

Berkeley Charleston Dorchester
Rural Transportation Management Association
d/b/a TriCounty Link

BOARD OF DIRECTOR'S MEETING

December 7, 2020

10:00 AM

Join Zoom Meeting:

<https://us02web.zoom.us/j/86998298460>

Passcode: 850996

Call in:

929-205-6099

Webinar ID: 869 9829 8460

AGENDA

1. Call to Order
2. Consideration of Minutes: September 28, 2020
3. FY20 Audit Presentation – Robert E. Milhous, CPA
4. Professional Transit Management Services – Request for Approval
5. Janitorial Services Contract Renewal – Request for Approval
6. Financial Status Report – Robin Mitchum
7. Ridership Reports
8. Executive Director's Report
9. Chairman's Time
10. Adjourn

**Berkeley-Charleston-Dorchester
Rural Transportation Management Association
(d/b/a TriCounty Link)
Board of Directors
September 28, 2020
Virtual Meeting Notes**

The BCD Rural Transportation Management Association (d/b/a TriCounty Link) Board of Directors met via Zoom on Monday, September 28, 2020 following the Berkeley-Charleston-Dorchester Council of Governments' Board of Directors meeting.

MEMBERSHIP: Charles Ackerman; Craig Ascue; George Bailey; Gary Brewer; Johnny Cribb; Steve Davis; David Dennis, Jr.; Charles Duberry; John Dunmyer, III; Robert Gannon; George Gomes; Timothy Goodwin; Stephen Grant; Miriam Green; John Gregg; Greg Habib; Larry Hargett; Kevin Hart; Will Haynie; Clarence Hughes; Tom Hutto; Joseph Jefferson; Allen June; Charlie Ledford; David Mack; Tim Mallard; Summer Massey; Robert Mitchell; Elaine Morgan; Tommy Newell; Patrick O'Neil; Caldwell Pinckney, Jr.; Roy Pipkin; Phillip Pounds; Teddie Pryor; Christie Rainwater; Robert Reid, Jr.; Robby Robbins; Elliott Summey; Keith Summey; John Tecklenburg; Jerry Thrower; Steve Tumbleston; Keith Waring; Ricky Waring; Craig Weaver; Adrian Williams; Melvin Williams; Paul Wimberly; Bill Woolsey; Kathy Woolsey

MEMBERS PRESENT: Charles Ackerman; Craig Ascue; George Bailey; Johnny Cribb; John Dunmyer, III; George Gomes; Miriam Green; John Gregg; Larry Hargett; Kevin Hart; Will Haynie; Summer Massey; Robert Mitchell; Elaine Morgan; Caldwell Pinckney, Jr.; Roy Pipkin; Christie Rainwater; Robert Reid, Jr.; Ricky Waring; Craig Weaver; Melvin Williams

PROXIES: Ryan Johnson for Keith Summey; Aaron Pope for Timothy Goodwin; Keith Benjamin for John Tecklenburg

OTHERS PRESENT: Scott Donahue (SCDOT); Joy Riley (SCDOT); LaToya Grate (SCDOT); Lyle Lee (SCDOT); Erin Porter (SCDOT); Jennifer Necker (SCDOT); Christy Shumate (AECOM); Paul Roberts (Towns of James Island and Kiawah Island); Katie Zimmerman (Charleston Moves); Marquel Coaxum (Rawle-Murdy Associates); Allison Lane (Rawle-Murdy Associates); Ryan McClure (TranSystems); Angela Nartowicz (Joint Base Charleston); WCSC Live5 News; Additional Interested Parties participated via virtual/conference call.

BCDCOG STAFF: Ron Mitchum; Andrea Kozloski; Robin Mitchum; Kathryn Basha; Shiv Shivananjappa; Sarah Cox; Belen Vitello; Jeff Burns; Michelle Emerson; Daniel Brock; Kim Coleman

I. **Call to Order:** Chairman Ackerman called the meeting to order at 11:38 a.m.

II. **Consideration of Minutes: June 29, 2020 Minutes**

***Mr. Bailey made a motion to approve the June 29, 2020 Meeting Minutes as presented.
Mr. Ascue seconded the motion. The Meeting Minutes were unanimously approved.***

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

Robin Mitchum, Deputy Director of Finance and Administration, presented the Financial Status Report for the month ending August 31, 2020. She discussed the report in detail noting an excess of revenues over expenditures of \$93,032.20. Ms. Mitchum noted that the agency remains in good shape and that service has continued throughout the pandemic. Ms. Mitchum addressed questions and comments. The Board received the Financial Status Report as information.

IV. Ridership Reports

Ron Mitchum, Executive Director, presented the Ridership Reports. He noted that prior to the pandemic, ridership had increased. However, to date, most riders are still working from home. Service is slowly recovering and work continues on a program that will allow riders to schedule trips electronically. Mr. Mitchum addressed questions and comments. The Board of Directors received the Ridership Reports as information.

V. Executive Director's Report

Mr. Mitchum discussed the CARES Act funding. He noted that the plan funds are included in the budget and will be used to replace a part of the aging fleet and for the rural vanpool program. Mr. Mitchum delivered an update on operations regarding the pandemic and noted that staff is moving forward with projects. He stated that the agency is doing well regarding safety matters related to COVID-19, cleaning, PPEs, etc. Mr. Mitchum addressed questions and comments. The Board of Directors received Mr. Mitchum's report as information.

VI. Chairman's Time

Chairman Ackerman commended staff for their dedicated work and thanked the Board Members for participating in today's virtual meetings.

VII. Adjourn

There being no further business to discuss, Chairman Ackerman adjourned the meeting at 11:50 a.m.

Respectfully submitted,
Kim Coleman

MEMORANDUM

DATE: November 30, 2020

TO: BCDCOG Board of Directors

FROM: Ronald E. Mitchum, Executive Director

SUBJ: Request for Approval – Professional Transit Management Services

The Professional Transit Management Services selection committee (Ron Mitchum & Robin Mitchum) met on November 30, 2020 and reviewed three (3) proposals for the Professional Transit Management Services RFP. Proposals were received from First Transit, Inc., RATP Dev USA, Inc., and Transdev Services, Inc.

The selection committee is recommending that BCD-RTMA negotiate a contract to **First Transit, inc.** based upon the overall score sheet rankings. If a mutual Agreement cannot be reached, BCD-RTMA is also requesting approval to negotiate with the second highest firm, which is Transdev Services, Inc.

MEMORANDUM

DATE: November 30, 2020

TO: BCDCOG Board of Directors

FROM: Ronald E. Mitchum, Executive Director

SUBJ: Request for Approval – Janitorial Services

BCDCOG is requesting approval to amend the Matt's Professional Cleaning Services LLC. – Janitorial Services contract # COG2019-04 for an additional year pursuant to the terms outlined in the contract. The contract amount is \$906.00 per month.

The contract was awarded as a one (1) year contract with four (4) options to renew annually. The amendment will extend the contract through October 31, 2021.

Berkeley-Charleston-Dorchester Rural Transportation Assoc.
Statement of Revenues & Expenditures
For the Month Ending October 31, 2020

Time elapsed:
33%

	<u>Budget</u>	<u>Actual</u>	<u>% of Budget</u>
<u>Revenues</u>			
Gain/Loss on Sale of Assets	0.00	350.00	N/A
Farebox	84,112.00	21,978.38	26%
Contracts	86,020.00	22,253.00	26%
Miscellaneous Income	0.00	1,719.93	N/A
Advertising Income	5,250.00	3,000.00	57%
Berkeley County	250,000.00	83,625.62	33%
Chas Cty 1/2 cent sales tax	555,000.00	178,976.41	32%
Dorchester County	200,000.00	66,900.51	33%
FTA 5307 (Urban)	225,000.00	150,446.00	67%
FTA 5311 (Operating)	549,244.00	0.00	0%
FTA 5311 (CARES)	986,111.00	502,241.00	51%
FTA 5339 (Vehicles)	68,480.00	68,479.00	100%
TOTAL REVENUES	3,009,217.00	1,099,969.85	37%

<u>Expenditures</u>			
Staff Salaries	919,911.00	217,872.93	24%
Overtime Salaries	107,757.00	40,346.89	37%
Benefits Applied	576,443.00	159,377.98	28%
Fuel & Lubricants	252,711.00	59,154.28	23%
Tires & Tubes	27,545.00	4,738.65	17%
Vehicles Tag & Title	17.00	17.00	100%
Parts	39,255.00	8,376.83	21%
Towing	6,212.00	1,000.00	16%
Advertising	500.00	115.00	23%
Professional Services	75,633.00	17,655.25	23%
Contract Services	353,945.00	125,902.55	36%
Postage	569.00	0.00	0%
Equipment Rental	2,577.00	2,174.38	84%
Agency Insurance	225,248.00	109,582.70	49%
Repairs & Maintenance	50,565.00	4,513.38	9%
Travel	1,500.00	0.00	0%
Office Equipment Maintenance	108,247.00	43,559.43	40%
Office Supplies	12,947.00	2,824.31	22%
Shop Supplies	17,959.00	3,305.86	18%

Berkeley-Charleston-Dorchester Rural Transportation Assoc.
Statement of Revenues & Expenditures
For the Month Ending October 31, 2020

Time elapsed:
33%

	<u>Budget</u>	<u>Actual</u>	<u>% of Budget</u>
Printing	4,587.00	696.32	15%
Rent	2,388.00	1,259.42	53%
Utilities	15,241.00	4,467.23	29%
Communications	30,204.00	9,880.44	33%
Training & Education	2,025.00	0.00	0%
Uniforms	27,191.00	7,629.73	28%
Drug Testing	2,575.00	653.80	25%
Records Check	420.00	52.00	12%
Capital Outlay	121,637.00	112,445.97	92%
Interest - Loan	17,999.00	3,667.64	20%
Miscellaneous	5,409.00	342.92	6%
TOTAL EXPENDITURES	<u>3,009,217.00</u>	<u>941,612.89</u>	31%
 Excess (Deficit) of Revenues Over (Under) Expenditures	 <u>0.00</u>	 <u>158,356.96</u>	

BCD RTMA - TRICOUNTY LINK

Detailed Expenditures/Revenue

	1101	1105	1205	1405	1480	1450	
	ADMIN	CARES (5311) ADMIN	CARES (5311) SHOP	CARES (5311) OPERATIONS	5339 PT-91439-C8	URBAN (5307) OPERATIONS	TOTAL
as of October 31, 2020							
EXPENDITURES:							
Staff Salaries	-	60.95	913.33	132,146.10		84,752.55	217,872.93
Overtime Salaries			351.75	24,300.21		15,694.93	40,346.89
Administrative Leave	-						0.00
Benefits Applied	-	42.33	780.81	96,558.66		61,996.18	159,377.98
Total Direct Personnel	-	103.28	2,045.89	253,004.97	-	162,443.66	417,597.80
Fuel & Lubricants				36,143.26		23,011.02	59,154.28
Tires & Tubes				2,895.32		1,843.33	4,738.65
Vehicles Tag & Title				10.39		6.61	17.00
Parts			5,118.20			3,258.63	8,376.83
Towing				611.00		389.00	1,000.00
Advertising		70.26				44.74	115.00
<i>Professional Services</i>							
Paylocity	1,947.25						1,947.25
Audit Services							-
Custodial Services		2,550.33				1,623.67	4,174.00
Custodial Services - Bus Disinfecting				7,047.28		4,486.72	11,534.00
Miscellaneous							-
<i>Contract Services</i>							
BCDCOG Management Services		7,828.44				4,862.50	12,690.94
BCDCOG Accounting Services		7,637.50				4,984.06	12,621.56
BCDCOG IGA		38,159.42				24,294.63	62,454.05
Fleet Services			23,301.02			14,834.98	38,136.00
Postage							-
Dues & Memberships							-
Equipment Rental	500.00	1,023.03				651.35	2,174.38
Agency Insurance		5,917.80		61,037.23		42,627.67	109,582.70
Repairs & Maintenance		1,399.18		1,358.47		1,755.73	4,513.38
Travel							-
<i>Office Equipment Maint</i>							
RTA Software		611.00				389.00	1,000.00
Copier		10.91				6.94	17.85
IT Services		3,213.22				2,045.75	5,258.97
Internet		59.64				37.97	97.61
Syncromatics				22,720.03		14,464.97	37,185.00
Office Supplies		1,275.14		450.52		1,098.65	2,824.31
Shop Supplies			2,019.95			1,285.91	3,305.86
Printing				425.45		270.87	696.32
Rent	1,259.42						1,259.42
Utilities		2,729.48				1,737.75	4,467.23
Communications		1,612.96	119.29	4,304.73		3,843.46	9,880.44
Training & Education							-
Uniforms				4,661.77		2,967.96	7,629.73
Drug Testing				399.48		254.32	653.80
Records Check				31.78		20.22	52.00
Capital Outlay		95.30	227.90	36,385.00	75,532.00	205.77	112,445.97
Interest - FMB	3,667.64						3,667.64
Miscellaneous	342.92						342.92
TOTAL EXPENDITURES	7,717.23	74,296.89	32,832.25	431,486.68	75,532.00	319,747.84	941,612.89

BCD RTMA - TRICOUNTY LINK
Detailed Expenditures/Revenue

	1101	1105	1205	1405	1480	1450	
		CARES (5311)	CARES (5311)	CARES (5311)	5339	URBAN (5307)	
as of October 31, 2020	ADMIN	ADMIN	SHOP	OPERATIONS	PT-91439-C8	OPERATIONS	TOTAL
REVENUES:							
Gain/Loss on Sale of Assets		350.00					350.00
Farebox				13,428.79		8,549.59	21,978.38
Contracts				13,596.58		8,656.42	22,253.00
Miscellaneous		45.82		1,191.66		482.45	1,719.93
Advertising Income				1,833.00		1,167.00	3,000.00
Rent Income							0.00
Non-Operating Income							0.00
Berkeley County	42,768.53	823.02	450.06	209.16	1,763.25	37,611.60	83,625.62
Charleston County	89,090.82	1,810.64	990.14	460.16	3,879.15	82,745.50	178,976.41
Dorchester County	34,214.84	658.41	360.05	167.33	1,410.60	30,089.28	66,900.51
FTA 5307 (COG)						150,446.00	150,446.00
FTA 5311 PT-201411-03							0.00
FTA 5339/SMTF PT-91439-C8					68,479.00		68,479.00
FTA 5311 PT-2014CA-04		70,609.00	31,032.00	400,600.00			502,241.00
TOTAL REVENUES	166,074.19	74,296.89	32,832.25	431,486.68	75,532.00	319,747.84	1,099,969.85
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	158,356.96	0.00	0.00	0.00	0.00	0.00	158,356.96

BCD RTMA d/b/a TriCounty Link

BALANCE SHEET

PERIOD ENDING: 10/31/2020

ASSETS

FARMERS & MERCHANTS BANK	1,072,896.24
PETTY CASH	50.00
ACCOUNTS RECEIVABLE	111,607.54
HEALTH INSURANCE DEPOSIT	8,564.72
INVENTORY	33,178.20
DEFERRED OUTFLOWS (PENSION PLAN)	280,637.00
LAND	326,715.59
VEHICLES	2,688,287.74
SHOP EQUIPMENT	110,899.72
BUILDINGS & LOTS	1,803,258.14
FF&E	453,814.26
ACCUMULATED DEPRECIATION	<u>-2,782,486.90</u>
TOTAL ASSETS	<u><u>4,107,422.25</u></u>

LIABILITIES

ACCOUNTS PAYABLE	70,258.12
ACCRUED PAYROLL & LIABILITIES	39,304.98
NOTES PAYABLE - FMB	320,636.40
ACCRUED INTEREST PAYABLE	883.88
ACCRUED COMPENSATED ABSENCES	35,596.93
PENSION PLAN	2,516,846.00
EMPLOYEE PAYROLL LIABILITY	-893.14
UNEARNED REVENUE	<u>2,250.00</u>
TOTAL LIABILITIES	<u>2,984,883.17</u>

EQUITY

FUND BALANCE	-1,068,615.15
FUND BALANCE RESTRICTED FOR PENSION	141,428.00
INVEST IN CAPITAL ASSETS	1,891,369.27
CURRENT YEAR FUND BALANCE	<u>158,356.96</u>
TOTAL EQUITY	<u>1,122,539.08</u>
TOTAL LIABILITIES & FUND EQUITY	<u><u>4,107,422.25</u></u>