



Charleston Area Regional Transportation Authority

## CARTA BOARD MEETING

**August 16, 2023**

**1:00 PM**

Barrett Lawrimore Conference Room  
5790 Casper Padgett Way  
North Charleston, SC 29406

### AGENDA

1. Call to Order
2. Consideration of Board Minutes – June 14, 2023 Meeting
3. Financial Status Report – Robin Mitchum
4. LCRT Operations and Maintenance Facility Sewer Easement – Request for Approval
5. Leeds Avenue Maintenance Facility Repairs - Presentation
6. Project Updates – Ron Mitchum/Staff
7. Ridership Report – Megan Ross
8. Executive Session – Contractual Matters
9. Executive Director's Report – Ron Mitchum
10. Other Business, If Any
11. Public Comments, If Any
12. Board Comments, If Any

The next CARTA Board Meeting will be held on September 20, 2023

**CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY (CARTA)**

**BOARD OF DIRECTORS MEETING**

**June 14, 2023**

**Meeting Notes**

A Charleston Area Regional Transportation Authority (CARTA) Board of Directors meeting was held at the Berkeley-Charleston-Dorchester Council of Governments (BCDCOG) in the Barrett Lawrimore Conference Room located at 5790 Casper Padgett Way in North Charleston, SC at 1:00 p.m. on Wednesday, June 14, 2023.

**MEMBERSHIP:** MaryBeth Berry; Joe Boykin; Ron Brinson; Mike Brown; Dwayne Green; Will Haynie; John Iacofano; John Labriola; James Lewis; Pat O'Neil; Christie Rainwater; Herb Sass; Michael Seekings; Keith Summey; Ed Sutton; John Tecklenburg; Jimmy Ward; Robert Wehrman

**MEMBERS PRESENT:** Joe Boykin; Ron Brinson; Dwayne Green; James Lewis; Michael Seekings; Ed Sutton; Jimmy Ward; Robert Wehrman

**PROXIES:** Mike Seekings for MaryBeth Berry; Craig Harris for John Labriola; Robert Somerville for John Tecklenburg

**OTHERS PRESENT:** Jeff Webster (BGRM); Chloe Field (BGRM); Scott Donahue (SCDOT); Shannon Meder (HNTB); Shawn Epps (HDR); Kenny Grace (MUSC Business Operations); William Hamilton (Best Friends of Lowcountry Transit); Renee Orth (Best Friends of Lowcountry Transit)

**STAFF PRESENT:** Ron Mitchum; Andrea Kozloski; Robin Mitchum; Megan Ross; Kim Coleman

**1. Call to Order**

Chairman Seekings called the CARTA Board of Directors Meeting to order at 1:10 p.m. followed by a moment of silence and a quorum determination.

**2. Consideration of Board Minutes: May 17, 2023 Meeting**

*Mr. Brinson made a motion to approve the May 17, 2023 Meeting Minutes as presented.  
Mr. Green seconded the motion. The motion was unanimously approved.*

**3. Financial Status Report – Robin Mitchum**

Robin Mitchum, Deputy Director of Finance and Administration, presented the financial status report for the period ending May 31, 2023. She noted that, overall, the agency remains in good shape and ended the month with unexpended funds of \$1,866,462. Ms. Mitchum reviewed the following activities for FY23 thus far:

**Revenues:**

- Farebox is the fares collected on the revenue vehicles.
- Passes & Mobile Ticketing are bus pass fares sold to customers.
- Local Contributions are funds received for shelter and bench construction.
- The Federal revenue includes operating for the year-to-date. Federal revenue is recorded as eligible expenditures are incurred.
- Insurance proceeds are a result of accidents.
- Sale of Assets are the proceeds from the sale of a 2010 New Flyer and ten 1996 New Flyers.

**Expenditures:**

- Staff Salaries & Benefits include the cost of retiree insurance.
- Supplies include office and facility maintenance supplies.
- Printing includes costs of printing route brochures and labels.
- Automotive is the cost to service the 2018 Ford F-150.

- Dues/Membership is CARTA's membership with Transportation Association of South Carolina (TASC) and the Charleston Metro Chamber of Commerce.
- Office Equipment Rental includes the monthly battery lease for the electric buses and the postage meter.
- Office Equipment Maintenance (OEM) includes the Genfare software support, GMV Sycromatics, the Swiftly Transit Time and Insights, Cradlepoint NetCloud Essentials for mobile routers and Zscaler internet security, in addition to IT services.
- Rent includes the Ashley Phosphate Park & Ride lot, Dorchester Village Shopping Center Park & Ride lot, Leeds Avenue lot lease from Dominion and document storage.
- Communications is the cost of phone, internet and radio services at the facilities and on the buses.
- Utilities include electric and water at the SuperStop, Melnick Park & Ride, the Radio Shop at Leeds Avenue and the charging stations at Leeds Avenue.
- Auditing is the cost of the annual audit.
- Custodial Services is the cost of janitorial services at the Melnick Park & Ride location.
- Pilot Ride Program is customer transportation cost for same-day service through independent rideshare.
- Electric Bus Master Plan is to transition CARTA's diesel bus fleet to all-electric buses.
- Other Professional Services include the Genfare report training, appraisal services, bus wash inspection services and the utility search for the Leeds Avenue infrastructure project service.
- Shared Contract Services (IGA & Management) is the extensive services the BCDCOG provides to CARTA.
- Fixed-Route Service is the cost of fixed and commuter service provided by Transdev.
- Money Transport is the cost of the armored guard service to transport cash deposits to the bank.
- Security Services is contracted security service provided at the SuperStop by the City of North Charleston Police Department.
- Rebranding is services provided to comprehensively review and rebrand agency logos and images.
- Vehicle Maintenance is the cost to maintain the fleet.
- Facility Repair & Maintenance is the cost to maintain facilities.
- Operating Fees & Licenses include credit card transaction fees, storm water fees, solid waste user fees and vehicle title and registration fees.
- Insurance includes the cost of liability insurance provided by the Insurance Reserve Fund. The policy renews January 1 and this is the majority of the expenditures for FY23.
- Paratransit is the cost of paratransit transportation provided by Transdev.
- Interest is the interest accrued on the Melnick Park & Ride Loan.
- Non-Capitalized Assets include the purchase of shelter trash cans and office computer equipment.

**Capital Expenditures:**

- Rolling Stock is the purchase of a New Flyer Electric Bus.
- Bus Facilities/Charging Stations are the purchase of two charging depots.
- Bus Shelter Construction/Bench Install is the installation of shelters and benches.
- Security/Cameras & Equipment is the purchase of cameras at the Melnick Park & Ride lot, lighting and access control systems at Leeds Avenue, bus stop solar lighting and AVL equipment.
- Capital (IT, Facility Repairs/Maint) is the purchase of a submersible pump at the Leeds Avenue Facility.

Ms. Mitchum reviewed the activity of the Pilot Ride Program. She discussed the budget and total costs for FY21-FY23 and noted the FTA 5310 funds available for spending for seniors and disabled individuals total \$55 thousand. The Board of Directors received the Financial Status Report as information.

**4. FY24 Proposed Budget – Request for Approval – Robin Mitchum**

Ms. Mitchum presented the FY24 Proposed Budget. She reviewed, in detail, the proposed line-item changes in revenue, expenditures and capital expenditures. Ms. Mitchum stated that the budget will continue to be monitored to ensure revenues and expenditures remain aligned and that revisions will be recommended as necessary. She noted that the proposed budget will be presented to member governments for their approval and will be presented to the CARTA Board of Directors for final approval. Ms. Mitchum addressed questions and comments.

***Mr. Green made a motion to approve the FY24 Proposed Budget as presented.  
Mr. Brinson seconded the motion. The motion was unanimously approved.***

**5. Digital Signage – Request for Approval**

Ron Mitchum, Executive Director, discussed the Digital Signage contract. He noted that staff is requesting approval to amend the GMV Syncromatics Digital Signage contract for an additional year pursuant to the renewal terms outlined in the contract. Mr. Mitchum stated that the contract was awarded on June 5, 2020 as a two-year contract with three options to renew annually. If approved, the amendment will extend the contract through June 4, 2024.

***Mr. Green made a motion to approve the Digital Signage Contract as presented.  
Mr. Wehrman seconded the motion. The motion was unanimously approved.***

**6. Real Time Location Services – Request for Approval**

Mr. Mitchum presented the Real Time Location Services contract. He noted that staff is requesting approval to amend the Swiftly, Inc.-Real Time Location Services contract for an additional year pursuant to the renewal terms outlined in the contract. Mr. Mitchum stated the contract was awarded on July 1, 2022 as a one-year contract with four options to renew annually. If approved, the amendment will extend the contract from July 1, 2023 to June 30, 2024.

***Mr. Ward made a motion to approve the Real Time Location Services Contract as presented.  
Mr. Lewis seconded the motion. The motion was unanimously approved.***

**7. Project Updates – Ron Mitchum/Staff**

Mr. Mitchum delivered an update on the following projects, noting that progress is being made on all projects: Service Planning Initiatives; Downtown Route Study; US 52 BRT Study; CARTA OnDemand; Shelter Improvement Program; Shipwatch Square Transit Center; Vanpool Program; Transit Oriented Development Study; LCRT. He discussed the following projects in detail: Downtown Route Study- the first Technical Advisory Group (TAG) meeting was held on May 11<sup>th</sup>/staff has been working on multiple ways to promote the survey for the study and continues to participate in public engagement/the survey closes on July 2<sup>nd</sup> and, to date, 861 responses have been received/bi-weekly meetings continue with Nelson/Nygaard as the study progresses; CARTA OnDemand- there are 107 active seniors on the OnDemand roster and 69 active Tel-A-Ride customers using the OnDemand service. OnDemand provided a total of 882 trips with 70% of the trips being taken by paratransit customers and 30% being taken by senior customers. The cost per trip was \$10.97 which was down from April's cost of \$13.75. Mr. Mitchum noted that a detailed report regarding Project Updates was distributed in the Board Meeting Agenda Packet in advance of the meeting. He encouraged Board Members to contact him or the respective project manager regarding any specific concerns or questions. Mr. Mitchum addressed questions and comments. The Board of Directors received the Project Updates Report as information.

**8. Ridership Report – Megan Ross**

Megan Ross, Transit Planner, presented the Ridership Reports as of May 2023. She discussed May 2023 Ridership Trends noting that passenger trips totaled 189,421 and there were 11.5 customers per service hour (11.9 last month). On-time, across all timepoints, was 80%. Ms. Ross stated that overall ridership comparing April 2023 to May 2023 increased by .80%, overall ridership comparing May 2022 to May 2023 decreased by 24.6%, and overall ridership comparing 2022 YTD to 2023 YTD increased by .03%. She noted that Tel-A-Ride ridership for the month was 5,517, which was a decrease of 8.2% comparing 2022 YTD to 2023 YTD. Ms. Ross discussed the missed service comparing the first six months of calendar year 2022 to the first six months of calendar year 2023. She noted that the total missed service for the month of June (as of June 5, 2023) was 205.48. Ms. Ross and Mr. Mitchum addressed questions and comments. The Board of Directors received the Ridership Report as information.

## 9. Executive Session – Contractual Matters

*Mr. Sutton made a motion that the Board of Directors convene into Executive Session.  
Mr. Lewis seconded the motion. The motion was unanimously approved.  
Non-Board Members, Guests and Non-Essential Staff Members were excused.*

*Mr. Brinson made a motion to reconvene the Board of Directors meeting.  
Mr. Lewis seconded the motion. The motion was unanimously approved.*

*Chairman Seekings reconvened the Board Meeting noting that no action was taken  
related to contractual matters discussed during Executive Session.*

## 10. Executive Director’s Report – Ron Mitchum

Mr. Mitchum updated the Board of Directors on the Re-branding project noting that the new brand will be launched in July. He discussed the LCRT project noting that meetings have been held with the Fairgrounds group regarding the site and follow-up meetings are planned. The NEPA process is ongoing and no major issues are anticipated. Mr. Mitchum noted that meetings have been held with the Town of Mt. Pleasant regarding service. He also stated that the search continues for a transit planner and staff is currently soliciting additional transit planning on-call consultants. Mr. Mitchum addressed questions and comments. The Board of Directors received the Executive Director’s Report as information.

## 11. Other Business, If Any

There was no further business to discuss.

## 12. Public Comments, If Any

There were two public comments:

- Renee Orth (aka Queen Ruby): Discussed how the “pirate theme” will boost excitement for riders on the Beach Reach Shuttle and she expressed her concerns regarding missed service based on her personal experience as a child.
- William Hamilton, Best Friends of Lowcountry Transit: Expressed his concerns regarding missed service. He explained how Best Friends of Lowcountry Transit will assist with marketing the Beach Reach service with the “pirate theme” and he announced July 1<sup>st</sup> as being “T-Day” (Veterans Bus to the Beach).

## 13. Board Comments, If Any

There was no further business to discuss.

## 14. Adjourn

Chairman Seekings thanked the Board Members for their service. He recognized Chloe Field with Buffalo Group/Rawle Murdy and commended her work. Chairman Seekings noted that Ms. Field will be leaving BGRM to work with the City of Charleston and wished her well. He stated that the next CARTA Board of Directors meeting will be held on August 16, 2023. There being no further business before the Board, Chairman Seekings adjourned the meeting at 2:15 p.m.

Respectfully submitted,  
Kim Coleman





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Charleston Area Regional Transportation Authority

MEMORANDUM

TO: Board of Directors  
FROM: Robin W. Mitchum, Deputy Director of Finance & Administration  
SUBJECT: June 30, 2023 Financial Report Overview  
DATE: August 7, 2023

Please find attached the June 30, 2023 Financial Report. Below is a brief overview of the activities for FY23.

**Revenues**

- Farebox is the fares collected on the revenue vehicles.
- Passes & Mobile Ticketing is bus pass fares sold to customers.
- Local contributions are funds received for shelter and bench construction.
- The Federal revenue includes operating for the year to date. Federal revenue is recorded as eligible expenditures are incurred.
- Insurance proceeds are a result of accidents.
- Sale of Assets is the proceeds from the sale a 2010 New Flyer and ten 1996 New Flyers.

**Expenditures**

- Staff Salaries & Benefits includes the cost of retiree insurance.
- Supplies includes office and facility maintenance supplies.
- Printing includes costs of printing route brochures and labels. The overage is reprinting of map brochures and passes for the rebrand.
- Automotive is the cost to service the 2018 Ford F150.
- Dues/Memberships is CARTA's membership with Transportation Association of South Carolina (TASC) and the Charleston Metro Chamber of Commerce.
- Office Equipment Rental includes the monthly battery lease for the electric buses and the postage meter.
- Office Equipment Maintenance (OEM) includes Genfare software support, GMV Syncromatics, the Swiftly Transit Time and Insights, Cradlepoint NetCloud Essentials for mobile routers and Zscaler internet security, in addition to IT services.
- Rent includes the Ashley Phosphate Park & Ride Lot, Dorchester Village Shopping Center Park & Ride Lot, Leeds Avenue lot lease from Dominion, and document storage.
- Communications is the cost of phone, internet, and radio services at the facilities and on the buses.
- Utilities includes electric and water at the Superstop, Melnick Park and Ride, the Radio Shop at Leeds Avenue, and the charging stations at Leeds Avenue.
- Advertising is promotional items related to the rebrand.

- Auditing is the cost of the annual audit.
- Custodial services are the cost of janitorial services at the Melnick Park and Ride.
- Pilot Ride Program is customer transportation cost for same day service through independent rideshare.
- Electric Bus Master Plan is to transition CARTA's diesel bus fleet to all-electric buses.
- Other Professional Services includes Genfare report training, appraisal services, bus wash inspection services, and the utility search for Leeds Avenue infrastructure project service.
- Shared Contract Services (IGA & Management) is the extensive services BCDCOG provides to CARTA.
- Fixed Route service is the cost of fixed and commuter service provided by Transdev.
- Money Transport is the cost of the armored guard service to transport cash deposits to the bank.
- Security Services are contracted security service provided at the Super Stop by the City of North Charleston Police Dept.
- Rebranding is services provided to comprehensively review and rebrand agency logos and images.
- Vehicle Maintenance is the cost to maintain the fleet.
- Facility Repair & Maintenance is the cost to maintain facilities.
- Operating Fees & Licenses include credit card transaction fees, storm water fees, solid waste user fees and vehicle title & registration fees.
- Insurance includes the cost of liability insurance provided by the Insurance Reserve Fund. The policy renews January 1 and this is the majority of the expenditures for FY23.
- Paratransit is the cost of paratransit transportation.
- Interest is the interest accrued on the Melnick Park and Ride Loan.
- Non-Capitalized assets include the purchase of shelter trash cans and office computer equipment.

### **Capital Expenditures**

- Rolling Stock is the purchase of a New Flyer Electric Bus.
- Bus Facilities/Charging Stations is the purchase of two charging depots.
- Bus Shelter Construction /Bench Install is the installation of shelters and benches.
- Security/Cameras & Equipment is the purchase of cameras at Melnick park and ride, lighting and access control systems at Leeds Avenue, bus stop solar lighting, and AVL equipment.
- Capital (IT, Facility Repairs/Maint) is the purchase of a submersible pump at the Leeds Avenue facility and Genfare equipment.

**Overall, the agency ended the month with excess of revenues of \$2,331,251.**

If you have any questions, please contact me at 843-529-2126 or [robinm@bcdcog.com](mailto:robinm@bcdcog.com).

**Amount owed to Transdev as of 6/30/2023 is \$1,161,521.89.**

**CARTA**  
**Statement of Revenues & Expenditures**  
**For the Month Ending June 30, 2023**

Time elapsed:  
**75%**

	<b>FY23 Original Budget</b>	<b>FY23 Revised Budget</b>	<b>Actual</b>	<b>% of Budget</b>
<b><u>Operating Revenues</u></b>				
Farebox	1,264,265	1,325,675	1,002,043	76%
Passes & Mobile Ticketing	451,134	516,130	388,075	75%
COC Shuttle	417,104	417,104	302,748	73%
MUSC	753,157	753,157	562,676	75%
City of Charleston - DASH	640,492	665,000	504,387	76%
Local Contributions	-	64,715	160,429	248%
Federal	7,846,622	7,762,136	5,808,967	75%
State Mass Transit Funds	563,757	464,907	-	0%
Sales Tax - Charleston County	12,632,345	12,354,301	9,470,461	77%
Advertising	700,000	800,000	629,666	79%
Insurance Proceeds	100,000	100,000	111,462	111%
Sale of Assets	-	7,157	19,013	266%
Miscellaneous	-	378	378	100%
<b>TOTAL OPERATING REVENUES</b>	<b>25,368,876</b>	<b>25,230,660</b>	<b>18,960,415</b>	<b>75%</b>
<b><u>Operating Expenditures</u></b>				
Staff Salaries & Benefits	8,334	8,848	6,568	74%
Supplies	190,000	300,000	30,945	10%
Printing	25,000	25,000	52,204	209%
Automotive	1,000	1,000	709	71%
Postage	2,085	500	50	10%
Dues/Memberships	2,500	2,500	2,500	100%
Office Equipment Rental	105,687	105,336	87,848	83%
Office Equipment Maintenance	599,953	223,527	158,748	71%
Rent	33,350	33,100	26,101	79%
Communications	166,847	166,847	120,559	72%
Utilities	313,674	313,674	180,051	57%
Advertising	17,500	7,500	8,115	108%
<b><i>Professional Services</i></b>				
Auditing	24,800	25,000	25,000	100%
Legal	7,500	1,000	-	0%
Custodial	25,542	25,542	17,415	68%
Pilot Ride Program	25,000	112,850	70,939	63%
Electric Bus Master Plan	-	58,353	37,541	64%
Other	110,000	45,000	12,776	28%
<b><i>Contract Services</i></b>				
Shared Services - IGA	3,717,619	3,627,902	2,660,882	73%
Fixed Route	14,266,085	14,066,085	8,824,807	63%
Money Transport	7,500	7,500	6,314	84%
Security Services	116,066	105,560	75,075	71%
Rebranding	-	32,903	32,903	100%
Vehicle Maintenance	170,000	170,000	248,342	146%
Facility Repair & Maintenance	33,805	52,285	29,576	57%
Operating Fees & Licenses	37,000	45,300	34,836	77%



**CARTA**  
**Statement of Revenues & Expenditures**  
**For the Month Ending June 30, 2023**

Time elapsed:  
**75%**

	<b>FY23 Original Budget</b>	<b>FY23 Revised Budget</b>	<b>Actual</b>	<b>% of Budget</b>
Insurance	1,198,340	1,052,064	1,042,021	99%
Fuel	1,217,827	1,785,648	1,137,954	64%
Paratransit	2,723,873	2,723,873	1,650,774	61%
Miscellaneous	5,500	3,500	1,526	44%
Interest	50,550	52,463	39,357	75%
Non-Capitalized Assets	165,939	50,000	6,728	13%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>25,368,876</b>	<b>25,230,660</b>	<b>16,629,164</b>	<b>66%</b>
Excess (Deficit) of Revenues Over (Under) Expenditures			<u>2,331,251</u>	

**Capital Revenues**

Rolling Stock	383,482	1,658,772	796,643	
Bus Facilities/Charging Stations	354,570	1,132,402	965,330	
Bus Shelter Construction/Bench Install	-	55,855	-	
Security/ Cameras & Equipment	204,411	242,398	214,259	
Facilities Construction	7,675,353	-	-	
Sales Tax - Charleston County	704,655	982,449	444,539	
<b>TOTAL CAPITAL REVENUES</b>	<b>9,322,471</b>	<b>4,071,876</b>	<b>2,420,771</b>	<b>59%</b>

**Capital Expenditures**

Rolling Stock	479,353	2,073,465	995,805	
Bus Facilities/Charging Stations	380,754	1,422,880	1,072,913	
Bus Shelter Construction/Bench Install	500,000	230,000	70,958	
Security/ Cameras & Equipment	262,011	300,591	273,294	
Facilities Construction	7,675,353	-	-	
Capital (IT, Facility Repairs/Maint)	25,000	44,940	7,801	
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>9,322,471</b>	<b>4,071,876</b>	<b>2,420,771</b>	<b>59%</b>

**CARTA  
BALANCE SHEET  
6/30/2023**

**ASSETS**

<b>ASSETS</b>	
GENERAL OPERATING (BB&T)	10,284,632.52
PETTY CASH	180.00
ACCOUNTS RECEIVABLE	5,275,048.86
PREPAID EXPENSES	292,562.89
INVENTORY - FUEL	39,979.24
DEFERRED OUTFLOWS: ER CONTR	905.00
LAND	5,563,204.76
CONSTRUCTION IN PROGRESS	2,215,526.23
VEHICLES	53,852,125.34
EQUIPMENT	3,251,990.32
FAREBOXES	1,170,017.00
SHELTERS	4,370,040.59
BUS SIGNAGE	238,290.32
FACILITIES	9,413,944.34
PARK & RIDE FACILITY	155,251.20
ACCUMULATED DEPRECIATION	(35,127,149.06)
TOTAL ASSETS	<u>60,996,549.55</u>

**LIABILITIES & EQUITY**

<b>LIABILITIES</b>	
ACCOUNTS PAYABLE	1,655,977.13
NOTE PAYABLE - BB&T	1,444,179.61
ACCRUED INTEREST	18,972.16
OPEB LIABILITY	134,964.00
DEFERRED INFLOWS: OPEB ASSUMP	9,235.00
TOTAL LIABILITIES	<u>3,263,327.90</u>

<b>EQUITY</b>	
CURRENT YEAR FUND BALANCE	2,331,251.07
INVEST IN CAPITAL ASSETS	41,277,372.44
FUND BALANCE	14,124,598.14
TOTAL EQUITY	<u>57,733,221.65</u>

TOTAL LIABILITIES & FUND EQUITY	<u>60,996,549.55</u>
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CARTA  
Pilot Ride Program  
6/30/2023

<u>Activity</u>	BUDGET	FY 21	FY 22	<b>FY 23</b>	Total	Balance	% Complete
		Total Costs	Total Costs	<b>Total Costs</b>			
Pilot Ride Program (80/20)	140,000	1,421	20,778	<b>70,939</b>	93,138	46,862	67%
Total	140,000	1,421	20,778	<b>70,939</b>	93,138	46,862	67%
Federal <i>FTA 5310</i>	112,000	1,137	16,622	<b>53,522</b>	71,281	40,719	64%
Local	28,000	284	4,156	<b>17,417</b>	21,857	6,143	
Total	140,000	1,421	20,778	<b>70,939</b>	93,138	46,862	67%



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Charleston Area Regional Transportation Authority

## MEMORANDUM

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**To:** CARTA Board of Directors  
**From:** Ronald Mitchum, Executive Director  
**Subject:** Request for Approval – Purchase of Sewer Easement  
**Date:** August 9, 2023

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Staff is requesting approval to purchase a 10,250 sq/ft sewer easement at 186 Acres Dr. Ladson, SC 29456 for \$200,000.

The proposed easement will be used to run utilities to the future Lowcountry Rapid Transit Operations & Maintenance Facility located at 175 Acres Dr.



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Charleston Area Regional Transportation Authority

## MEMORANDUM

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**Date:** August 7, 2023  
**To:** CARTA Board of Directors  
**From:** Ronald E. Mitchum, Executive Director  
**Subject:** Transit Planning Project Updates

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Please find the progress reports for transit planning projects.

1. Service Planning Initiatives (Project Manager: Megan Ross)
2. Downtown Route Study (Project Manager: Megan Ross)
3. US 52 BRT Study (Project Manager: Sharon Hollis/Megan Ross)
4. CARTA On-Demand (TNC Pilot Project) (Project Manager: John Lambert)
5. Shelter Improvement Program (Project Manager: Belen Vitello)
6. Shipwatch Square Transit Center (Project Manager: Sharon Hollis)
7. Vanpool Program (Project Manager: Courtney Cherry)
8. Transit Oriented Development Study (Project Manager: Sharon Hollis)
9. Lowcountry Rapid Transit (Project Manager: Sharon Hollis)

Please let me know if you need additional information.

# MEMORANDUM

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## 1. Service Planning Initiatives:

- Staff has a meeting scheduled on August 24th regarding possible service to the corridor along Palmetto Commerce. This area would also connect to Ingleside Blvd. which would assist with the request from Trident Medical Center.
- Staff continues to analyze on time performance through Swiftly. Staff will continue to analyze routes to make necessary changes. Staff plans to focus on two prime routes, the Rt. 10 and Rt. 12.
- Staff is currently participating in three different safety audits; Ashley Phosphate Road, Dorchester Road, and Folly Road. All three audits fall along portions of a number of different routes, making improvements along these corridors very important to transit. Staff so far has completed comments for both Ashley Phosphate and Folly Rd. We will continue to work on the Dorchester Rd. safety audit.
- The Clemson facility located at 1240 Supply St. has opened communication again regarding servicing closer to their facility. Staff is reviewing our existing service to see which options will best work with their request. This request ties into an additional issue we are now facing with a portion of the Rt.104 being closed. Staff has begun the preliminary process for looking at routing configuration.
- Staff completed training on new Remix Software which will help with designing routes and developing scenarios.

## 2. Downtown Route Study

- Staff continues to participate in public engagement regarding the Downtown Charleston Transit Study as we prepare for our 2nd TAG meeting and first open house on August 15.
- Outside of those two meetings, staff is organizing focus groups and one-on-one meetings.
- The survey ended and we saw success with 1400 people participating. By-week meetings continue with Nelson/Nygaard.

## 3. US 52 BRT Study

Scope is being developed. Procurement is anticipated to begin Summer 2023

## 4. CARTA OnDemand (TNC Pilot)

There are one-hundred and eighteen (118) active seniors on the OnDemand roster and seventy-six (76) active Tel-A-Ride customers actively using OnDemand service. In July 2023, CARTA OnDemand saw 832 trips with 63% of the trips being taken by paratransit customers and 37% being taken by



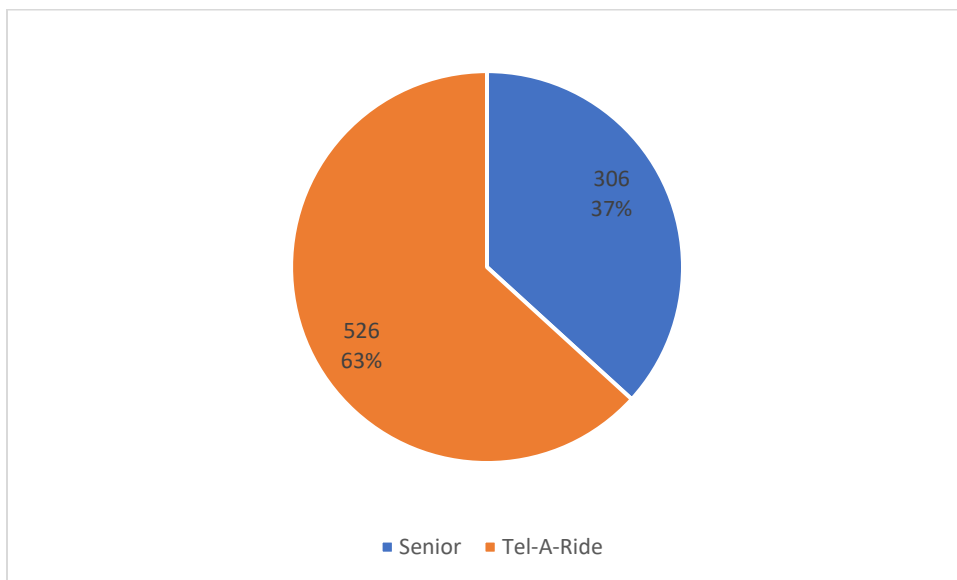
# MEMORANDUM

senior customers as shown in *Figure I*. *Figure II* shows the number of trips provided by the CARTA OnDemand program by month in 2023.

On April 19, 2023 the Board approved changing the trip subsidy for Tel-a-Ride customers to a maximum of \$30 per trip contingent upon a 60-day public awareness period. The change went into effect on June 19, 2023. Lyft has been fully onboarded as a secondary service provider which is now available to customers. Senior customers must “reenroll” in the program to determine if they want 20 Uber trips monthly, 20 Lyft trips monthly, or 10 with each provider. The reenrollment period ends on August 21, 2023. Because Tel-A-Ride customers do not have a monthly trip limit, they do not need to reenroll. We are accommodating WAV trip requests for OnDemand through the existing Tel-a-Ride system.

In July, the 832 trips (Tel-A-Ride and senior) averaged \$8.65 per trip which is down from June's average of \$9.83 per trip. Tel-A-Ride trips averaged \$8.74 and senior trips averaged \$8.47. To date (February 2021 – present), CARTA has spent a total of \$107,090 on the CARTA OnDemand program which includes trips costs and marketing expenses.

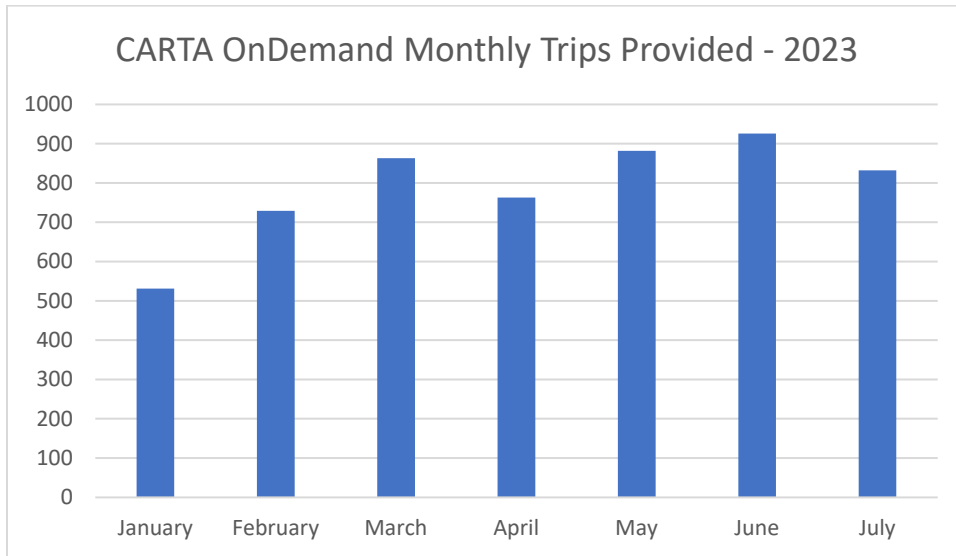
*Figure I*



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Figure II



## 5. CARTA Shelter Improvement Program (SIP)

Bus stops play an important role in how our riders experience transit. CARTA is working to continuously improve our bus stops by providing the best amenities for riders as they board and depart the bus.

### Shelters/Benches in development:

- 77 Meeting St / Romney St- Install and inspection complete, added to infrastructure list
- Glenn McConnell Parkway- Shelters being opened in August. Working with engineers and Charleston County to ensure safety issues are resolved.
- 583 Savannah Hwy / Oak Forest Dr – Shelter in progress
- 135 The Citadel- Shelter in progress
- 305 Morrison Dr / Stuart St- Shelter in progress
- 300 Morrison Dr / Stuart St – Shelter in progress
- 304 Morrison Dr / Jackson St - Bench Only in progress
- 302 Morrison Dr / Jackson St (Sanders-Clyde Elementary)- Shelter
- Savage Road: Installation of sidewalks and shelter pads scheduled to start in Spring/Summer
- Dorchester Road – SCDOT Safety Audit, currently reviewing for SCDOT
- 484 King St / Mt. Pleasant St- CARTA initiated infrastructure
- 329 America St / Columbus St- CARTA initiated infrastructure
- 783 Calhoun St / Ashley Ave- CARTA initiated infrastructure
- 575 Calhoun St / Jonathan Lucas St (far side) - CARTA initiated infrastructure
- 485 Jonathan Lucas St / MUSC Quad- CARTA initiated infrastructure
- 100 Military Magnet Academy- CARTA initiated infrastructure

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- 65 Rivers Ave / Rebecca St- CARTA initiated infrastructure
- 549 Waterfront Park- CARTA initiated infrastructure

## Guidelines

Transit Design Guidelines have been adopted by CARTA Board and staff continues to work with municipalities and developers on implementing these guidelines. These guidelines are being shared with developers through development review.

## Solar Lighting Project

We are ready to move forward with more solar lights. CARTA met with bus drivers during their safety meetings to discuss new locations for solar lights. 112 locations were selected for Phase 2. We have received 50 lights. We are currently working on installing them.

## Digital Signage

This project has been successfully completed. Continue to monitor digital signs. We are seeing issues with accuracy and have shared those concerns to have them updated.

Staff is currently looking for new locations for digital signage as part of the rebranding project.

Three locations have been selected for new digital signs.

- Stop ID No. 51 – Meeting St / Spring St
- Stop ID No. 783 – Calhoun St / Ashley Ave
- Stop ID No. 52 – Mary St / Meeting St

Locations:

- 502 Calhoun St / Jonathan Lucas St (near side)
- 790 Visitors Center on John St
- 539 Aquarium (Concord St)
- 461 Visitors Center / Charleston Museum
- 486 Spring St / Hagood Ave
- 114 Meeting St / Johnson St NB
- 565 Bee St / VA Hospital
- 611 Citadel Mall
- 787 Dorchester Village Shopping Center (Park & Ride)
- 17 Rivers Ave./ Remount Rd.

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296 Dorchester Rd / Leeds Ave SB (at Shelter)  
782 Rivers Ave Park & Ride  
137 N. Charleston SuperStop  
103 N. Charleston Super Stop on Rivers Ave



## 6. Shipwatch Square/Transit Hub

FTA Low No/Bus & Bus Facilities competitive grant was awarded for facility, workforce development and battery electric buses. Grant programming, NEPA and Design are next steps.

## 7. Lowcountry Go Vanpool

BCDCOG staff continues to promote the Lowcountry Go Vanpool program through employer outreach, printed marketing materials, outreach events, and virtual presentations. Outreach is still focused on large regional employers, coordinating with and recruiting local employers with parking difficulties has been a large objective. BCDCOG staff is offering virtual and in-person presentations to provide individuals with an overview of how the vanpool service operates. The Lowcountry Go Vanpool Coordinator continues to promote the program through solicited participation and outreach events.

In June,

- 2 outreach events including a table event for the Joint Base Charleston Newcomers
- 3 new inquiries for vanpool services and several follow-ups on previous inquiries that were pending paperwork completion.

The Vanpool Coordinator provided information on alternative transportation options for new Joint Base transfers. They were given flyers and promotional items and answered questions about what was available in their areas. Additionally, the vanpool program continues to be promoted internally throughout Summerville Medical Center and US Department of State. Lowcountry GO Vanpool continues to work with SC Works Regional Managers to aid in outreach to large employers and potentially assist in work training opportunities.

BCDCOG Staff continues to promote the vanpool program's pilot period, the monthly fare is \$30 per rider regardless of trip distance. Lowcountry Go's fleet of 11 vehicles (four 7-passenger and seven 15-passenger) are leased on a first come, first serve basis. The vans are branded with decals containing the Lowcountry Go Vanpool logo and telephone number. The service is able to accommodate riders in the rural and urban areas of the region as long as one leg of the commute is in the urban area.

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## 8. Transit Oriented Development Study

The Project team continued to hold stakeholder and coordination meetings with municipal planning, housing, and other stakeholders. TOD educational materials and video were completed for upcoming public meetings which began on July 27. Attendance and feedback from the public meetings are being compiled into a report. Work advanced on zoning and code development and E-TOD tool.

## 9. Lowcountry Rapid Transit

A&E Design: 30% design review is complete, and 60% design NTP is pending contract negotiations. Public involvement/NEPA for station location adjustments and Park & Ride are underway. Design for Maintenance Facility to begin in Fall.

Key Stakeholder Coordination: Key stakeholders have been reengaged with the start of design by Engineer of Record. Meetings were held with City of North Charleston and City of Charleston staff to review and gain concurrence on 30% design review changes.

FTA Coordination: Bi-Monthly meetings are held with FTA and their Project Management Oversight Consultant (PMOC) throughout the Engineering phase.

NEPA: Documented Categorical Exclusion was approved by FTA in July 2021. Any changes to the design moving forward will be evaluated to see if the change would result in a change to the NEPA approval that would require re-evaluation will be needed. A reevaluation is being conducted for the new Park & Ride location. A public meeting for the new Park & Ride Location will be held on August 22, 2023. Anticipated to be complete Fall 2023. Corridor re-evaluation of any changes to scope will occur at 60% design.

Maintenance Facility: BCDCOG has acquired the maintenance facility site. Design is scheduled to be advanced to 30% level in Fall 2023.

Transit Signal Prioritization: Transit signal prioritization at intersections is included of the LCRT project. A demonstration project of the TSP on Dorchester Road was initiated in March 2021 to develop the technology and infrastructure on a smaller scale corridor to advance that technology on CARTA transit buses traveling on Dorchester Road. This will provide the framework for the LCRT TSP technology which can be expanded to the remainder of the corridor. Phase 1 is complete, and scope for second phase is being Programmed with an anticipated start of Summer 2023.

Public Involvement: Stakeholder and neighborhood meetings are ongoing. Morgan Grimes, LCRT's communications specialist, has been visiting businesses along the corridor and reaching out to neighborhoods and community organizations. She has had direct communications with over 1,100 businesses and community members along the corridor. LCRT has been coordinating with outreach

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activities for the TOD and Downtown Transit Study efforts and attended the public meetings for the TOD study and provided updates on the project.





# CARTA Monthly Performance June 2023

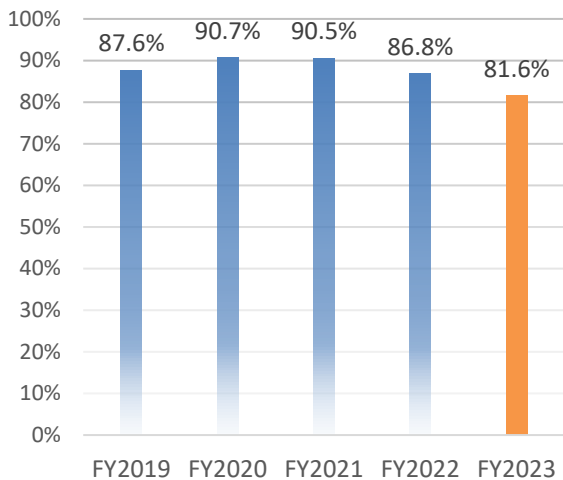
## Fixed Route Performance:

- Passengers per Hour: 11.2
- On Time Performance: 82%
- Complaints per 100,000 Passengers: 2.2
- Compliments per 100,000 Passengers: 0.6
- Miles between Road Calls: 26,089
- Revenue Vehicle Accidents per 100,000 Miles: 3.1
- Preventable Accidents per 100,00 Miles: 1.5

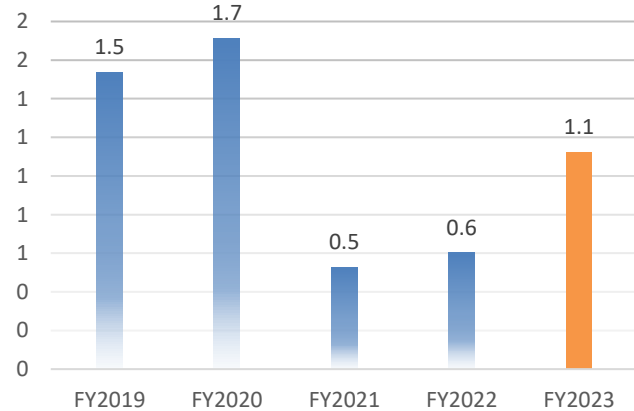
### Fixed Route Annual Trends FY 2019 – FY2023

*(Notes: 1 - FY2023 is partial year data)*

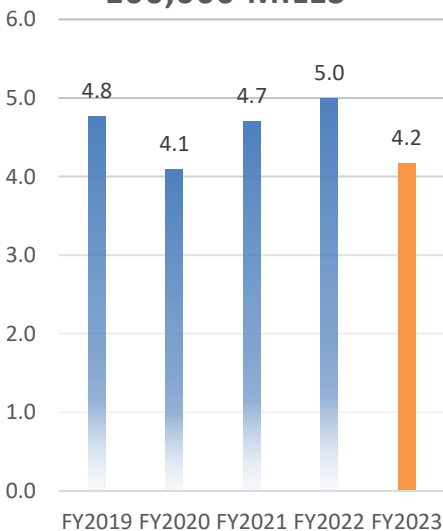
#### ON TIME PERFORMANCE



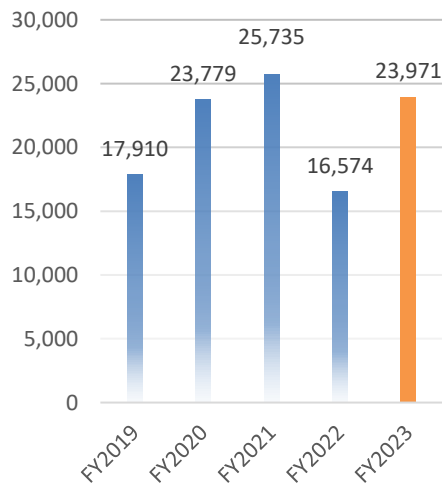
#### COMPLAINTS PER 100,000 PSGRS



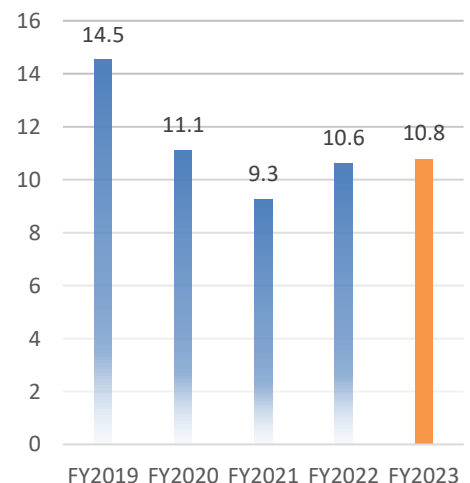
#### ACCIDENTS PER 100,000 MILES



#### TOTAL MILES B/W ROAD CALLS



#### PASSENGERS PER HOUR



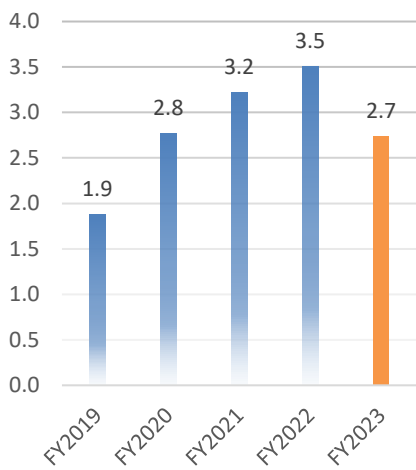
### Paratransit Performance:

- Total Passengers: 4,822; Passengers per Hour: 1.9
- No Shows: 196
- On-Time Performance: 74%
- Complaints per 1,000 Passengers: 0.0
- Compliments per 1,000 Passengers: 0
- Miles between Road Calls: 43,740
- Total Revenue Accidents per 100,000 Miles: 2.3
- Preventable Accidents per 100,000 Miles: 2.3

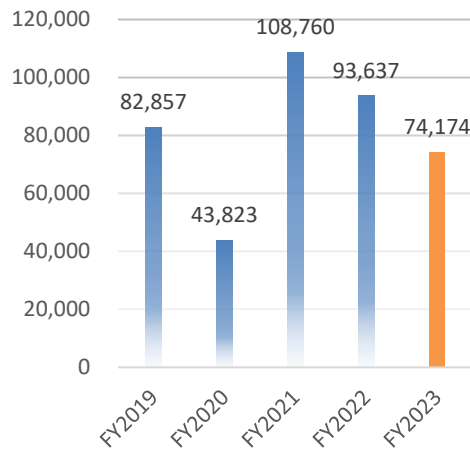
### Paratransit Annual Trends - FY2019 – FY2023

(Notes: 1 - FY2023 is partial year data; 2- Effective January 2021, cancelled at door is rolled into No Shows)

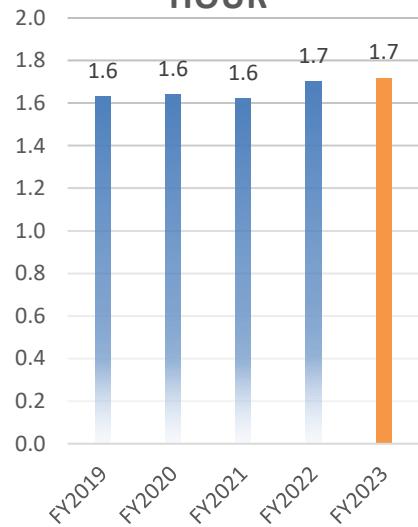
#### ACCIDENTS PER 100,000 MILES



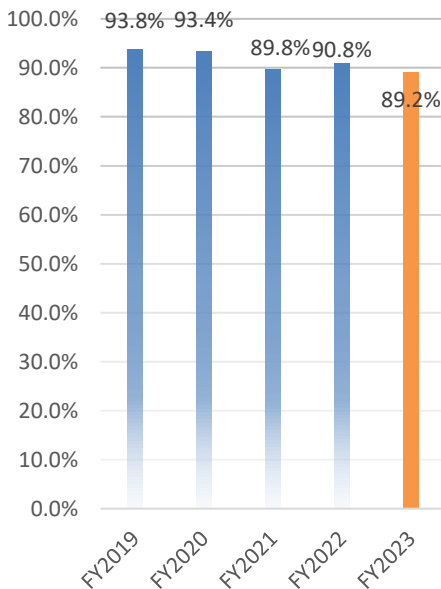
#### MILES B/W ROAD CALLS



#### PASSENGERS PER HOUR



#### ON TIME PERFORMANCE



#### COMPLAINTS PER 1,000 PASSENGERS

