determining sufficient insurance.	9/30/21	9/30/21
8. Maintenance	ND				
9. Procurement	D	P11-1: Missing FTA clauses	WRTA must submit to the FTA regional office a revised procurement manual that requires use of a procurement checklist to ensure inclusion of FTA-required third-party contract clauses also submit a copy of the procurement checklist and an updated contract clause matrix that lists FTA requirements.	9/30/21	

Review Area	Finding	Deficiency Code(s)	Corrective Action(s)	Response Due Date(s)	Date Closed
10. Disadvantaged Business Enterprise	D	DBE3-2: DBE goal not submitted and in expired status	No later than 30 days after the issuance of the final report, WRTA must develop a DBE goal that addresses the goal calculation issues raised in the FY 2017 Triennial Review, FY 2017 DBE Program Compliance Review, and the letter from FTA dated December 31, 2019 with comments on WRTA's 2018-2020 goal submission. WRTA must submit the goal in TrAMS and notify the FTA RCRO once completed.	11/1/21	9/30/21
	D	DBE5-1: DBE uniform reports contain inaccuracies and/or are missing required information	WRTA must submit corrected reports to the FTA RCRO (see DBE section of this report for more details), along with implemented procedures for correctly completing Uniform Reports of DBE Awards or Commitments and Payments. WRTA must submit a revised DBE Program to correctly describe how it will implement accurate reporting.	11/30/21	
	D	DBE6-1: DBE goal achievement analysis and corrective action plan not completed	WRTA must submit to the FTA RCRO the required analyses and corrective action plans for the missing year(s), along with a written process to ensure future shortfall analyses are completed.	10/30/21	
11. Title VI	D	TVI1-2: Revisions to Title VI program not made	WRTA must revise and submit its Title VI program in TrAMS and notify the FTA RCRO once completed (see Title VI section in this report for more detail).	12/31/21	
	D	TVI2-1: LAP implementation deficiencies	WRTA must prepare and submit to the FTA RCRO evidence that language assistance training has been delivered to staff members, including drivers.	9/30/21	
12. Americans with Disabilities Act (ADA) – General	ND				

Review Area	Finding	Deficiency Code(s)	Corrective Action(s)	Response Due Date(s)	Date Closed
13. ADA – Complementary Paratransit	D	ADA CPT2-1: Presumptive eligibility deficiencies	WRTA must submit to the RCRO a procedure for granting presumptive eligibility for applications not processed within 21 days until and unless the recipient denies the application.	12/31/21	
	D	ADA CPT2-3: Eligibility appeals process not properly implemented	WRTA must submit to the RCRO an eligibility appeals process.	12/31/21	
	D	ADA CPT3-2: Service not provided to visitors with apparent or documented disabilities	WRTA must submit to the RCRO a procedure for providing service to visitors whose disability is apparent or who present documentation of disability, provided that if documentation of residency has been requested, it has also been submitted.	12/31/21	
	D	ADA CPT5-1: Unreasonable no-show suspension	WRTA must submit to the RCRO a procedure for suspending a rider only after establishing that the rider has a pattern or practice of missing scheduled trips.	12/31/21	
14. Equal Employment Opportunity	D	EEO1-2: Abbreviated program not prepared and/or maintained	WRTA must develop the abbreviated EEO program, upload it to TrAMS, and notify the FTA RCRO once completed. The program should include applicable monitoring and reporting elements.	12/31/21	
15. School Bus	ND				
16. Charter Bus	ND				
17. Drug-Free Workplace	ND				
18. Drug and Alcohol Program	ND				
19. Section 5307 Program Requirements	ND				

<b>Review Area</b>	<b>Finding</b>	<b>Deficiency Code(s)</b>	<b>Corrective Action(s)</b>	<b>Response Due Date(s)</b>	<b>Date Closed</b>
20. Section 5310 Program Requirements	NA				
21. Section 5311 Program Requirements	NA				

The metrics used to evaluate whether a recipient is meeting the requirements for each of the areas reviewed are: Deficient (D)/Not Deficient (ND)/Not Applicable (NA)

## VI. Attendees

Name	Title	Phone Number	E-mail Address
<b>Waccamaw Regional Transit Authority</b>			
Brian Piascik	CEO/General Manager	843-231-9775	<a href="mailto:bpiascik@coastrta.com">bpiascik@coastrta.com</a>
Kevin Parks	Grants and Procurement Manager	843-240-9210	<a href="mailto:kparks@coastrta.com">kparks@coastrta.com</a>
Ron Prater	Chief Financial Officer	843-488-6062	<a href="mailto:rprater@coastrta.com">rprater@coastrta.com</a>
Tom Burda	Maintenance Manager		<a href="mailto:tburda@coastrta.com">tburda@coastrta.com</a>
<b>FTA</b>			
Chris White	General Engineer	404-865-5619	<a href="mailto:christopher.white@dot.gov">christopher.white@dot.gov</a>
Dwight Hill	Procurement Specialist	404-865-5641	<a href="mailto:dwight.hill.CTR@dot.gov">dwight.hill.CTR@dot.gov</a>
Michele Foster	Regional Civil Rights Officer	404-865-5600	<a href="mailto:doretha.foster@dot.gov">doretha.foster@dot.gov</a>
Nicole Spivey	Community Planner	404-865-5600	<a href="mailto:nicole.spivey3@dot.gov">nicole.spivey3@dot.gov</a>
<b>Interactive Elements Inc.</b>			
Patti Monahan	Lead Reviewer	617-291-8431	<a href="mailto:patti.monahan@monahanmobility.com">patti.monahan@monahanmobility.com</a>
Maxine Finkelstein	Financial Management ERM	212-490-9090	<a href="mailto:mxf@ieitransit.com">mxf@ieitransit.com</a>

## VII. Appendices

Appendix A presents a crosswalk between FY 2021 Triennial Review findings in civil rights area, closed but unresolved findings from the FY 2017 Triennial Review in civil rights areas, and open findings from the FY 2017 DBE Program Compliance Review.

## **APPENDIX A**

Crosswalk: FY 2021 Triennial Review, FY 2017 Triennial Review, and FY 2017 DBE  
Program Compliance Review Civil Rights Findings