



**Waccamaw Regional Transportation Authority
Board of Directors Meeting Agenda
July 26, 2023
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 – May 31, 2023
- VI. Acknowledgement of Visitors
- VII. Public Comment (3-minute time limit)
- VIII. Committee Reports
 - a. Service/PAC Committee – no meetings - GM Report will Incorporate service updates
 - b. Finance Committee
 - **Resolution JUL2023-09** - Approval of FY 24 Budget
 - May and June Financials
 - c. Compensation Committee
 - d. Other Ad Hoc Committees – Short Bylaw Discussion
 - **Resolution JUL2023-10** - Approval of Amended Waccamaw RTA Bylaws
- IX. Old Business
- X. New Business
 - a. 40th Anniversary Celebration
- XI. General Manager's Report
- XII. Good of the Order
- XIII. Announcements
- XIV. Adjournment

Next meeting date: Wednesday, August 30, 2023 @ Time TBD

FY2023 BOARD OF DIRECTORS ATTENDANCE ROSTER



	OCT	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
D'Angelo, Katharine	X	X	X	#=	#=	X	A				
Eickhoff, Darrell	X	X	X	X	X	X	X				
Johnson, Lillie Jean	#=	A	#=	A	#=	X	#=				
Keene, Marvin, Ph.D. CFA	#=	X	X	X	X	X	X				
Lazzara, Joseph	X	X	A	X	X	A	A				
Metherd, Elijah					X	X	X				
Sheehan, Rob, Ph.D.	X	X	X	X	A	X	X				
Silverman, Bernard	X	X	X	X	#=	X	X				
Twigg, Nicholas, DBA	X	X	X	X	X	E	X				
Wallace, Randal	X	#=	X	X	X	X	X				
Conway (Vacant)											
Myrtle Beach (Vacant)											

X = In Attendance

A = Absent

E = Excused Absence

* = Arrived after roll call

#= In attendance via conference call

revised June 2022



**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
d/b/a THE COAST RTA
REGULAR BOARD OF DIRECTORS MEETING
Wednesday, May 31, 2023
12:00 PM**

Board Present: Darrell Eickhoff
Lillie Jean Johnson
Marvin Keene
Elijah Metherd
Nicholas Twigg
Robert Sheehan
Bernard Silverman
Randal Wallace

Staff Present: Brian Piascik, General Manager/CEO
Ron Prater, CFO
Candace Brown, Senior Planner/Special Projects
Ann-Martin Buffkin, Board Liaison
Lauren Morris, Director of Strategic Communications
Tom Burda, Maintenance Supervisor

Visitors: Robert Pawlowski

In accordance with the Freedom of Information Act (FOIA), the 2023 meeting schedule was provided to the press at the beginning of the 2023 fiscal 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 May 31, 2023.

CALL TO ORDER: Chairman Keene called the meeting to order at 12:02 PM and welcomed everyone.

INVOCATION/PLEDGE OF ALLEGIANCE: Dr. Keene gave the invocation, then led the Pledge of Allegiance.

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

APPROVAL OF AGENDA: Dr. Keene noted that an executive session needs to be added after announcements. There was a motion by Mr. Eickhoff and a second by Dr. Twigg to approve the agenda. A voice vote was taken; no nays being heard; the revised agenda was approved unanimously.

APPROVAL OF MINUTES: There was a motion by Dr. Sheehan and a second by Mr. Eickhoff to approve the April 2023 meeting minutes. A voice vote was taken; no nays being heard, the minutes were approved unanimously.

ACKNOWLEDGEMENT OF VISITORS: Mr. Piascik greeted and introduced Robert Pawlowski.

Mr. Silverman thanked Brian Piascik for his leadership as TASC President and all he has done for transit in South Carolina and Coast RTA.

SERVICE/PAC COMMITTEE: Mr. Piascik stated service changes went into effect the last week of May 2023 and the entertainment shuttles went into service May 30th 2023. Trolleys are currently being wrapped and will be cycled through until they are all complete. Once trolleys are wrapped, there will be a photo op and a formal grand opening with the City of North Myrtle Beach.

July 4th 2023, will be Coast RTA's 40th anniversary. There will not be a meeting in June 2023.

FINANCE COMMITTEE: Mr. Silverman began by speaking on fares. Fare revenues are down, and recovery rate is 6%. Mr. Silverman stated his hope is that the fare study will help with an increase in taps and help us decide if we need to rely on Genfare. Regarding budget, most categories are close to budget; maintenance overtime is 200% over budget, telecommunications is over budget, but overall salaries are still under budget. The overall budget for all departments only shows a 1.1% variance. Mr. Silverman requested Mr. Piascik provide an explanation of telecommunications and what they entail. Mr. Silverman stated cash requirements go down in July 2023 but does not cause concern as the balance of the O&M reserve shows an increase. Mr. Silverman remarked that there will not be a need for a FY23 revised budget.

Mr. Silverman stated that the FY24 budget and 6-year plan are comingled. Mr. Silverman reminded everyone that the Board is required to pass the budget in July 2023 but there is not a June 2023 board meeting. Mr. Silverman requested a review of the budget during the June 2023 finance committee meeting so that the deadline is met.

Mr. Piascik explained telecommunications expenses. This expense category includes Horry Telephone (cable/internet), Ride Systems, Segra (phones), ATT/Verizon, Ecolane, KubaPay, and

New Flyer Diagnostics. Overall, going forward with all the changes the Authority is making in telecommunications, there will be a decrease in expense, averaging \$427.59 less monthly.

Mr. Piascik informed the Board that the Authority invested in employee uniforms. This includes new shirts for drivers. These shirts are of better quality and will have our logo embroidered on rather than patched on. The Authority will be taking uniforms out to bid and this will only include pants for drivers; maintenance uniforms will remain as is. This will be about \$600 savings per month for uniform expense. Additionally, the Authority will be replacing copiers. The copier replacement will provide a decrease of approximately \$281.37 in expense.

Finally, Mr. Piascik provided a Genfare update. Due to the flooding the Authority sustained in April 2023, there is no ridership data for May 2023. Personnel is trying to troubleshoot the Genfare machine but has not been successful. Several parts have been replaced. There has been a lot of time spent on the phone with Genfare who is also at a loss but has escalated the problem. The back up plan is getting another laptop, which has been ordered.

COMPENSATION COMMITTEE: None

AD HOC COMMITTEES: Ms. D'Angelo requested pushing by-laws until July 2023.

OLD BUSINESS: None

NEW BUSINESS: None

GENERAL MANAGER'S REPORT: Mr. Piascik stated the Authority's underground fuel storage tanks are not to be insured any longer due to their age. DHEC requires this insurance. We are in the process of examining options. The Conway building roof repair required environmental clearance. Once that is cleared, we will be moving forward on repairs.

FOR THE GOOD OF THE ORDER: Dr. Keene reminded the Board that there will be nominations for vice-chair in August 2023, voting in September 2023 and the vice-chair will take their seat effective October 2023.

ANNOUNCEMENTS: None.

EXECUTIVE SESSION: There was a motion by Dr. Sheehan and a second by Mr. Wallace to move to executive session at which time the recording session ended. A motion to come out of executive session was made by Mr. Eickhoff with a second by Dr. Twigg. No decisions were made and no votes were taken.

ADJOURNMENT: There was a motion by Mr. Wallace and a second by Dr. Sheehan to adjourn the meeting.to adjourn the meeting. Dr. Keene adjourned the meeting at 1:24 PM.

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. JUL2023-09**

Approval of the FY 24 Budget

A motion of the Board of Directors for the Waccamaw Regional Transportation Authority to approve the FY 24 Budget.

Background:

Waccamaw RTA has developed the FY 24 Budget to accommodate estimated expenses for the period of one year from October 1, 2023 through September 30, 2023. The FY 24 Budget totals \$842.8M and represents an increase in overall expense of \$498K (6.2%). The bulk of the increase is associated with an increase in labor expenses to address employee retention (\$247K), the introduction of a vanpool program (\$125K), and a new line item contributing to the Authority's operating & Maintenance reserve account (\$120K). There are 17 revenue sources identified in the budget totaling \$8.6M from federal, state and local resources, as well as operating revenues. Federal formula grants for both urban and rural transit services saw modest increases over previous years. Local road use fees continue to grow, as well.

The budget also includes a capital program (\$4.88M) that includes the acquisition of property for new facilities, six (6) paratransit vehicles, a shop truck and two bus refurbishments for 2017 New Flyer buses. Funds for these expenditures have been identified.

Motion:

It is hereby moved by the Board of the Waccamaw Regional Transportation Authority to approve the FY 24 Budget.

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

APPROVED by the Waccamaw Regional Transportation Board of Directors at the regular meeting thereof, held on, July 26, 2023.

ATTEST:

_____ Marvin Keene, Ph.D. CFA, Board Chair	_____ Rob Sheehan, Ph.D., Board Vice Chair
_____ Katharine D'Angelo	_____ Darrell Eickhoff
_____ Lillie Jean Johnson	_____ Bernard Silverman
_____ Elijah Metherd	_____ Dr. Nicholas W. Twigg, DBA
_____ Randal Wallace	_____ Vacant – City of Myrtle Beach
_____ Vacant – City of Conway	_____

Finance Committee

July 19, 2023





Assumptions – Expense Side

- 3-3.25% Above \$50K
- 4-5% Below \$50K
- \$140K Pool

Also Included

- Fuel held level – offset by lower miles
- Vanpool up to 15 vehicles
- Increase in training/travel to match recent expenditures
- Communications/Computer Cost Refinement
- \$10K/Month into LGIP



Assumptions – Revenue Side

- **Limited** Growth in Road Use Fees
- Level Marketing/Advertising Revenue Budgets



FY 23- FY 24 Comparison - Expenses					
	FY 23 Budget	FY 23 Experience	FY 24 Budget (3.5%)	Financial Plan	FY 24 Draft - FY 23 Budget
Salaries & Benefits - Admin	859,884	792,943	858,484	885,681	(1,399)
Salaries & Benefits - Transit	3,637,902	3,730,134	3,885,395	3,754,903	247,493
Overtime - Transit	240,645	232,683	167,973	240,000	(72,672)
Salaries & Benefits - Maintenance	933,810	787,601	899,014	960,278	(34,795)
Overtime - Maintenance	13,063	35,306	34,108	15,000	21,046
Facility Maintenance	100,000	125,121	125,000	154,500	25,000
Vehicle Maintenance	350,000	478,421	385,000	360,500	35,000
Fuel & Oil	950,000	932,214	950,000	930,000	0
Tires	50,000	54,716	60,000	50,000	10,000
Liability Insurance	232,000	220,382	242,000	238,960	10,000
Utilities	40,000	29,811	40,000	41,200	0
Telecommunications	150,000	174,834	150,000	154,500	0
Office Supplies/Computer/Security	114,000	173,502	125,000	117,420	11,000
Legal & Professional Services	115,000	80,003	65,000	118,450	(50,000)
Public Information	25,000	13,413	25,000	25,750	0
Advertising & Marketing	40,000	3,964	40,000	41,200	0
Leases/Split Operations	10,000	8,871	22,000	10,300	12,000
Travel & Training	65,000	104,374	100,000	66,950	35,000
Vanpool		20,000	125,000	0	125,000
Other Expenses	5,000	6,770	10,000	5,150	5,000
Contributions to LGIP			120,000		120,000
Total Expenses	\$ 7,931,303	\$ 8,005,063	\$ 8,428,975	\$ 8,170,742	\$ 497,672



Coast RTA			
FY 23 - FY 24 Comparison - Revenues			
	FY 23 Actual (Est)	FY 24 Projected	One-Time \$\$
5307/5311 Operating/PM	3,877,192	3,834,296	342,000
State Mass Transit Funds - Ops/PM	436,899	361,416	
Local - Ops/PM	3,526,106	3,665,000	
Other Revenue/5339/ARPA	138,547	296,642	
Fares	432,587	500,000	
	\$ 8,411,331	\$ 8,657,354	\$ 342,000



FY 24 - Capital Program	Expenses	Revenue by Activity	Horry County Road Use Fee Revenue	MB/Others Local Funds	MB/Horry Capital	FTA 5307 FY 22 Grant	GSATS 5310	FTA 5339 (incl. FY 21)	Horry County ARPA	SCDOT Capital	5339 fr SCDOT incl SMTF
	FY 24 Budget	\$ 15,472,020	\$ 2,600,000	\$ 575,000	\$ 1,625,000	\$ 2,402,020	\$ 270,000	\$ 450,000	\$ 150,000	\$ 6,700,000	\$ 700,000
		\$ -									
Grissom Parcel Acquisition	\$ 3,345,000	\$ 3,345,000			\$ 1,625,000					\$ 1,720,000	
Facility Development Program	\$ 500,000	\$ 500,000								\$ 500,000	
Ford Transits (6)	\$ 540,000	\$ 540,000					\$ 270,000	\$ 70,000			\$ 200,000
Shop Truck	\$ 100,000	\$ 100,000									\$ 100,000
Bus Refurbishment (2)	\$ 300,000	\$ 300,000	\$ 30,000	\$ 30,000				\$ 240,000			
Small Capital Items	\$ 67,500	\$ 67,500	\$ 13,100			\$ 54,400					
TDP - Fare Study (18-month sched)	GSATS	\$ -									
Tap to Cap - Upgrades	\$ 35,000	\$ 35,000							\$ 35,000		
TOTALS	\$ 4,887,500	\$ 4,887,500	\$ 43,100	\$ 30,000	\$ 1,625,000	\$ 54,400	\$ 270,000	\$ 310,000	\$ 35,000	\$ 2,220,000	\$ 300,000



- June Finance Committee Reviews **Draft FY 24 Budget** – June 21th
- July Finance Committee finalizes **FY 24 Budget** and **FY 23 Revised Budget** or **FY 24-29 Financial Plan** – July 19th
- Board Meeting Approval of **FY 24 Budget** and **FY 23 Revised Budget** or **FY 24-29 Financial Plan** – July 26th
- August Finance Committee finalizes **FY 24-29 Financial Plan** – August 23th - if necessary
- Board Meeting Approval **FY 24-29 Financial Plan** – August 23th - if necessary



Coast RTA					
FY 23 Estimate to Complete - EXPENSES					
	FY 23 Budget	Spent to Date	% Spent	Estimate to Complete	Over/Under
Salaries & Benefits - Admin	859,884	565,629	65.78%	792,943	66,941
Salaries & Benefits - Transit	3,637,902	2,470,134	67.90%	3,730,134	(92,232)
Overtime - Transit	240,645	157,683	65.53%	232,683	7,962
Salaries & Benefits - Maintenance	933,810	531,601	56.93%	787,601	146,209
Overtime - Maintenance	13,063	26,348	201.70%	35,306	(22,244)
Facility Maintenance	100,000	93,374	93.37%	125,121	(25,121)
Vehicle Maintenance	350,000	361,754	103.36%	478,421	(128,421)
Fuel & Oil	950,000	615,547	64.79%	932,214	17,786
Tires	50,000	40,833	81.67%	54,716	(4,716)
Liability Insurance	232,000	153,270	66.06%	220,382	11,618
Utilities	40,000	22,247	55.62%	29,811	10,189
Telecommunications	150,000	124,834	83.22%	174,834	(24,834)
Office Supplies/Computer/Security	114,000	138,502	121.49%	173,502	(59,502)
Legal & Professional Services	115,000	59,704	51.92%	80,003	34,997
Public Information	25,000	10,010	40.04%	13,413	11,587
Advertising & Marketing	40,000	2,958	7.40%	3,964	36,036
Leases/Split Operations	10,000	6,620	66.20%	8,871	1,129
Travel & Training	65,000	77,891	119.83%	104,374	(39,374)
Vanpool				20,000	(20,000)
Other Expenses	5,000	5,052	101.04%	6,770	(1,770)
	\$ 7,931,303	\$ 5,463,991	68.9%	\$ 8,005,063	\$ (73,759)



Coast RTA					
FY 23 Estimate to Complete - Revenues					
	FY 23 Budget	Collected to Date	% Spent	Estimate to Complete	Over/Under
5307/5311 Operating/PM	3,447,732	2,574,773	74.68%	3,877,192	429,460
State Mass Transit Funds - Ops/PM	671,773	71,899	10.70%	436,899	(234,874)
Local - Ops/PM	3,340,797	2,014,606	60.30%	3,526,106	185,309
Other Revenue	62,400	86,047	137.90%	138,547	76,147
Fares	500,000	252,587	50.52%	432,587	(67,413)
	\$ 8,022,702	\$ 4,999,912	62.3%	\$ 8,411,331	\$ 388,629
Total Expenses	\$ 7,931,303	\$ 5,463,991	68.9%	\$ 8,005,063	\$ (73,759)

Coast RTA
Proposed Budget FY 23 - AUGUST 2022

DRAFT

		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	T	U
			Expenses	Revenue by Activity	Horry County Road Use Fee Revenue	G-town County Road Use Fee Revenue	G-town County Capital Funds	MB/Others Local Funds	2022 Fares	Other Revenue (Advertising, Disposals, etc)	FTA 5307 FY 22 Grant	FY 20 CARES Act Supp	SMTF 5307 Match FY 22/23	FTA 5307 FY 14 STP FLEX	SCDOT 5311 FY 22/23	SCDOT 5311 FY 23/24	SMTF 5311 Match	FTA 5339 (incl. FY 21)	GSATS 5307	Horry County ARPA	5339 fr SCDOT
Capital Program		FY 22	FY 23 Budget	\$ 9,382,081	\$ 2,500,000	\$ 400,000	\$ 68,000	\$ 430,000	\$ 500,000	\$ 60,000	\$ 2,217,424	\$ 342,536	\$ 299,616	\$ 220,000	\$ 674,486	\$ 375,000	\$ 201,157	\$ 593,862	\$ 500,000	\$ 300,000	\$ 700,000
				\$ -																	
1	Bus Stop Sign Implementation (Turnkey RFP) Remaining on Grant		\$ 65,000	\$ 65,000			\$ 13,000											\$ 52,000			
2	Facility Development Program		\$ 275,000	\$ 275,000			\$ 55,000							\$ 220,000							
3	Split Operations - Capital Projects		\$ 339,702	\$ 339,702	\$ 39,702													\$ 140,000			\$ 160,000
4	Shop Truck		\$ 100,000	\$ 100,000	\$ 20,000													\$ 80,000			
5	Radio/Communications System		\$ 150,000	\$ 150,000	\$ 30,000													\$ 120,000			
6	Small Capital Items		\$ 37,500	\$ 37,500	\$ 3,500						\$ 34,000										
7	TDP - Fare Study (18-month schedule thru Dec 2023)		GSATS	\$ -																	
8				\$ -																	
9				\$ -																	
10																					
Total Capital Expenditures		\$ -	\$ 967,202	\$ 967,202																	
Operating Expenses		Total		\$ -																	
9	Admin Wages	\$ 629,809																			
10	Admin Fringe	\$ 230,075																			
Admin Expense		\$ 1,179,462	\$ 1,327,884	\$ 1,327,883	\$ 441,235	\$ 65,000		\$ 20,000			\$ 493,162	\$ -			\$ 174,486	\$ 100,000	\$ 34,000				
11	Operations Wages	\$ 2,576,258																			
12	Operations Overtime	\$ 240,645																			
13	Operations Fringe	\$ 1,061,644																			
O&M Expense		\$ 4,982,353	\$ 5,285,547	\$ 5,285,547	\$ 1,815,238	\$ 235,000		\$ 300,000	\$ 500,000	\$ 50,000	\$ 825,000	\$ 342,536	\$ 299,616		\$ 300,000	\$ 175,000	\$ 97,157			\$ 175,000	\$ 171,000
14	Maintenance Wages	\$ 645,416																			
15	Maint. Overtime	\$ 13,063																			
16	Maint. Fringe	\$ 288,394																			
Preventive Maint. Expense		\$ 1,481,792	\$ 1,396,872	\$ 1,396,873	\$ 79,324	\$ 100,000		\$ 110,000			\$ 737,549	\$ -			\$ 200,000	\$ 100,000	\$ 70,000				
17	Facility Maintenance	\$ 100,000																			
18	Vehicle Maintenance	\$ 350,000																			
19	Fuel & Oil	\$ 950,000																			
20	Tires	\$ 50,000																			
21	Liability Insurance	\$ 232,000																			
22	Utilities	\$ 40,000																			
23	Telecommunications	\$ 150,000																			
24	Postage & Freight	\$ 2,500																			
25	Office Supplies/Computer/Security	\$ 45,000																			
26	Legal & Professional Services	\$ 115,000																			
27	Public Information	\$ 25,000																			
28	Advertising & Marketing	\$ 40,000	\$ 10,000	\$ 40,000	\$ -					\$ 10,000										\$ 30,000	
29	Dues & Subscriptions	\$ 12,500																			
30	Leases	\$ 183,000																			
31	Travel & Training	\$ 65,000																			
32	Interest Expense/Other	\$ -																			
		\$ 5,000																			
33	O&M Reserve		\$ -	\$ -																	
Total O&M Expense		\$ 8,050,303	\$ 7,653,607	\$ 8,050,303																	
Total Maint& Cap.			\$ 9,017,505	\$ 9,017,504	\$ 71,001	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 127,714	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 201,862	\$ 500,000	\$ 95,000	\$ 369,000



FINANCIALS

June 30, 2023

FY 2023

7/24/2023

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
DBA THE COAST RTA
TABLE OF CONTENTS
June 30, 2023**

Page 1	Table of Contents
Page 2-3	Income Statement
Page 4	Notes to the Income Statement
Page 5	FY 22 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 14-16	Federal 5311 and State Grant Draw Schedule
Page 17	Local Funding Programs
Page 18	Facility Development Program
Page 19	Cash Flow Analysis Year-to-Date
24-Jul-23	

Income Statement
Waccamaw Regional Transportation Authority
 dba THE COAST RTA
 FOR THE PERIOD ENDED June 30, 2023

	MTD Actual	YTD Actual	YTD Budget	YTD \$ Variance	YTD % Variance	TOTAL FY23 Budget
Operating Revenues						
Passenger Fares and Passes	41,414	294,000	350,000	(56,000)	-16.0%	500,000
Local Contracts / Other Operating Revenue	0	0	0	0	100.0%	0
Total Operating Revenues	41,414	294,000	350,000	(56,000)	-16.0%	500,000
Operating Expenses						
Salaries & Benefits - Admin	68,447	634,077	647,313	13,236	2.0%	859,884
Salaries & Benefits - Transit	319,040	2,789,175	2,733,426	(55,749)	-2.0%	3,637,902
Overtime - Transit	36,363	194,045	180,484	(13,561)	-7.5%	240,645
Salaries & Benefits - Maintenance	66,879	598,480	700,357	101,877	14.5%	933,810
Overtime - Maintenance	5,272	31,620	9,797	(21,823)	-222.8%	13,063
Subtotal Salaries & Benefits	496,001	4,247,397	4,271,377	23,980	0.6%	5,685,303
Facility Maintenance	18,420	110,871	96,000	(14,871)	-15.5%	100,000
Vehicle Maintenance	48,756	410,510	273,500	(137,010)	-50.1%	350,000
Fuel & Oil	76,293	691,840	712,500	20,660	2.9%	950,000
Tires	7,361	48,194	37,500	(10,694)	-28.5%	50,000
Liability Insurance	19,190	172,461	174,000	1,539	0.9%	232,000
Utilities	2,743	24,990	29,900	4,910	16.4%	40,000
Telecommunications	34,438	159,273	112,500	(46,773)	-41.6%	150,000
Office Supplies/I.T.; Postage; Dues & Pubs	12,745	151,246	85,500	(65,746)	-76.9%	114,000
Legal & Professional Services	23,658	83,362	92,000	8,638	9.4%	115,000
Public Information	6,525	16,535	18,750	2,215	11.8%	25,000
Advertising & Marketing	0	3,880	30,000	26,120	87.1%	40,000
Leases	708	7,327	7,850	523	6.7%	183,000
Travel & Training	4,444	82,334	65,000	(17,334)	-26.7%	65,000
Other Expenses	736	5,788	3,750	(2,038)	-54.3%	5,000
Total Operating Expenses	752,018	6,216,008	6,010,127	(205,881)	-3.4%	8,104,303
Operating Profit (Loss)	(710,604)	(5,922,008)	(5,660,127)	(261,881)	-4.6%	(7,604,303)
Operating Expenses (Capital Grants)						
Facility Maintenance (Capital Grants)	0	11,037	11,037	0	0.0%	65,000
I.T. & Security (Capital Grants) + ARPA	4,929	37,340	37,659	319	0.8%	67,500
Total Expenses Reimbursed by Capital Grants	4,929	48,377	48,696	319	0.7%	132,500
Non-Reimbursable (by FTA) Expenses						
Depreciation	84,584	784,462	810,000	25,538	3.2%	1,080,000
(Gain) Loss on Fixed Assets	0	(6,139)	0	6,139	0.0%	0
Accident Expense*	0	27,336	0	(27,336)	--%	0
Pension Expense - Deferred Outflows	0	0	0	0	0.0%	0
Total Non-Reimbursable Expenses	84,584	805,659	810,000	4,341	0.5%	1,080,000
Total Expenses	841,531	7,070,044	6,868,823	(201,221)	-2.9%	9,316,803

WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
DBA THE COAST RTA
INCOME STATEMENT
FOR THE PERIOD ENDED June 30, 2023

	MTD Actual	YTD Actual	YTD Budget	YTD \$ Variance	YTD % Variance	TOTAL FY22 Budget
Operating Grant Revenue						
Federal Grants - Operating	101,708	2,676,481	2,585,799	90,682	3.5%	3,447,732
State Grants - Operating	0	71,899	67,400	4,499	6.7%	671,773
Local Grants - Operating	355,389	2,369,995	2,208,000	161,995	7.3%	3,340,797
Total Operating Grant Revenue	457,097	5,118,375	4,861,199	257,176	5.3%	7,460,302
Capital Grant Revenue						
Federal Grants - Capital	3,577	358,205	357,863	342	0.1%	740,000
State Grants - Capital	0	0	0	0	0.0%	32,000
Local Grants - Capital	1,352	134,333	132,524	1,809	1.4%	161,202
Total Capital Grant Revenue	4,929	492,538	490,387	2,151	0.4%	933,202
Total Grant Revenue	462,026	5,610,913	5,351,586	259,327	4.8%	8,393,504
Other Revenue						
Bus Advertising Revenue	6,275	85,816	45,000	40,816	90.7%	60,000
Interest Income	856	4,647	0	4,647	0.0%	0
Miscellaneous - Vending, Other	50,151	52,866	1,800	51,066	2837.0%	2,400
Total Other Revenue	57,282	143,329	46,800	96,529	206.3%	62,400
Total Revenue	519,308	5,754,242	5,398,386	355,856	6.6%	8,455,904
In-Kind Revenue	0	0		0		
Change in Net Position	(280,809)	(1,021,802)	(1,120,437)	98,635	-9%	(360,899)
YTD Capital Expenditure Activity (Cost)						
Touchless Fare System - Horry Cty ARPA-T1	457	33,736	33,278	(458)	-1%	175,000
Transit Facility Development		167,586	121,851	(45,735)	-38%	275,000
Bus Stop Designation / Implementation		11,037	11,037	0	0%	65,000
Shop Equipment/Vehicles		10,462	10,462	0	0%	0
Radio/Communications System		216,451	216,451	0	0%	200,000
Computer Hardware/Software/Security - 5307	4,472	53,266	42,751	(10,515)	-25%	67,500
Computer Hardware/Software/Security - Other				0	0%	0
TBD				0	0%	0
TBD				0	0%	0
YTD Capital Expenditures vs Budget	4,929	492,538	435,830	(56,708)	-13%	782,500

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

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
DBA THE COAST RTA
INCOME STATEMENT NOTES – June 2023**

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).

Operating Revenues are under budget YTD (\$56.0K) or (16.0%) (page 2) due fare collection equipment issues in April, May and June, as well as lower than expected ridership on the two Entertainment Shuttles. Recovery to the FY 23 budget is probably not possible but July and August revenues should be closer to normal.

Salaries & Benefits - Administration is under budget YTD \$13.2K or 2.0% (page 2) due to staff on long term medical leave.

Salaries & Benefits - Transportation is over budget YTD (\$55.7K) or (2.0%) (page 2) due to summer service levels and a holiday in June.

Overtime – Transportation is over budget YTD (\$13.5K) or (7.5%) (page 2) because of driver shortages and using customer service/supervisory personnel to drive and cover extra CSR shifts.

Salaries & Benefits - Maintenance is under budget YTD \$101.9K or 14.5% (page 2) due to open positions in the department. One technician was hired and started in March and a second was hired in May.

Overtime - Maintenance is over budget YTD (\$21.8K) or (222.8%) (page 2) because of staffing shortages and the need to cover seven-day work schedule.

Facility Maintenance is over budget YTD (\$14.8K) or (15.5%) (page 2) due to roof repairs.

Vehicle Maintenance is over budget YTD (\$137.0K) or (48.1%) (page 2) due to timing of scarce parts and inflationary impacts. Staff is exploring a budget revision/adjustment (\$0) at the end of July.

Fuel & Oil is under budget YTD \$20.0K or 2.9% (page 2) due to reasonable consistency of fuel prices and small reduction in overall miles in the system.

Tires is over budget YTD (\$10.7K) or (28.5%) (page 2) due to timing of expenses.

Telecommunications is over budget YTD (\$46.8K) or (4.6%) (page 2) due to additional installation expense related to Motorola system and the length of time needed for setup. Staff is currently phasing out the push-to-talk system.

Office Supplies/I.T.; Other is over budget YTD (\$65.7K) or (76.9%) (page 2) due to BMore (IT Contractor) monthly fees being billed in this category but budgeted in Legal & Professional Services. There were also unexpected repairs needed on the Genfare computer. Management is exploring a budget revision/adjustment (\$0).

Legal & Professional Services is under budget YTD \$8.6K or 9.4% (page 2) due Bmore being charged to IT/Security. There is one more installment (\$8K) on the audit and this should be the last major expense for the year under this category.

Advertising & Marketing is under budget YTD \$26.1K or 87.1% (page 2) due to timing of expenses and moving the trolley wraps to maintenance.

Travel & Training is over budget YTD (\$17.3K) or (26.7%) (page 2) due to higher training expense related to driver turnover and additional travel during the course of the year (DC trip).

Depreciation is under budget YTD \$25.5K or 3.2% (page 2) due to timing of mid-sized capital improvements and larger fleet.

Operating Grant Revenue is over budget YTD \$257.2K or 5.3% (page 2) due to federal grants are drawn as early as possible and timing of other grants (County ARPA, capital grants supporting ops). Local revenue is higher than projected including an additional \$40K in the April-June 2023 Horry County Road Use Fee revenue.

Total Other Revenue is over budget YTD \$95.5K or 206.3% (page 2) due to increased sales for onboard advertising. Coast RTA also received \$50,000 from the Waccamaw Foundation for the vanpool program.

Waccamaw Regional Transportation Authority
June 30, 2023

***** Net Working Capital *****

Cash & Investments

Cash - Checking CNB	\$	50,705.00	
Money Market / CD - CNB	\$	-	
Operating & Maintenance Reserve - SC LGIP	\$	101,402.00	
Management Account - SC LGIP	\$	76,648.00	
Subtotal Cash & Investments			\$ 228,755.00

Accounts Receivable

Accounts Receivable - Federal, State & Local Grants	\$	692,534.00	
Accounts Receivable - Employees/Other	\$	43,566.00	
Subtotal Accounts Receivable			\$ 736,100.00

Total Current Assets **\$ 964,855.00**

Current Liabilities

Accounts Payable	\$	364,008.00
Accrued Payroll and Withholdings	\$	290,255.00

Total Current Liabilities **\$ 654,263.00**

Net Working Capital **\$ 310,592.00**

***** Coast RTA Budget Review FY 23 *****

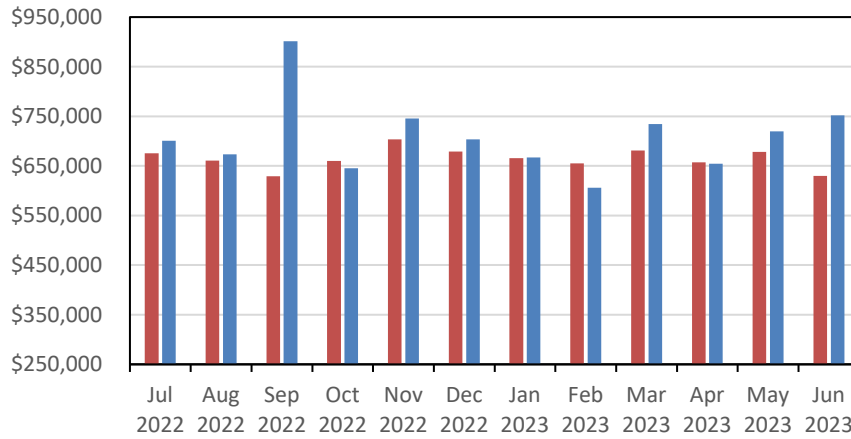
<u>Department</u>	<u>YTD Expenses</u>	<u>YTD Budget</u>	<u>YTD Variance \$</u>	<u>YTD Variance %</u>
Administration	\$ 1,152,277	\$ 1,073,813	(78,464)	-7.3%
Operations	\$ 3,912,250	\$ 3,856,660	(55,590)	-1.4%
Maintenance	\$ 1,151,481	\$ 1,079,654	(71,827)	-6.7%
Total	\$ 6,216,008	\$ 6,010,127	(205,881)	-3.4%
Farebox Revenue	294,000	350,000	(56,000)	-16.0%

Waccamaw Regional Transportation Authority
DBA THE COAST RTA
COMPARATIVE BALANCE SHEET
June 30, 2023

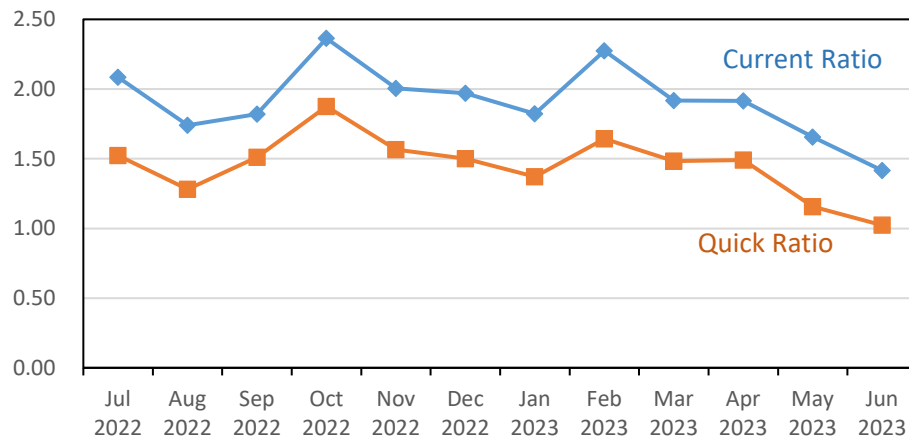
24

	<u>Jun-23</u>	<u>Jun-22</u>
ASSETS		
Current Assets:		
Cash - Checking CNB	50,705	110,801
Money Market / CD - CNB	0	0
Operating & Maintenance Reserve - SC LGIP	101,402	351,842
Management Account - SC LGIP	76,648	101,619
Accounts Receivable - Federal, State & Local Grants	692,534	1,059,540
Accounts Receivable - Employees/Other	43,566	59,119
Inventory	336,589	482,523
Prepaid Expenses	33,881	59,830
	<u>1,335,325</u>	<u>2,225,274</u>
Total Current Assets		
Long-Term Assets		
Total Capital Assets, Net	6,961,809	7,248,978
Deferred Outflows of Resources-NPL	1,061,711	1,081,468
	<u>8,023,520</u>	<u>8,330,446</u>
Total Long-Term Assets		
Total Assets	<u><u>9,358,845</u></u>	<u><u>10,555,720</u></u>
LIABILITIES & EQUITY		
LIABILITIES		
Current Liabilities:		
Accounts Payable	364,008	420,325
Accrued Payroll and Withholdings	290,255	272,903
Accrued Compensated Absences	133,915	117,332
Disallowed Costs due to SCDOT - Current	0	0
Installment Loan CNB - Short-term	0	0
Unearned Revenue	155,169	15,331
	<u>943,347</u>	<u>825,891</u>
Total Current Liabilities		
Non-Current Liabilities:		
Due to FTA - Long Term	0	206,077
Net Lease Liability	0	465,376
Net Pension Liability	6,911,422	5,851,147
Deferred Inflows of Resources-NPL	79,755	969,157
	<u>6,991,177</u>	<u>7,491,757</u>
Total Non-Current Liabilities		
Total Liabilities	<u><u>7,934,524</u></u>	<u><u>8,317,648</u></u>
EQUITY		
Contributed Capital	2,719,523	2,719,523
Restricted Net Assets	3,614,633	4,700,395
Retained Earnings - Current Year	(1,021,802)	(1,293,813)
Net Investments in Capital Assets	2,027,824	2,027,824
Net Position Retricted for Pensions	(3,676,132)	(3,676,132)
Restricted for Transit Operations	60,000	60,000
Unrestricted Net Pension	(2,299,725)	(2,299,725)
	<u>1,424,321</u>	<u>2,238,072</u>
Total Fund Equity		
Total Liabilities and Fund Equity	<u><u>9,358,845</u></u>	<u><u>10,555,720</u></u>

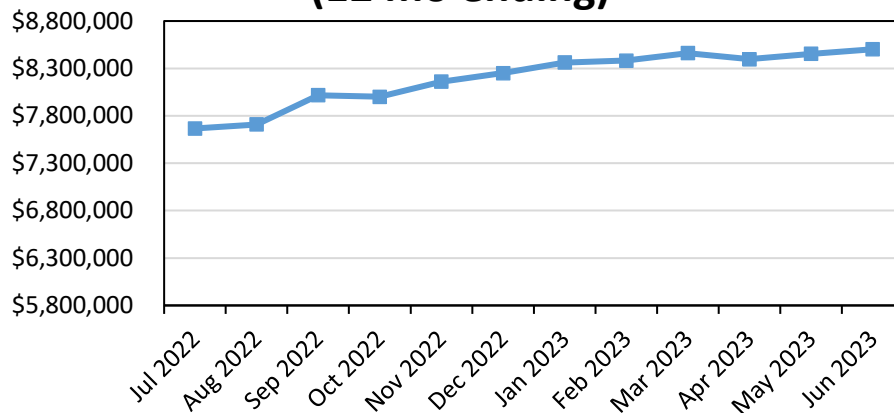
Expenses: Monthly Budget to Actual



Current/Quick Ratio



12-mo Rolling Expense Trending (12 mo ending)



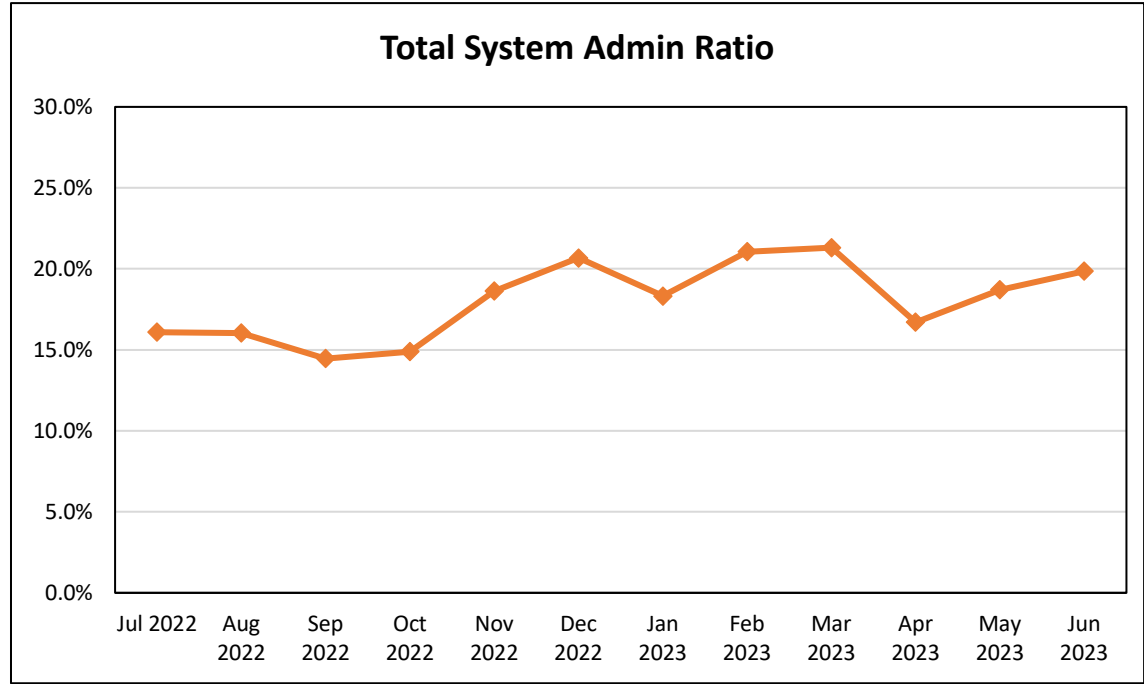
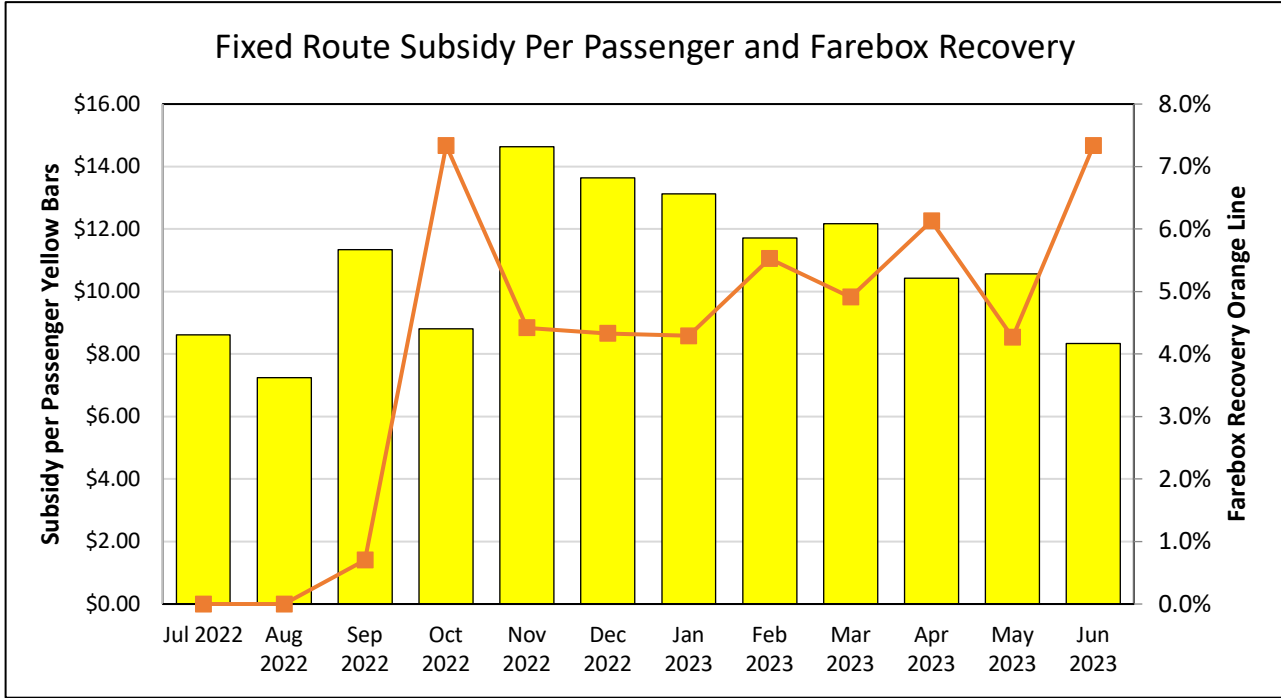
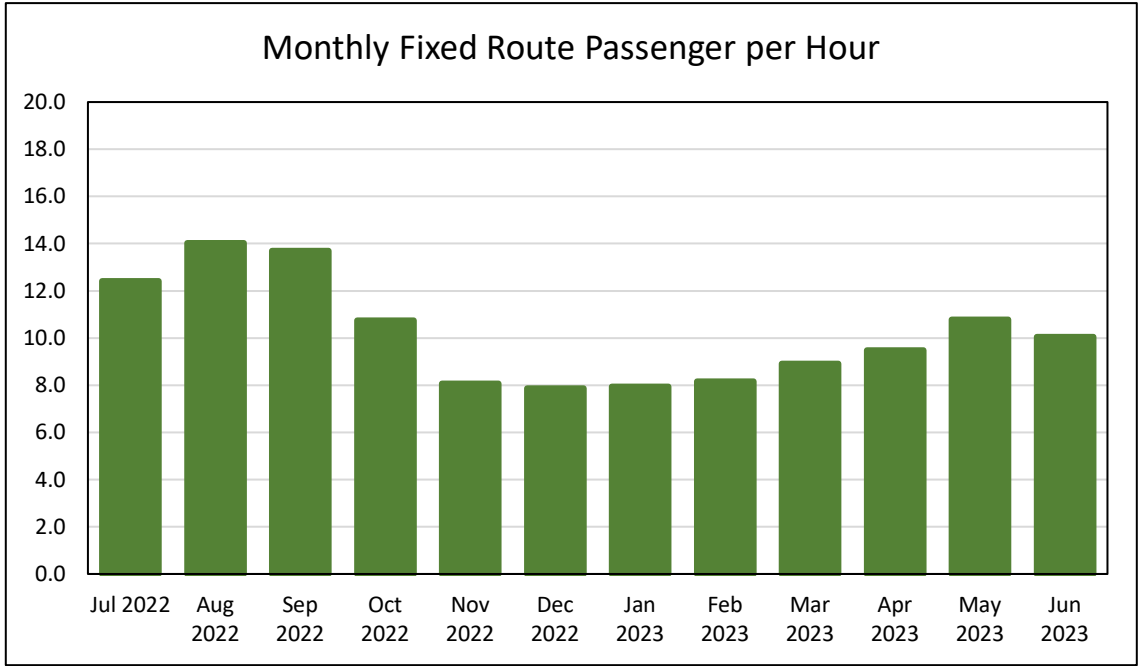
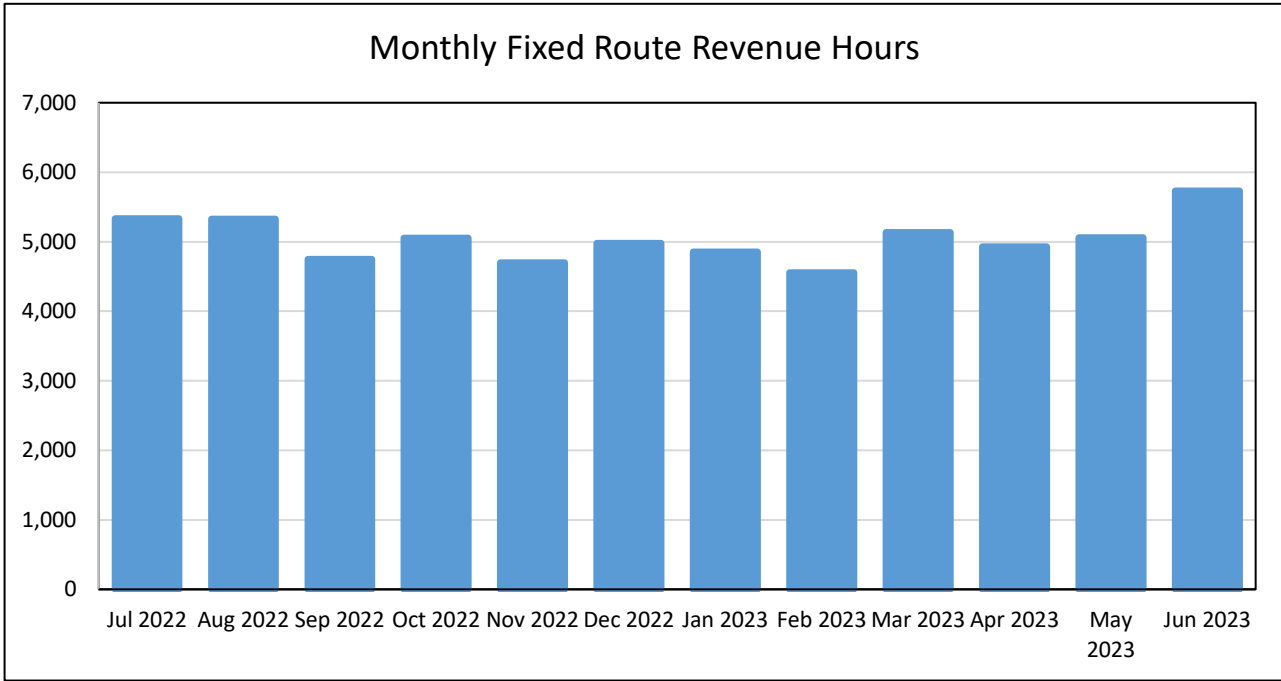
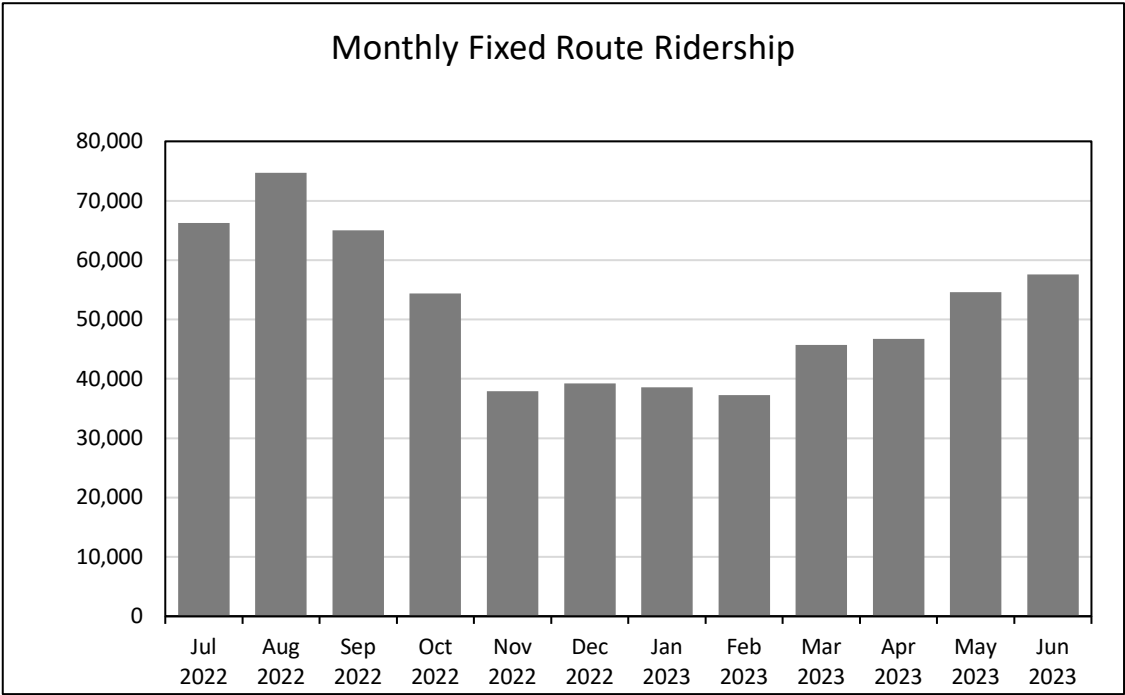
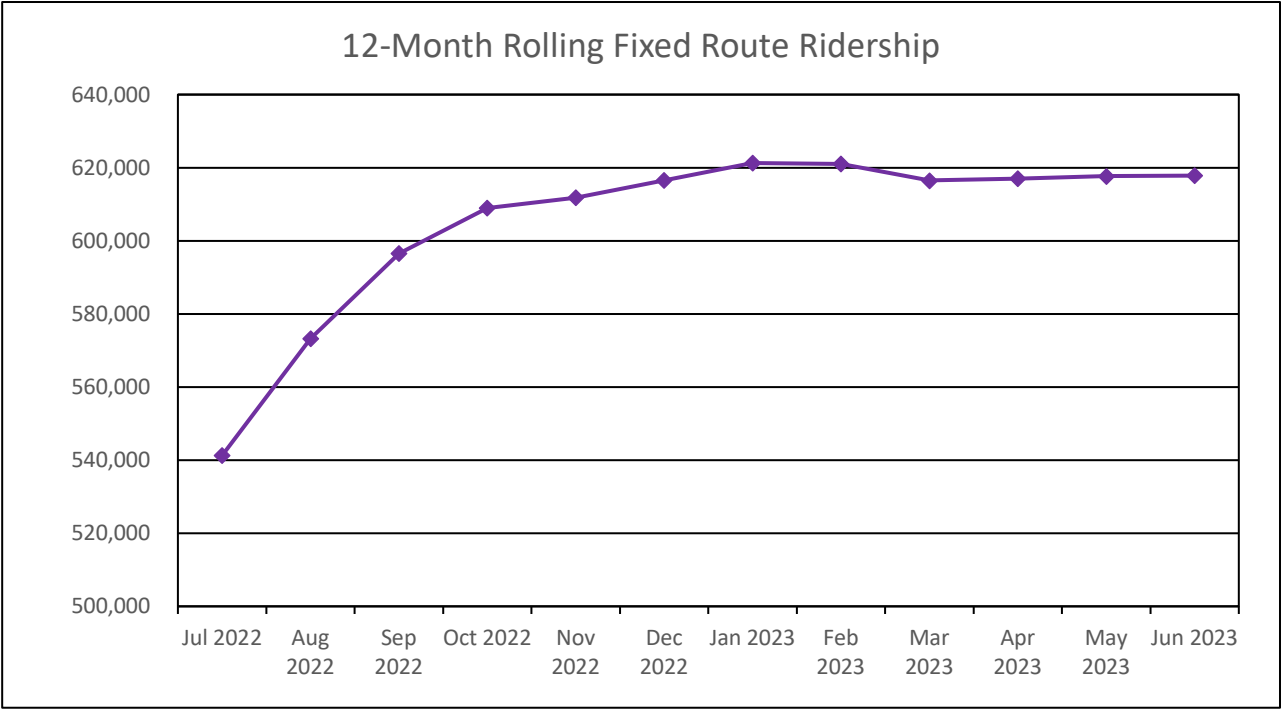
WACCAMAW REGIONAL TRANSPORTATION AUTHORITY					
CASH REQUIREMENTS					
7/20/2023					
	Income	Expense	Balance	Date	Notes
Cash Balance			\$430,205	07/19/23	
Deposits in Transit			\$430,205		
Payroll and taxes		\$160,000	\$270,205	07/19/23	
Accounts Payable		\$35,000	\$235,205	07/20/23	
LGIP/Savings Cash Mgmt.		\$50,000	\$185,205	07/20/23	
City of Myrtle Beach 2QFY 24	\$62,500		\$247,705	07/21/23	
City of North Myrtle Beach	\$75,000		\$322,705	07/21/23	
Georgetown County 1QFY 24	\$93,750		\$416,455	07/21/23	
Georgetown County FY 23 True-up	\$25,000		\$441,455	07/21/23	
5339 Capital - Radios	\$8,400		\$449,855	07/21/23	
Fuel - Diesel		\$41,732	\$408,123	07/23/23	
Fares	\$10,000		\$418,123	07/25/23	
Accounts Payable		\$35,000	\$383,123	07/30/23	
Fares	\$10,000		\$393,123	08/01/23	
PEBA - SC Retirement (Pension)		\$75,074	\$318,049	08/01/23	Jun Pension Payment
Payroll and taxes		\$160,000	\$158,049	08/02/23	
Fuel - Diesel		\$21,603	\$136,446	08/07/23	
Fuel - Gas		\$19,791	\$116,655	08/07/23	
Fares	\$10,000		\$126,655	08/08/23	
Accounts Payable		\$25,000	\$101,655	08/09/23	
PEBA Health Insurance		\$45,000	\$56,655	08/11/23	
5307 Federal PM/Capital	\$39,500		\$96,155	08/15/23	July
5307 Federal OPS	\$76,000		\$172,155	08/15/23	July
5307 Federal PM	\$50,000		\$222,155	08/15/23	July
Fares	\$10,000		\$232,155	08/15/23	
Payroll and taxes		\$155,000	\$77,155	08/16/23	
Accounts Payable		\$25,000	\$52,155	08/19/23	
Fares	\$10,000		\$62,155	08/22/23	
Fuel - Diesel		\$25,000	\$37,155	08/22/23	
5307 Federal OPS	\$155,000		\$192,155	08/25/23	August Partial
5307 Federal PM	\$75,000		\$267,155	08/25/23	August Partial
Fares	\$10,000		\$277,155	08/29/23	
Payroll and taxes		\$155,000	\$122,155	08/30/23	
PEBA - SC Retirement (Pension)		\$75,000	\$47,155	09/01/23	Jul Pension Payment
SC Dvsn of Insurance Services Workers Comp		\$32,163	\$14,992	09/01/23	4Q23 Premium
Fares	\$10,000		\$24,992	09/05/23	
5307 Federal Security / I.T.	\$10,800		\$35,792	09/05/23	August
Fuel - Gas		\$20,000	\$15,792	09/06/23	
5307 Federal OPS			\$15,792	09/10/23	August Final
5307 SCDOT SMTF	\$160,000		\$175,792	09/10/23	
5311 Federal Admin/Ops/PM	\$125,000		\$300,792	09/10/23	July Rural Service
5311 SCDOT SMTF	\$80,000		\$380,792	09/10/23	July SMTF Rural
5307 Federal PM	\$20,000		\$400,792	09/10/23	August Final
Fuel - Diesel		\$30,000	\$370,792	09/11/23	
Accounts Payable		\$50,000	\$320,792	09/11/23	
PEBA Health Insurance		\$45,000	\$275,792	09/11/23	
Fares	\$10,000		\$285,792	09/12/23	
Payroll and taxes		\$155,000	\$130,792	09/13/23	
Accounts Payable		\$25,000	\$105,792	09/18/23	
Fuel - Gas		\$24,000	\$81,792	09/18/23	
Fares	\$10,000		\$91,792	09/19/23	
Fuel - Diesel		\$30,000	\$61,792	09/21/23	
5307 Federal OPS	\$155,000		\$216,792	09/25/23	Sept Partial
Fares	\$10,000		\$226,792	09/26/23	
Payroll and taxes		\$150,000	\$76,792	09/27/23	
Accounts Payable		\$25,000	\$51,792	09/28/23	

Key Performance Indicators - Fixed Route

Fixed Route Measures	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	12-Month Total
Ridership	57,379	66,258	74,676	65,033	54,364	37,903	39,238	38,536	37,238	45,732	46,732	54,575	57,590	617,875
Revenue Hours	5,121	5,336	5,327	4,748	5,056	4,699	4,982	4,853	4,559	5,132	4,928	5,061	5,732	60,413
Total Hours	5,336	5,539	5,548	4,912	5,229	4,861	5,152	5,032	4,732	5,549	5,158	5,278	6,014	63,004
Revenue Miles	119,321	123,451	125,109	117,121	126,574	117,840	122,970	123,473	115,023	128,522	123,646	123,782	124,489	1,472,000
Total Miles	124,644	128,803	130,385	121,690	131,225	122,203	128,023	128,674	119,897	134,446	128,577	128,556	132,793	1,535,272
Accidents	1	2	4	0	1	2	2	3	1	0	3	1	1	20
Breakdowns	2	6	3	4	2	2	4	7	9	9	1	9	10	66
Complaints	7	3	5	2	4	7	4	2	4	2	5	3	3	44
Transit Expense	\$398,788	\$389,703	\$400,506	\$405,713	\$347,357	\$373,910	\$382,793	\$356,652	\$310,036	\$367,129	\$345,759	\$377,496	\$307,037	\$4,364,090
Maintenance Expense	\$103,716	\$102,456	\$65,702	\$247,415	\$103,031	\$114,815	\$80,788	\$90,003	\$72,436	\$116,421	\$99,813	\$131,883	\$113,111	\$1,337,874
Administrative Expense	<u>\$70,167</u>	<u>\$78,577</u>	<u>\$74,710</u>	<u>\$89,741</u>	<u>\$65,938</u>	<u>\$91,822</u>	<u>\$95,595</u>	<u>\$82,027</u>	<u>\$79,480</u>	<u>\$101,490</u>	<u>\$73,589</u>	<u>\$92,642</u>	<u>\$97,592</u>	<u>\$1,023,202</u>
Total Operating Expenses	\$572,671	\$570,736	\$540,918	\$742,868	\$516,327	\$580,546	\$559,176	\$528,682	\$461,952	\$585,040	\$519,161	\$602,020	\$517,740	\$6,725,166
Fare/Contract Revenues	\$0	\$0	\$0	\$5,207	\$37,883	\$25,638	\$24,192	\$22,684	\$25,530	\$28,730	\$31,804	\$25,673	\$37,953	\$265,295

Efficiency Metrics	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	12-Month Total
O & M Expense per Hour (No Admin)	\$98.12	\$92.23	\$87.52	\$137.56	\$89.08	\$104.01	\$93.05	\$92.04	\$83.89	\$94.22	\$90.42	\$100.65	\$73.30	\$94.38
Average Fare	\$0.00	\$0.00	\$0.00	\$0.08	\$0.70	\$0.68	\$0.62	\$0.59	\$0.69	\$0.63	\$0.68	\$0.47	\$0.66	\$0.43
Farebox Recovery	0.0%	0.0%	0.0%	0.7%	7.3%	4.4%	4.3%	4.3%	5.5%	4.9%	6.1%	4.3%	7.3%	3.9%
Subsidy per Passenger	\$9.98	\$8.61	\$7.24	\$11.34	\$8.80	\$14.64	\$13.63	\$13.13	\$11.72	\$12.16	\$10.43	\$10.56	\$8.33	\$10.45
Maintenance Cost per Mile	\$0.83	\$0.80	\$0.50	\$2.03	\$0.79	\$0.94	\$0.63	\$0.70	\$0.60	\$0.87	\$0.78	\$1.03	\$0.85	\$0.87
Deadhead Ratio (Miles)	4%	4%	4%	4%	4%	4%	4%	4%	4%	5%	4%	4%	7%	4%
Administrative Ratio	14%	16%	16%	14%	15%	19%	21%	18%	21%	21%	17%	18%	23%	18%

Effectiveness Metrics	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	12-Month Total
Passengers per Hour	11.2	12.4	14.0	13.7	10.8	8.1	7.9	7.9	8.2	8.9	9.5	10.8	10.0	10.2
Mean Distance between Accidents	124,644	64,402	32,596	N/A	131,225	61,102	64,012	42,891	119,897	N/A	42,859	128,556	132,793	76,764
Mean Distance between Breakdowns	62,322	21,467	43,462	30,423	65,613	61,102	32,006	18,382	13,322	14,938	128,577	14,284	13,279	23,262
Complaints per 1,000 Riders	0.122	0.045	0.067	0.031	0.074	0.185	0.102	0.052	0.107	0.044	0.107	0.055	0.052	0.119
On-Time Performance	no data	no data	no data	no data	no data	no data	no data	no data	no data	no data	no data	no data	no data	89%

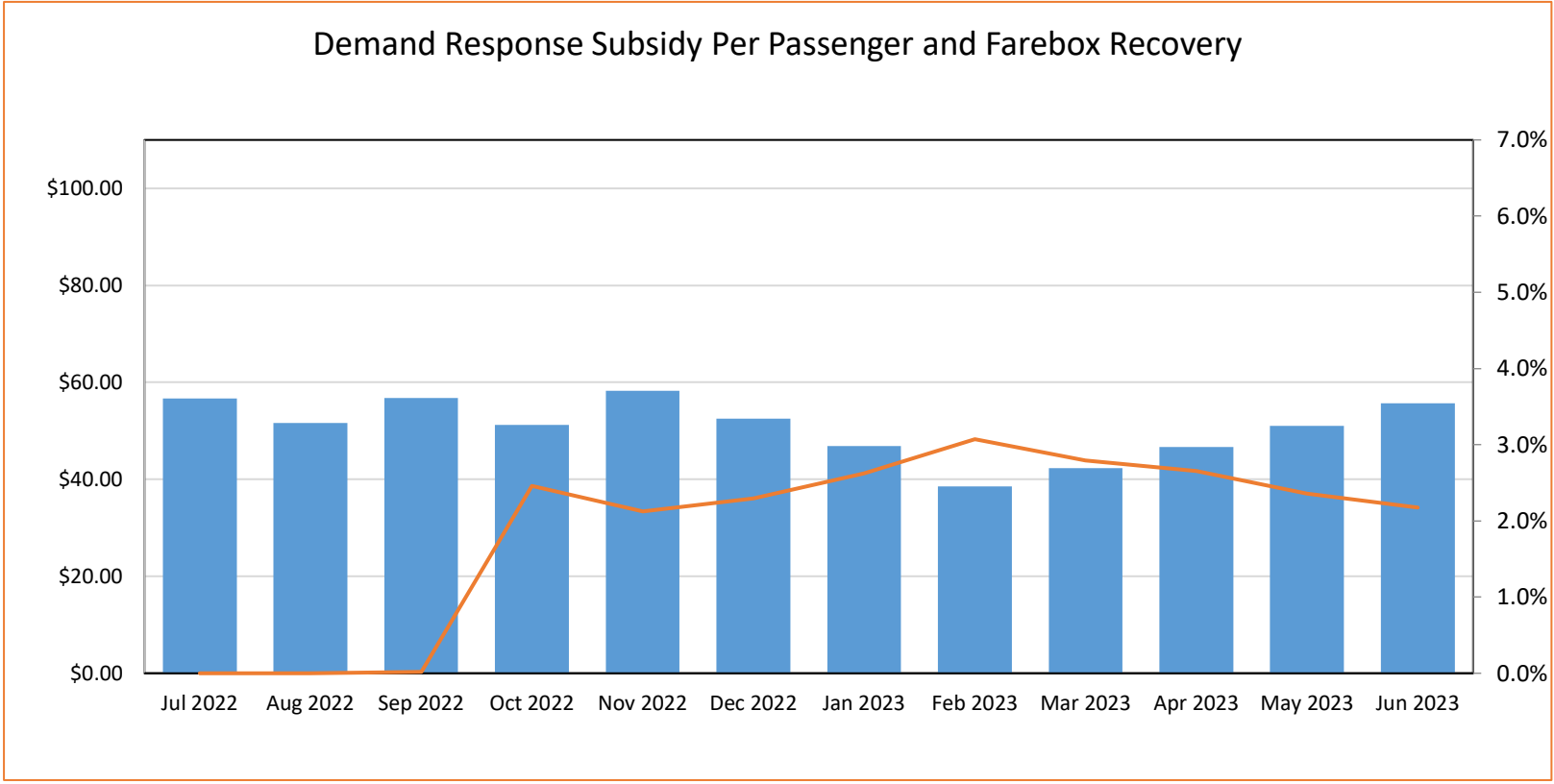
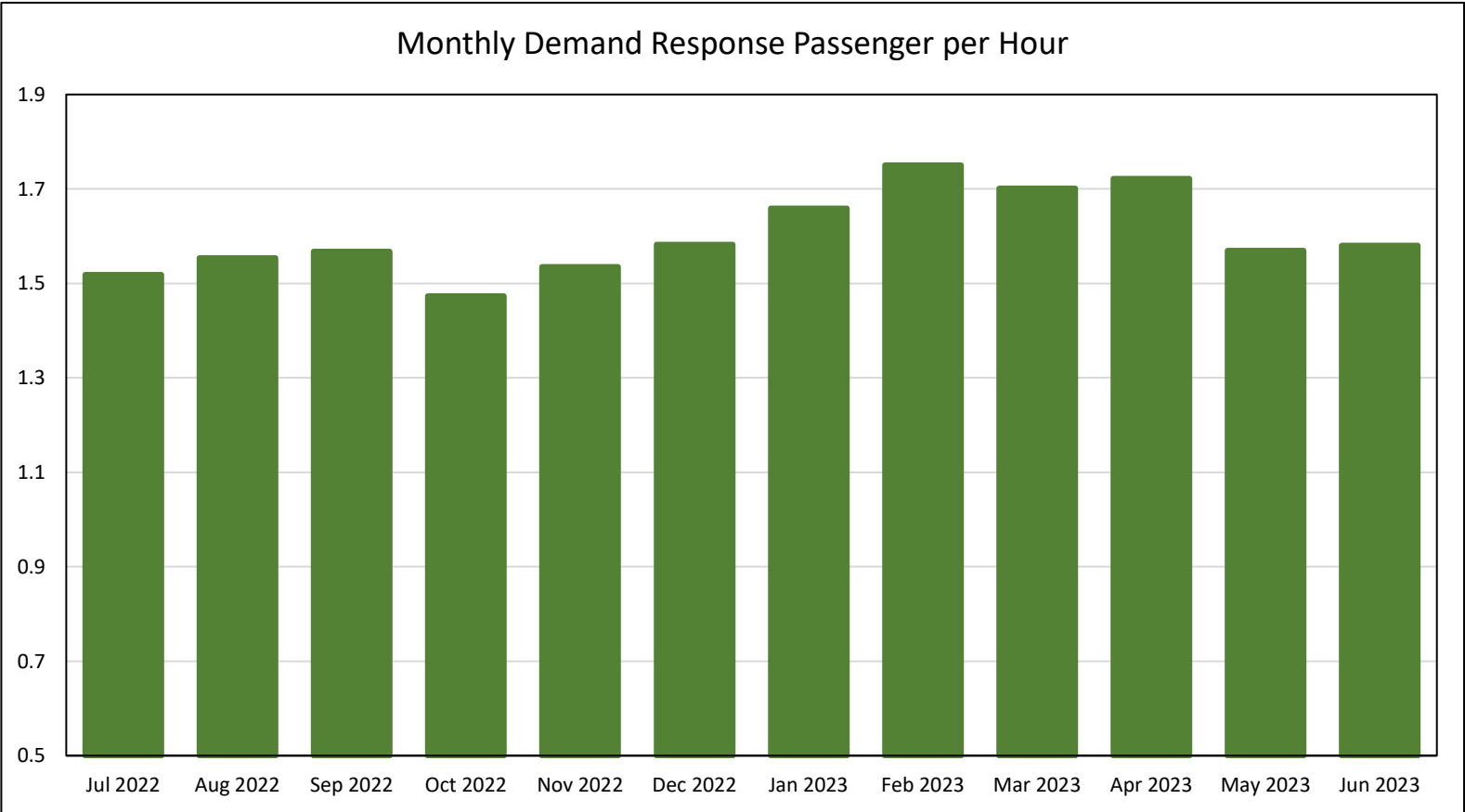
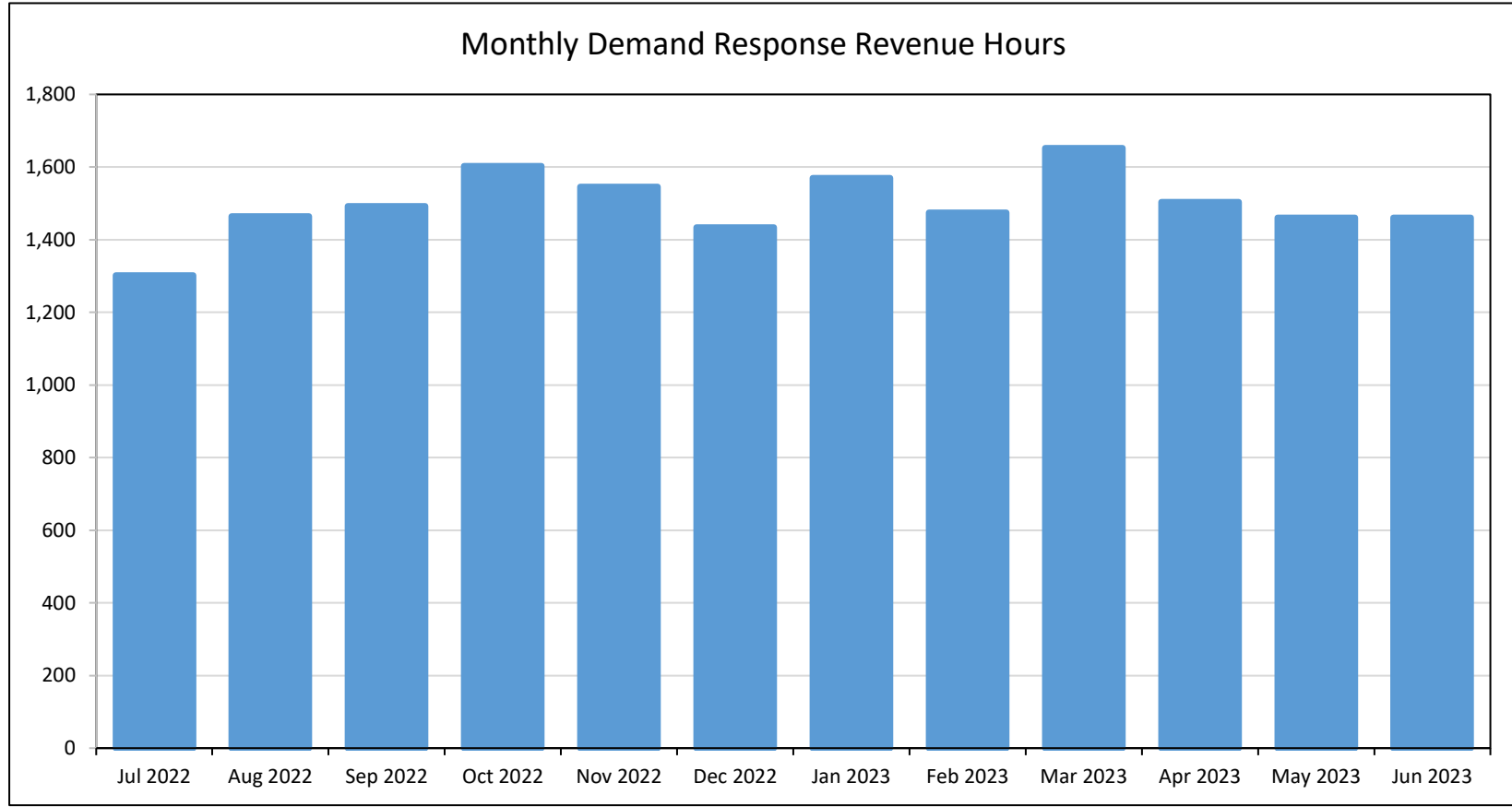
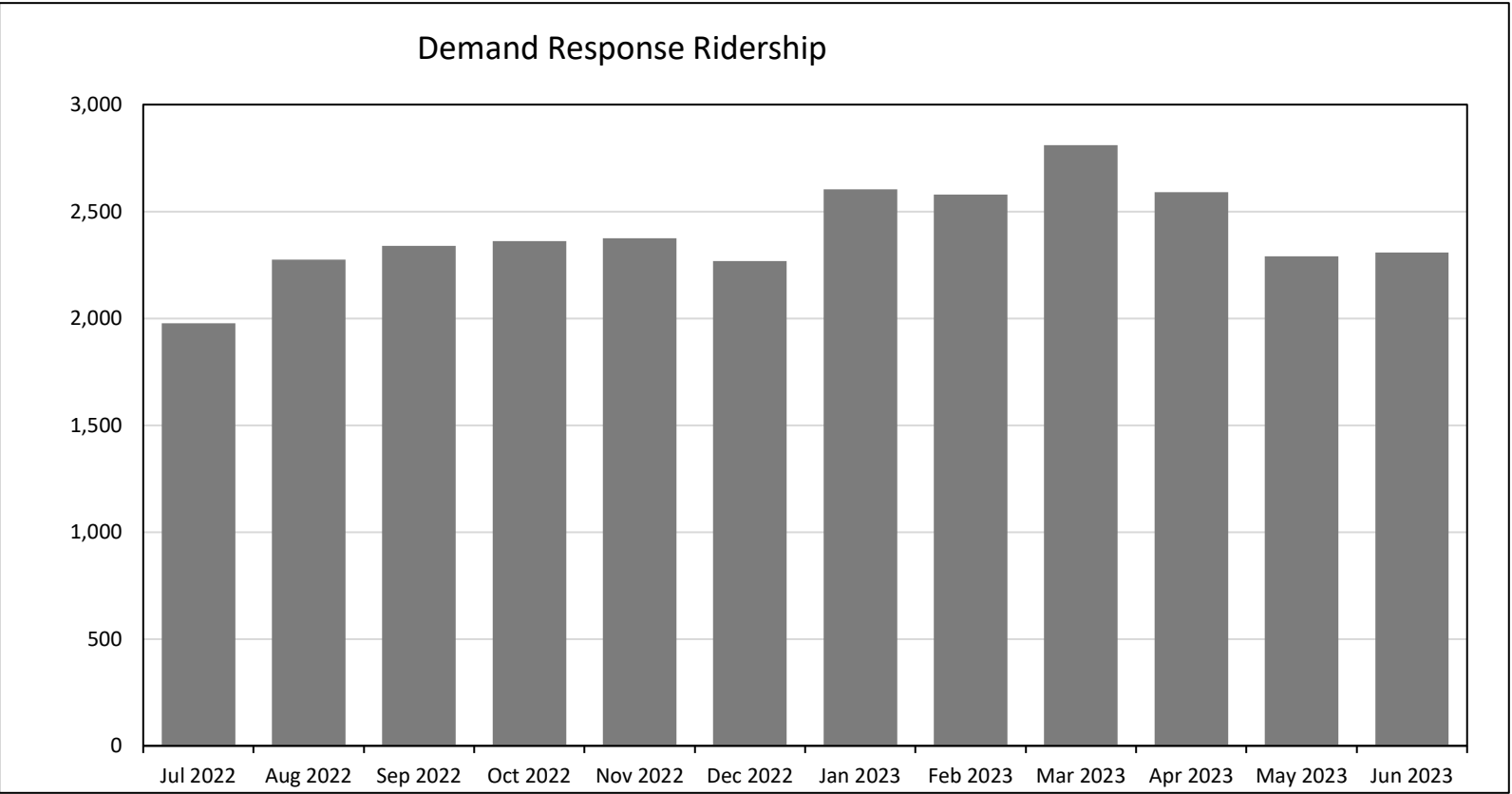
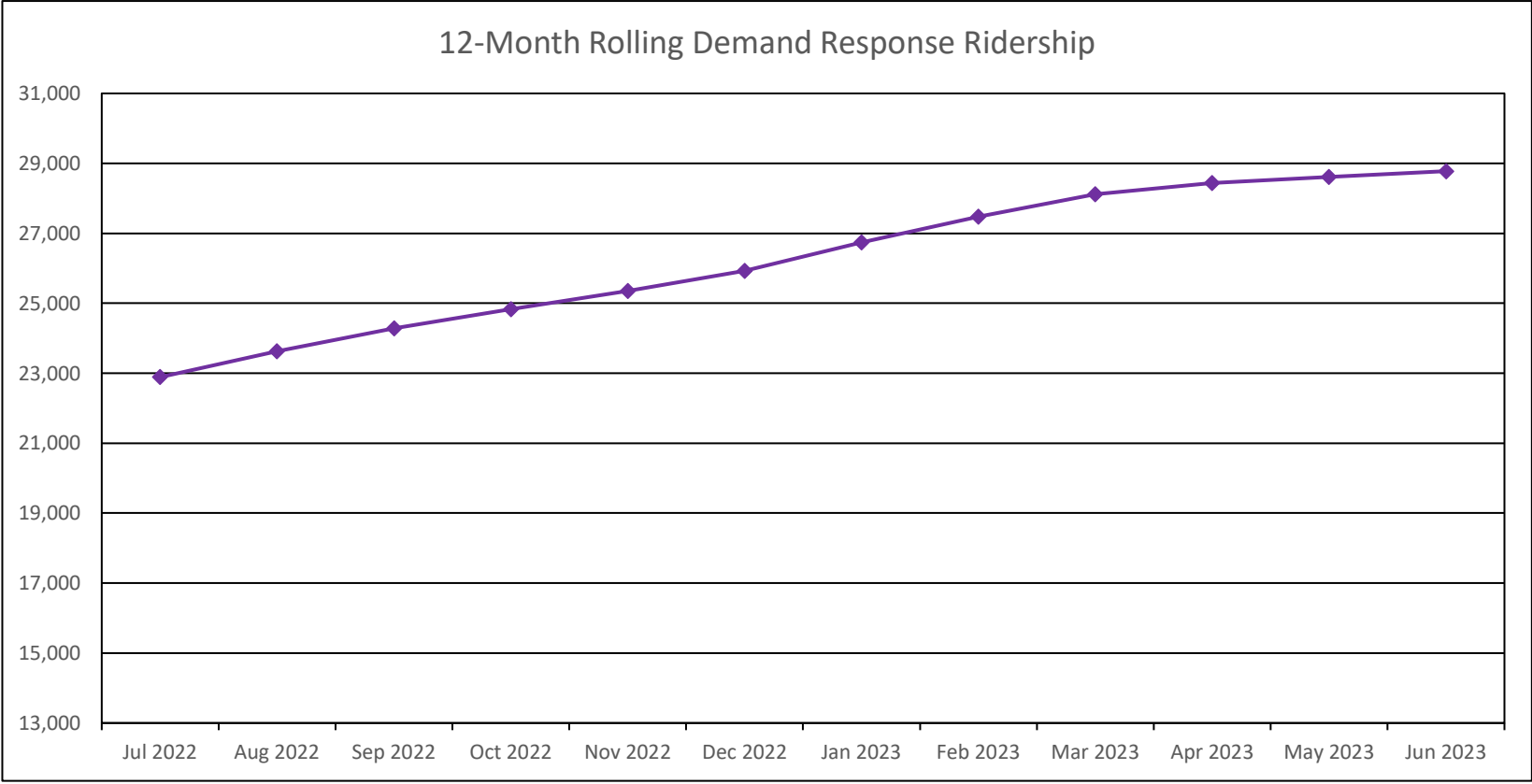


Key Performance Indicators - Demand Response

Demand Response Measures	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2023	Dec 2023	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	12-Month Total
Ridership	2,144	1,977	2,275	2,340	2,361	2,374	2,269	2,604	2,580	2,810	2,590	2,291	2,307	28,778
Revenue Hours	1,381	1,302	1,464	1,493	1,603	1,546	1,434	1,570	1,474	1,652	1,504	1,460	1,460	17,962
Total Hours	1,582	1,504	1,687	1,731	1,824	1,738	1,655	1,786	1,686	1,892	1,725	1,697	1,666	20,591
Revenue Miles	27,358	25,076	30,538	28,482	29,905	28,409	26,658	29,247	29,021	31,150	30,186	30,229	30,574	349,475
Total Miles	31,899	28,965	35,998	33,504	34,254	32,934	31,214	33,603	32,861	35,473	34,763	35,137	35,622	404,328
Accidents	1	0	0	0	0	0	0	1	0	0	0	1	2	4
Breakdowns	1	1	1	1	0	0	0	0	0	0	1	0	0	4
Complaints	3	1	1	1	1	0	2	0	1	2	2	2	3	16
Paratransit Expense	\$74,153	\$92,624	\$101,285	\$108,028	\$103,311	\$104,576	\$102,422	\$99,600	\$88,784	\$100,634	\$101,913	\$102,683	\$108,328	\$1,214,187
Maintenance Expense	\$17,008	\$19,408	\$16,218	\$24,860	\$21,166	\$37,309	\$20,173	\$26,426	\$14,435	\$22,578	\$22,800	\$17,711	\$23,563	\$266,647
Administrative Expense	\$21,105	\$18,676	\$18,894	\$23,895	\$19,611	\$25,681	\$25,578	\$22,907	\$22,761	\$27,819	\$21,690	\$25,199	\$27,315	\$280,027
Total Operating Expenses	\$112,267	\$130,708	\$136,396	\$156,783	\$144,088	\$167,566	\$148,172	\$148,933	\$125,980	\$151,031	\$146,403	\$145,593	\$159,206	\$1,760,860
Fare Revenues	\$0	\$0	\$0	\$31	\$3,542	\$3,561	\$3,404	\$3,909	\$3,870	\$4,215	\$3,885	\$3,437	\$3,461	\$33,313

Efficiency Metrics	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2023	Dec 2023	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	12-Month Total
O & M Expense per Hour	\$66.01	\$86.05	\$80.26	\$89.01	\$77.65	\$91.78	\$85.49	\$80.27	\$70.03	\$74.58	\$82.92	\$82.46	\$90.34	\$82.44
Average Fare	\$0.00	\$0.00	\$0.00	\$0.01	\$1.50	\$1.50	\$1.50	\$1.50	\$1.50	\$1.50	\$1.50	\$1.50	\$1.50	\$1.50
Farebox Recovery	0.0%	0.0%	0.0%	0.0%	2.5%	2.1%	2.3%	2.6%	3.1%	2.8%	2.7%	2.4%	2.2%	1.9%
Subsidy per Passenger	\$42.52	\$56.67	\$51.65	\$56.78	\$51.22	\$58.27	\$52.53	\$46.90	\$38.51	\$42.35	\$46.65	\$51.05	\$55.67	\$50.30
Deadhead Ratio (Miles)	17%	16%	18%	18%	15%	16%	17%	15%	13%	14%	15%	16%	17%	16%
Administrative Ratio	23%	17%	16%	18%	16%	18%	21%	18%	22%	23%	17%	21%	21%	19%

Effectiveness Metrics	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2023	Dec 2023	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	12-Month Total
Passengers per Hour	1.55	1.52	1.55	1.57	1.47	1.54	1.58	1.66	1.75	1.70	1.72	1.57	1.58	1.60
Mean Distance between Accidents	31,899	n/a	n/a	n/a	n/a	n/a	n/a	33,603	n/a	n/a	n/a	35,137	17,811	101,082
Mean Distance between Breakdowns	31,899	28,965	35,998	33,504	n/a	n/a	n/a	n/a	n/a	n/a	34,763	n/a	n/a	101,082
Complaints per 1,000 Riders	1.4	0.5	0.4	0.4	0.4	0.0	0.9	0.0	0.4	0.7	0.8	0.9	1.3	0.6
On-Time Performance	70%	73%	71%	77%	77%	81%	81%	81%	81%	81%	81%	81%	81%	83%



[illegible]

Coast RTA SCDOT Grants - FY23													
Activity Line Item Balances													
June 2023 - Final												Current Month	12
***** 5311 Federal Rural - Grant # PT-230911-11 *****								***** 5311 State Rural SMTF - Grant # PT-230911-11 *****					
	Operating	Preventative Maintenance	Capital Expenditures	Admin	Totals	Comments		Operating	Preventative Maintenance	Capital Expenditures	Admin	Totals	Comments
FY23 Contract	\$ 638,449	\$ 254,731	\$ -	\$ 106,704	\$ 999,884			\$ 120,565	\$ 30,296	\$ -	\$ 50,296	\$ 201,157	
Monthly Draws:													
July 2022	\$ 81,562	\$ 35,994	\$ -	\$ 11,167	\$ 128,723			\$ 40,781	\$ 4,499	\$ -	\$ 5,583	\$ 50,863	
Aug 2022	\$ 82,201	\$ 24,125	\$ -	\$ 10,873	\$ 117,199			\$ 41,100	\$ 3,015	\$ -	\$ 5,436	\$ 49,551	
Sept 2022	\$ 81,720	\$ 33,910	\$ -	\$ 11,844	\$ 127,474			\$ 18,684	\$ 4,238	\$ -	\$ 5,922	\$ 28,844	
Oct 2022	\$ 75,839	\$ 36,530	\$ -	\$ 14,243	\$ 126,612			\$ -	\$ 4,566	\$ -	\$ 7,121	\$ 11,687	
Nov 2022	\$ 81,991	\$ 46,079	\$ -	\$ 15,236	\$ 143,306			\$ -	\$ 5,759	\$ -	\$ 7,618	\$ 13,377	
Dec 2022	\$ 83,041	\$ 23,093	\$ -	\$ 16,043	\$ 122,177			\$ -	\$ 3,897	\$ -	\$ 8,021	\$ 11,918	
Jan 2023	\$ 46,370	\$ 20,998	\$ -	\$ 8,717	\$ 76,085			\$ 20,000	\$ 2,624	\$ -	\$ 4,358	\$ 26,982	
Feb 2023	\$ 41,096	\$ 18,792	\$ -	\$ 7,921	\$ 67,809			\$ -	\$ 1,698	\$ -	\$ 3,960	\$ 5,658	
Mar 2023	\$ 47,331	\$ 15,210	\$ -	\$ 7,921	\$ 70,462			\$ -	\$ -	\$ -	\$ 2,277	\$ 2,277	
Apr 2023	\$ 17,298	\$ -	\$ -	\$ 2,739	\$ 20,037			\$ -	\$ -	\$ -	\$ -	\$ -	
May 2023	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	
June 2023	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	
Subtotal Draws	\$ 638,449	\$ 254,731	\$ -	\$ 106,704	\$ 999,884			\$ 120,565	\$ 30,296	\$ -	\$ 50,296	\$ 201,157	
Remaning Balance	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	
% Expended	100.00%	100.00%		100.00%	100.00%			100.00%	100.00%		100.00%	100.00%	
% Time Elapsed	100.00%	100.00%		100.00%	100.00%			100.00%	100.00%		100.00%	100.00%	
***** SMTF 5307 Large Urban Match - Grant # PT-230999-08 *****													
	Federal Share	State Share	Local Share	TBD	Totals	Comments							
FY23 Contract	\$ 299,232	\$ 149,616	\$ 149,616	\$ -	\$ 598,464								
Monthly Draws:													
July 2022	\$ 261,942	\$ -	\$ 141,088	\$ -	\$ 403,030								
Aug 2022	\$ 37,290	\$ 149,616	\$ 8,528	\$ -	\$ 195,434								
Sept 2022	\$ -	\$ -	\$ -	\$ -	\$ -								
Subtotal Draws	\$ 299,232	\$ 149,616	\$ 149,616	\$ -	\$ 598,464								
Remaning Balance	\$ -	\$ -	\$ -	\$ -	\$ -								

Coast RTA SCDOT Grants - FY22															
Activity Line Item Balances															
June 2023 - Final														Current Month	9
***** FY22 5339 FTA Bus & Bus Facilities - Grant # SC-2022-043-00 *****								***** FY22 5339 FTA Bus & Bus Facilities - Local Match *****							
	2022-043-01	2022-043-02	2022-043-03	2022-043-04	2022-043-05			2022-043-01	2022-043-02	2022-043-03	2022-043-04	2022-043-05			
	114-A1	114-A3	114-A4	116-A2	114-A5			114-A1	114-A3	114-A4	116-A2	114-A5			
	Lease Maint	Shop	Shop	Comm Equip	Shop	FTA 5339		Lease Maint	Shop	Shop	Comm Equip	Shop	Local	Project	
	Facility	Equipment	Vehicles	Radios	Equipment	Totals		Facility	Equipment	Vehicles	Radios	Equipment	Totals	Totals	Comments
FY22 Contract	\$ 432,000	\$ 128,000	\$ 80,000	\$ 181,900	\$ 135,762	\$ 957,662		\$ 108,000	\$ 32,000	\$ 20,000	\$ 45,475	\$ 33,940	\$ 239,415	\$ 1,197,077	> Orig Submission
Monthly Draws:															
Sept 2022	\$ -	\$ 33,825	\$ -	\$ -	\$ -	\$ 33,825		\$ -	\$ 8,457	\$ -	\$ -	\$ -	\$ 8,457	\$ 42,282	> Portable Lifts (4)
Oct 2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Nov 2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Dec 2022	\$ -	\$ -	\$ -	\$ 14,000	\$ -	\$ 14,000		\$ -	\$ -	\$ -	\$ 3,500	\$ -	\$ 3,500	\$ 17,500	> Portable Radios (6)
Jan 2023	\$ -	\$ -	\$ -	\$ 30,413	\$ 8,369	\$ 38,782		\$ -	\$ -	\$ -	\$ 7,604	\$ 2,093	\$ 9,697	\$ 48,479	> Air Compressor + (6) Radios
Feb 2023	\$ -	\$ -	\$ -	\$ 126,567	\$ -	\$ 126,567		\$ -	\$ -	\$ -	\$ 31,641	\$ -	\$ 31,641	\$ 158,208	> Portable Radios (41)
Mar 2023	\$ -	\$ -	\$ -	\$ 2,180	\$ -	\$ 2,180		\$ -	\$ -	\$ -	\$ -	\$ 545	\$ 545	\$ 2,725	> External Speaker Assembly
Apr 2023	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
May 2023	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
June 2023	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
July 2023	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Aug 2023	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Sept 2023															
Subtotal Draws	\$ -	\$ 33,825	\$ -	\$ 173,160	\$ 8,369	\$ 215,354		\$ -	\$ 8,457	\$ -	\$ 42,745	\$ 2,638	\$ 53,840	\$ 269,194	\$ -
Remaning Balance	\$ 432,000	\$ 94,175	\$ 80,000	\$ 8,740	\$ 127,393	\$ 742,308		\$ 108,000	\$ 23,543	\$ 20,000	\$ 2,730	\$ 31,302	\$ 185,575	\$ 927,883	
% Expended	0.00%	26.43%	0.00%	95.20%	6.16%	22.49%		0.00%	26.43%	0.00%	94.00%	7.77%	22.49%	22.49%	
% Time Elapsed	7.89%	7.89%	7.89%	7.89%	7.89%	7.89%		7.89%	7.89%	7.89%	7.89%	7.89%	7.89%	7.89%	

Coast RTA Local Grants - FY22								
Activity Line Item Balances								
June 2023 - Final								
	Horry Cty ARPA (Tranche #1)			Horry Cty ARPA (Tranche #2)			Horry Cty ARPA (Tranche #3)	
	(Subrecipient)			(Subrecipient)			(Subrecipient)	
	Touchless							
	Fare System	Comments		Trollies / Other	Comments		TBD	Comments
FY22 Contract	\$ 440,000	> FY22 Award		\$ 750,000	> FY22 Award		\$ -	> FY22 Award
		> Prior LTD Expend			> Prior LTD Expend			> Prior LTD Expend
Monthly Draws:								
June 2022	\$ 52,190	> KUBA, Inc.		\$ 475,000	> Transit Sales, Inc		\$ -	
July 2022	\$ 97,911	> Law & Order Tech		\$ -			\$ -	
Aug 2022	\$ 5,902	> T2H Advertising		\$ -			\$ -	
Sept 2022	\$ 39,791	> KUBA+Desgn Sign		\$ -			\$ -	
Oct 2022	\$ 8,824	> KUBA, Inc.		\$ -			\$ -	
Nov 2022	\$ 7,164	> Law & Order Tech		\$ -			\$ -	
Dec 2022	\$ -			\$ -			\$ -	
Jan 2023	\$ -			\$ -			\$ -	
Feb 2023	\$ -			\$ -			\$ -	
Mar 2023	\$ 2,617	> KUBA, Inc.		\$ -			\$ -	
Apr 2023	\$ 14,673	> KUBA+Littlepay		\$ -			\$ -	
May 2023	\$ -			\$ -			\$ -	
June 2023	\$ 457	> Littlepay		\$ -			\$ -	
Subtotal Draws	\$ 229,529			\$ 475,000			\$ -	
Remaning Balance	\$ 210,471			\$ 275,000			\$ -	
	Georgetown Cty			Horry Cty				
	Capital Funds			Capital Funds				
	Transit Facility,			Transit Facility				
	Vehicles, Other	Comments		Land Match	Comments			
FY22 Contract	\$ 500,000	> FY19 Award		\$ 500,000	> FY21 Award			
	\$ (108,540)	> LTD Facility			Resolution R-81-2021			
	\$ (95,038)	> LTD Vehicles						
	\$ (63,515)	> LTD Other						
Monthly Draws:								
June 2022	\$ 14,208	> Kimley-Horn		\$ -				
July 2022	\$ 4,349	> Kimley-Horn		\$ -				
Aug 2022	\$ 6,023	> Kimley-Horn		\$ -				
Sept 2022	\$ 7,589	> Kimley-Horn		\$ -				
Oct 2022	\$ -			\$ -				
Nov 2022	\$ 5,192	> Kimley-Horn		\$ -				
Dec 2022	\$ 4,685	> Kimley-Horn		\$ -				
Jan 2023	\$ 4,453	> Kimley-Horn		\$ -				
Feb 2023	\$ 5,316	> Kimley-Horn		\$ -				
Mar 2023	\$ -			\$ -				
Apr 2023	\$ 4,726	> Kimley-Horn		\$ -				
May 2023	\$ 9,147	> Kimley-Horn		\$ -				
June 2023	\$ -			\$ -				
Subtotal Draws	\$ 65,688			\$ -				
Remaning Balance	\$ 167,219			\$ 500,000				

Coast RTA								
Transit Facility Development - ALI Balances								
FTA Grant # SC-2020-006-00 (FHWA FLEX + Section 5307)								
June 2023 - Final								
	***** 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		
	Bus Storage /	Site Location /	Grant Prep /	Environmental /	Lo-No Grant Prep /	Project	FTA	
Month	Contingency	Develop / Concept	Financial Analysis	Clearance	Prelim Design	Management	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	> Amended Award
	\$ (12,160)	\$ (258,883)	\$ (76,660)	\$ (63,434)	\$ (43,984)	\$ (107,700)	\$ (562,821)	> Prior Year Expenditures
Monthly Draws:								
Oct 2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Nov 2022	\$ -	\$ -	\$ -	\$ 14,829	\$ 4,485	\$ 1,449	\$ 20,763	
Dec 2022	\$ -	\$ -	\$ -	\$ 4,745	\$ 11,055	\$ 2,942	\$ 18,742	
Jan 2023	\$ -	\$ -	\$ -	\$ 5,931	\$ 8,141	\$ 3,737	\$ 17,809	
Feb 2023	\$ -	\$ -	\$ -	\$ 2,372	\$ 9,188	\$ 9,699	\$ 21,259	
Mar 2023	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Apr 2023	\$ -	\$ -	\$ -	\$ -	\$ 13,141	\$ 5,761	\$ 18,902	
May 2023	\$ -	\$ -	\$ -	\$ 4,745	\$ 26,444	\$ 5,400	\$ 36,589	
June 2023	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
July 2023	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Aug 2023	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Sept 2023	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Subtotal Draws	\$ -	\$ -	\$ -	\$ 32,622	\$ 72,454	\$ 28,988	\$ 134,064	
Remaning Balance	\$ 1,440	\$ (74,403)	\$ 73,528	\$ (16,056)	\$ 146,886	\$ (28,280)	\$ 103,115	
% Expended	89.41%	140.33%	51.04%	120.07%	44.22%	126.09%	87.11%	
% Time Elapsed	65.00%	65.00%	65.00%	65.00%	65.00%	65.00%	65.00%	
	***** Georgetown County Capital Funds *****							
	80 / 90	81 / 91	82 / 92	83 / 93	84 / 94	87 / 97		
	Bus Storage /	Site Location /	Grant Prep /	Environmental /	Lo-No Grant Prep /	Project	Georgetown	Project
Month	Contingency	Develop / Concept	Financial Analysis	Clearance	Prelim Design	Management	Totals	Totals
FY20-22 Award	\$ 3,400	\$ 46,120	\$ 40,264	\$ 20,000	\$ 65,831	\$ 24,385	\$ 200,000	\$ 1,000,000
	\$ (3,040)	\$ (63,749)	\$ (20,140)	\$ (15,859)	\$ (10,997)	\$ (26,924)	\$ (140,709)	\$ (703,530)
Monthly Draws:								
Oct 2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Nov 2022	\$ -	\$ -	\$ -	\$ 3,708	\$ 1,122	\$ 362	\$ 5,192	\$ 25,955
Dec 2022	\$ -	\$ -	\$ -	\$ 1,186	\$ 2,764	\$ 735	\$ 4,685	\$ 23,427
Jan 2023	\$ -	\$ -	\$ -	\$ 1,483	\$ 2,035	\$ 935	\$ 4,453	\$ 22,262
Feb 2023	\$ -	\$ -	\$ -	\$ 593	\$ 2,297	\$ 2,426	\$ 5,316	\$ 26,575
Mar 2023	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Apr 2023	\$ -	\$ -	\$ -	\$ -	\$ 3,285	\$ 1,441	\$ 4,726	\$ 23,628
May 2023	\$ -	\$ -	\$ -	\$ 1,186	\$ 6,611	\$ 1,350	\$ 9,147	\$ 45,736
June 2023	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
July 2023	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Aug 2023	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sept 2023	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Draws	\$ -	\$ -	\$ -	\$ 8,156	\$ 18,114	\$ 7,249	\$ 33,519	\$ 167,583
Remaning Balance	\$ 360	\$ (17,629)	\$ 20,124	\$ (4,015)	\$ 36,720	\$ (9,788)	\$ 25,772	\$ 128,887
% Expended	89.41%	138.22%	50.02%	120.08%	44.22%	140.14%	87.11%	87.11%
% Time Elapsed	65.00%	65.00%	65.00%	65.00%	65.00%	65.00%	65.00%	65.00%

Coast RTA													
Monthly Cash Flow													
June 2023													
	<u>Oct-22</u>	<u>Nov-22</u>	<u>Dec-22</u>	<u>Jan-23</u>	<u>Feb-23</u>	<u>Mar-23</u>	<u>Apr-23</u>	<u>May-23</u>	<u>Jun-23</u>	<u>Jul-23</u>	<u>Aug-23</u>	<u>Sep-23</u>	<u>Totals</u>
Beginning Balance	\$ -	\$ 430,166.75	\$ 206,177.17	\$ 375,295.64	\$ 451,834.38	\$ 110,356.43	\$ 311,275.90	\$ 458,675.14	\$ 189,747.50	\$ 50,405.10	\$ 50,405.10	\$ 50,405.10	\$ -
Cash Receipts													
5307 - Operations	\$ -	\$ -	\$ 294,716.00	\$ 159,108.00	\$ 276,573.00	\$ 218,357.00	\$ 54,994.00	\$ 227,901.00	\$ 43,055.00	\$ -	\$ -	\$ -	\$ 1,274,704.00
5307 - Preventative Maintenance	\$ -	\$ -	\$ 155,912.00	\$ 60,602.00	\$ 119,565.00	\$ 77,013.00	\$ 66,321.00	\$ 139,253.00	\$ 119,915.00	\$ -	\$ -	\$ -	\$ 738,581.00
5307 - Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,459.00	\$ 2,789.00	\$ 3,952.00	\$ 4,835.00	\$ -	\$ -	\$ -	\$ 39,035.00
5307 - SMTF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5311 - Operations	\$ 245,644.00	\$ 250,020.00	\$ 75,839.00	\$ 81,991.00	\$ 83,041.00	\$ 66,370.00	\$ 41,096.00	\$ 47,331.00	\$ 17,298.00	\$ -	\$ -	\$ -	\$ 908,630.00
5311 - Preventative Maintenance	\$ 67,633.00	\$ 38,148.00	\$ 41,096.00	\$ 51,838.00	\$ 26,990.00	\$ 23,622.00	\$ 20,490.00	\$ 15,210.00	\$ -	\$ -	\$ -	\$ -	\$ 285,027.00
5311 - Administration	\$ 33,059.00	\$ 17,766.00	\$ 21,364.00	\$ 22,854.00	\$ 24,064.00	\$ 13,075.00	\$ 11,881.00	\$ 10,198.00	\$ 2,739.00	\$ -	\$ -	\$ -	\$ 157,000.00
5311 - Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Horry County Registration Fees	\$ 626,035.00	\$ -	\$ 219,109.00	\$ 311,668.00	\$ -	\$ -	\$ 684,652.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,841,464.00
Horry County Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Georgetown Cty Reg Fees/FY23 Funding	\$ -	\$ 95,206.00	\$ -	\$ -	\$ -	\$ 92,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 187,706.00
Myrtle Beach	\$ -	\$ -	\$ 62,500.00	\$ -	\$ 9,500.00	\$ 62,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 134,500.00
North Myrtle Beach	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000.00
Fares/Passes	\$ 36,989.19	\$ 30,779.02	\$ 35,328.60	\$ 21,002.37	\$ 33,070.96	\$ 28,372.69	\$ 27,470.40	\$ 36,030.68	\$ 43,062.68	\$ -	\$ -	\$ -	\$ 292,106.59
Local Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bus Advertising	\$ -	\$ 5,700.00	\$ 2,200.00	\$ 34,075.00	\$ 10,975.00	\$ 8,775.00	\$ 10,250.00	\$ 2,550.00	\$ 6,200.00	\$ -	\$ -	\$ -	\$ 80,725.00
Accident Claims	\$ -	\$ 2,035.16	\$ -	\$ -	\$ 30,364.55	\$ 1,221.17	\$ 1,000.00	\$ -	\$ 743.55	\$ -	\$ -	\$ -	\$ 35,364.43
Proceeds from Sale of Assets	\$ -	\$ -	\$ 1,326.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,326.00
Misc / Fuel Refunds / Other	\$ 8,066.08	\$ 564.12	\$ 19,758.80	\$ 660.35	\$ 6,782.87	\$ 32,294.50	\$ 13,244.01	\$ 13,939.31	\$ 1,033.65	\$ -	\$ -	\$ -	\$ 96,343.69
Transfer-In from Investments (SC LGIP)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000.00	\$ -	\$ -	\$ -	\$ 75,000.00
5339 - Bus Stop Implementation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Foundations / Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00	\$ -	\$ -	\$ -	\$ 50,000.00
5310 - Vehicles - WRCOG	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5339 - Bus & Bus Facilities	\$ 33,825.00	\$ -	\$ -	\$ 22,369.00	\$ 92,153.00	\$ 67,007.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 215,354.00
5307 + FHWA Flex - Facility Development	\$ 10,822.00	\$ -	\$ 39,505.00	\$ 17,809.00	\$ -	\$ 21,259.00	\$ -	\$ 44,008.00	\$ 11,483.00	\$ -	\$ -	\$ -	\$ 144,886.00
Horry County ARPA Funds	\$ 10,541.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,289.95	\$ -	\$ -	\$ -	\$ -	\$ 27,831.20
Georgetown County Capital Funds	\$ 4,883.00	\$ 15,988.23	\$ 5,192.00	\$ 4,685.00	\$ 4,453.00	\$ 4,544.00	\$ 772.00	\$ 4,726.00	\$ 6,277.00	\$ -	\$ -	\$ -	\$ 51,520.23
Total Cash Receipts	\$ 1,077,497.52	\$ 456,206.53	\$ 973,846.40	\$ 788,661.72	\$ 717,532.38	\$ 944,369.36	\$ 934,959.41	\$ 562,388.94	\$ 381,641.88	\$ -	\$ -	\$ -	\$ 6,837,104.14
Cash Basis Expenditures:													
Operating Expenses	\$ 372,580.34	\$ 664,207.88	\$ 694,306.30	\$ 587,768.03	\$ 807,341.31	\$ 729,034.90	\$ 669,060.17	\$ 798,546.07	\$ 504,256.92	\$ -	\$ -	\$ -	\$ 5,827,101.92
Capital Expenditures	\$ 274,750.43	\$ 15,988.23	\$ 60,421.63	\$ 24,354.95	\$ 251,669.02	\$ 14,414.99	\$ 118,500.00	\$ 32,770.51	\$ 16,727.36	\$ -	\$ -	\$ -	\$ 809,597.12
O & M Reserve + Management Account	\$ -	\$ -	\$ 50,000.00	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000.00
Total Expenditures	\$ 647,330.77	\$ 680,196.11	\$ 804,727.93	\$ 712,122.98	\$ 1,059,010.33	\$ 743,449.89	\$ 787,560.17	\$ 831,316.58	\$ 520,984.28	\$ -	\$ -	\$ -	\$ 6,786,699.04
Ending Balance	\$ 430,166.75	\$ 206,177.17	\$ 375,295.64	\$ 451,834.38	\$ 110,356.43	\$ 311,275.90	\$ 458,675.14	\$ 189,747.50	\$ 50,405.10	\$ 50,405.10	\$ 50,405.10	\$ 50,405.10	\$ 50,405.10

**WACCAMAW REGIONAL TRANSPORTATION AUTHORITY
RESOLUTION NO. JUL2023-10**

Approval of the Updated Bylaws

A motion of the Board of Directors for the Waccamaw Regional Transportation Authority to approve the updated Authority Bylaws.

Background:

The Waccamaw RTA Board Bylaws Committee met to review and update the Authority's Bylaws. Several minor changes were made as a result of the discussion, to include the following:

- Broadening the potential location of the Authority's headquarters;
- Allowing for virtual attendance by board members on a regular basis;
- Adjusted language on meeting times, days of week;
- Codifying commitments to local jurisdictions related to budgets; and,
- Several other wording changes to update the document.

Motion:

It is hereby moved by the Board of the Waccamaw Regional Transportation Authority to approve the FY 23 Bylaws update.

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

APPROVED by the Waccamaw Regional Transportation Board of Directors at the regular meeting thereof, held on, July 26, 2023.

ATTEST:

Marvin Keene, Ph.D. CFA, Board Chair	Rob Sheehan, Ph.D., Board Vice Chair
Katharine D'Angelo	Darrell Eickhoff
Lillie Jean Johnson	Bernard Silverman
Elijah Metherd	Dr. Nicholas W. Twigg, DBA
Randal Wallace	Vacant – City of Myrtle Beach
Vacant – City of Conway	



BY-LAWS OF THE
WACCAMAW REGIONAL TRANSPORTATION
AUTHORITY

June 2023

Table of Contents

ARTICLE I – Name of Organization	1
ARTICLE II - Offices	1
ARTICLE III - Organization.....	1
ARTICLE IV - Purposes	1
ARTICLE V – Board of Directors	3
ARTICLE VI - Finances Application and Use of Funds	6
ARTICLE VII – General Manager/CEO.....	7
ARTICLE VIII - Board Officers.....	8
ARTICLE IX - Citizens Advisory Committee	9
ARTICLE X - Contracts, Loans, Checks and Deposits	9
ARTICLE XI - Amendments.....	9
ARTICLE XII - Regulation.....	10
ARTICLE XIII - Seal.....	10
ARTICLE XIV - Dissolution	10
ARTICLE XV - Miscellaneous	10
ARTICLE XVI - Severability.....	10
ARTICLE XVII – Executive Committee	12
ARTICLE XVIII - Committees	12
ARTICLE XIX - Conflict of Interest.....	12
ARTICLE XX – Robert’s Rules of Order.....	13
ARTICLE XXI - Absentee Voting	13

BY-LAWS OF THE WACCAMAW REGIONAL TRANSPORTATION AUTHORITY

ARTICLE I – Name of Organization

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

ARTICLE II - Offices

The principal office of the Waccamaw Regional Transportation Authority (the “Authority”) shall be located within the Authority’s service area. The Authority may have such other offices, as the Board of Directors may designate or as the business of the Authority may require from time to time.

ARTICLE III - Organization

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

ARTICLE IV - Purposes

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

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

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

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

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

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

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

ARTICLE V – Board of Directors

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

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

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

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

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

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

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

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

Section 4. **Regular Meetings.** The Board committees shall meet monthly or as often as may be required to carry out the responsibilities and purposes of the Authority. The Board may cancel a regular meeting and hold combined meetings around the holidays as necessary.

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

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

Section 7. **Notice -** Written public notice of the time, date and place of the regular meetings of the Board shall be given at the beginning of each calendar year. Notice of a special, called or rescheduled meeting shall be given at least forty-eight (48) hours in advance. As much notice of an emergency meeting shall be given as practical under the circumstances. Notice shall be given in writing unless oral notice is reasonable under the circumstances. Notice shall be given in compliance with S.C. Code Ann. § 30-4-80, 1976, as amended.

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

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

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

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

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

Section 12. **GM/CEO Succession.** The Executive Committee of the Board will be responsible for the day-to-day management of the Authority in the event that the GM/CEO must be absent for an extended period. The Board will take steps to provide leadership, assign another individual to serve in the role temporarily or, if necessary replace the GM/CEO.

a. Temporary Unplanned Absence of the CEO: 30 days or less

In a situation where the CEO is absent temporarily, i.e. illness or leave of absence, and determined to be unable to carry out the CEO responsibilities, the following procedures will be followed:

- As soon as possible, and not more than ten business days after the date of the CEO's absence, the board shall authorize the Board Chair or Vice-Chair, in the absence of the Board Chair, to appoint themselves or other Board Member to carry out the CEO functions.
- As the temporary CEO, the Board Member will have the support of the CEO's Management Team (CFO, Operations Manager, and Maintenance Manager) to help with decision-making and assistance with CEO functions. The Interim CEO may assign decision-making to the Direct Reports on an as-needed basis.
- The Board Chair is responsible to ensure that interim leadership arrangements are communicated to the Board, staff and key stakeholders including Horry County and Georgetown County Councils.
- These appointments will remain in place until the CEO is able to resume the CEO responsibilities.
- The Board maintains the prerogative to appoint or discontinue interim leadership appointments at any time.
- As soon as possible following the notification of an unplanned absence of the CEO, the Board Chair shall convene a meeting to affirm the procedures in this plan or to modify them as necessary. This meeting may be via conference call or online, but is subject to SC Open Meeting laws and should be advertised at least 48 hours prior to the meeting. (Article V – Section 9)

b. Temporary Planned or Unplanned Short-term Absence of the CEO: longer than 30 days

If the short-term interim arrangements have not already been implemented, they should be implemented as soon as possible.

- Within five days of the awareness that the CEO's absence is anticipated to be longer than 30 total days, the Board shall assign the Executive Committee the following responsibilities:
- Communicate with key stakeholders, i.e. staff, constituent County and municipal governments, etc.:
 - That the CEO succession plan has been implemented.
 - The arrangements that have been made for interim leadership including the person(s) who have been appointed for these leadership roles.
- Throughout the absence of the CEO, the Executive Committee shall consider the need for consulting assistance, i.e. search assistance in identifying an interim CEO or other consulting needs, based on the circumstances of the transition:
- If the Executive Committee determines that assistance in securing an outside interim CEO leadership is needed, the Committee shall:
 - Recommend to the Board that a consultant firm be engaged to identify an interim CEO, who can provide leadership until the CEO is able to return to the CEO responsibilities or until a permanent CEO is selected and available to serve.
 - Serve as the primary contact with the consultant firm and, after reviewing potential interim candidates, recommend a preferred candidate to the Board for appointment.

- Review the organization's status to determine whether any priority issues must be addressed and develop/monitor a plan for addressing any identified issues.
- Continue weekly communication, at a minimum, with any appointed interim leaders regarding the status of the Authority.
- The Board maintains the prerogative to appoint or discontinue interim leadership appointments at any time.

c. **Planned or Unplanned Permanent Absence of the CEO**

When the CEO is not available and is not able to return to the position (serious illness, death or termination) the above procedures for a temporary absence of the CEO will be followed. In addition, the procedures outlined below shall be implemented.

- Within four weeks of a known permanent vacancy in the CEO position, the Board shall establish a Search Committee.
 - The Search Committee will consist of four Board Members including either the Chair or Vice-Chair.
 - The Search Committee will communicate to the Board its recommendation regarding its process for the search for a permanent CEO.
 - In addition, the Search Committee is expected to:
 - Assess the status of the Authority in order to identify leadership qualities that are needed.
 - Develop compensation and benefit guidelines for prospective candidates.
 - Review the candidate profile of desired qualities with the board for its input.
 - Keep the Board and Direct Reports staff informed of its progress at appropriate junctures.
 - Bring a recommended candidate to the Board for consideration or in the absence of a clear recommendation, bring two finalists to the Board for consideration.
 - Maintain confidentiality as appropriate.
 - Recommend to the Board a transition plan/timetable and support tools for the new executive.

ARTICLE VI - Finances Application and Use of Funds

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

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

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

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

Section 5. **Annual Budget.** The Authority shall prepare and adopt, by vote of the Board of Directors, an annual operating and capital budget. The Authority shall maintain a formal policy on budgetary revisions. **The annual budget may be amended** to reflect actual expenditures and revenues consistent with actual receipts and any properly authorized expenditures. The Authority must submit its fiscal year budget to its member municipalities and counties at least 60 days prior to the beginning of the fiscal year (In Accordance with Section 58-25-70).

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

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

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

ARTICLE VII – General Manager/CEO

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

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

- a. Manage the operations and maintenance of a public transit system;
- b. Develop and maintain a public transportation plan considering all modes of public transportation to serve the general public, which will include routes, types of people movers, fees, rates, fares, etc.;
- c. Contract for services of consultants or other authorities in the effective management of a public transit system;
- d. Develop a Board-approved procurement manual for advertising, letting and taking of bids;
- e. Collect and review all funds and revenues received by the Authority to be deposited or invested;
- f. Prepare and administer an annual operating budget and long range capital budget program in accordance to state law;
- g. Maintain accounting records to indicate all receipt of income from all sources and the expenditure of such income;
- h. Prepare current financial reports for monthly Board meeting;
- i. Select and terminate all personnel in accordance with personnel qualifications and dismissal policy;
- j. Supervise staff, paid or volunteer;
- k. Maintain a Board-approved Authority Compensation Plan, which outlines pay rates by department, compares them to industry standards and sets goals for the future. The Plan shall be reviewed annually by the GM, in coordination with the Finance Committee, to determine if an update is necessary.
- l. Provide secretarial assistance to the Board at all meetings and for committee meetings if necessary;

- m. Maintain an updated register of names, addresses and telephone numbers of all Board members for use by the **Board Secretary**/Treasurer and Board Liaison;
- n. Ensure that an annual audit is performed for review by the Board;
- o. Develop objectives and policies for the Authority to be reviewed and approved by the Board.
- p. Generate and incorporate an annual work program to achieve the objectives of the Authority into the General Manager/CEO's annual review.
- q. Develop measurable annual performance goals as part of annual evaluation by the Board.

ARTICLE VIII - Board Officers

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

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

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

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

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

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

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

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

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

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

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

ARTICLE IX - Citizens Advisory Board

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

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

ARTICLE X - Contracts, Loans, Checks and Deposits

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

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

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

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

ARTICLE XI - Amendments

These By-Laws may be amended or repealed and new By-Laws may be adopted by a two- thirds (2/3) vote of the

Directors in office at the time of the amendment or repeal and adoption of new By-Laws. Moreover, the Board may authorize, amend or restate operating guidelines, plans, practices and/or procedures from time to time in order to effectively implement the purposes of the Authority.

ARTICLE XII - Regulation

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

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

ARTICLE XIII - Seal

Article removed – No longer in use.

ARTICLE XIV - Dissolution

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

ARTICLE XV - Miscellaneous

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

ARTICLE XVI - Severability

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

ARTICLE XVII – Executive Committee

The Executive Committee of the Board of Directors shall be made up of the Board Chair, Vice-Chair, and the immediate past Chair. If one of these individuals are unavailable to serve, then the Chair will appoint a third member of the Executive Committee. The Executive Committee of the Board of Directors can be authorized by the Board Chairman to serve in an advisory capacity relative to critical and or time-sensitive needs of the Authority, and to make interim decisions for the Board of Directors.

ARTICLE XVIII - Committees

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

Committee	Primary Duties
Finance	Approve financial plans, budgets, compensation plan
Service/PAC Committee	Address service issues, final appellate for customer complaints, service planning, marketing plans, local government agreements/issues
Bylaws	Review and update By-Laws as necessary
Compensation	GM/CEO Contract and Compensation
Executive Committee	Serves in a decision-making role in the event that the full Board is unable to meet within a reasonable timeframe to address an emergency or any other critical Authority need.

ARTICLE XIX - Conflict of Interest

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

ARTICLE XX – Robert’s Rules of Order

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

ARTICLE XXI - Absentee Voting

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