



*The COMET Board Meeting minutes are prepared and presented in **summary form**, audio recordings of the meetings are on file at The COMET and are part of the approved minutes. If you would like to hear the recording from the meeting, please contact Paige Jernigan at cometadmin@catchthecomet.org.*

*Per SC Code of Laws, Title 30, Chapter 4, Section 30-4-80 - All public bodies shall notify persons or organizations, local news media, or such other news media as may request notification of the times, dates, places, and agenda of all public meetings, whether scheduled, rescheduled, or called, and the efforts made to comply with this requirement must be noted in the minutes of the meetings. **The COMET complied with the notification of this meeting on Friday, April 19, 2019 at 3:15 p.m.***

**The Central Midlands Regional Transit Authority
Board of Director's Meeting Minutes
Wednesday, April 24, 2019 at 3:00 P.M.
3613 Lucius Road, Columbia, SC 29201 – Conference Room A**

Members Present:

Ron Anderson, Chair
Joyce Dickerson*
Bobby Horton (Arrived at 3:18 p.m.)
Derrick Huggins (Arrived at 3:08 p.m.)
Firm
Skip Jenkins*
Col. (R) Roger Leaks, Jr.
Lill Mood
Kevin Reeley
Debbie Summers*
Geraldine Robinson
Andy Smith
William (B.J.) Unthank

Guests Present:

Alan Bristol, Transdev General Manager
Roderick Cockerham, Operations Manager
Frannie Heizer, Burr, Foreman, McNair Law Firm
Rick Morgan, Burr, Foreman, McNair Law Firm
Jamila Sterling, Public member
Robert E. Tyson Jr., Robinson Gray

Absent Board Members:

Jacqueline Boulware
John V. Furgess, Sr.
Carolyn Gleaton
Rep. Leon Howard
Dr. Robert Morris



Indicates participation by phone.

The COMET Staff Present

John Andoh, Executive Director/CEO

Rosalyn Andrews, Director of Finance/CFO

LeRoy DesChamps, Director of Administration & Operations/COO

Paige Jernigan, Interim Administrative & Customer Service Specialist

Dr. Arlene Prince, Director of Regulatory Compliance & Civil Rights Officer

1. CALL TO ORDER AND DETERMINATION OF QUORUM

Mr. Anderson called the meeting to order at 3:03 P.M.

It was determined there was no quorum at 3:03 P.M. Mr. Anderson suggested to begin the meeting with the non-voting items.

2. ADOPTION OF THE AGENDA

Motion:

A motion was made by Mr. Smith and seconded by Col. Leaks to adopt the agenda.

Approved: Anderson, Dickerson, Leaks, Mood, Smith

Absent: Boulware, Furgess, Howard, Huggins, Morris, Gleaton

Motion passed.

Mr. Huggins arrived at 3:08 P.M., resulting in a quorum.

3. MIDLANDS TRANSIT RIDERS ASSOCIATION UPDATE (VERBAL)

No one from the Midlands Transit Riders Association was present.

4. CALL TO THE PUBLIC COMMENTS MUST PERTAIN TO ITEMS NOT ON THE AGENDA.

- THE BOARD CANNOT COMMENT.
- INDIVIDUALS WISHING TO ADDRESS THE BOARD MUST SIGN UP PRIOR TO THE CALL TO ORDER
- COMMENT TIME LIMIT – TWO (2) MINUTES PER PERSON

Jamila Sterling representing the public, asked a question regarding Uber. She wanted to ensure that it would be continuing. The current date reflected on the bus flyer does not show a date past



April 2019. Mr. Andoh confirmed that Uber would be continuing, and the new dates with new code will be posted at the end of the month for the upcoming month.

5. PRESENTATIONS

A. EMPLOYEE OF THE MONTH FOR TRANSDEV AND TRANSPORT CARE SERVICES (ALAN BRISTOL AND RODERICK COCKERHAM)

Mr. Alan Bristol, Transdev General Manager, presented the Employee of the Month to Ms. Donna Burke. Mr. Bristol commented that Ms. Burke is an exemplary employee who is a Behind the Wheel (BTW) trainer. She was unable to make the meeting as she had a prior engagement. She has been with Transdev since 2000.

Col. Leaks asked if most of our staff come to us already Commercial Driver's License (CDL) certified or do we prefer to train them ourselves. Mr. Bristol said we do both, hire trained and train them ourselves. He did say the majority is already CDL certified.

Mr. Roderick Cockerham, Transport Care Services Operation Manager, presented the Employee of the Month to Ms. James (Jimmy) Robinson, Service Line Team. He began 2014 as a driver and transitioned to the service line. Unfortunately, Mr. Robinson was also unable to attend the meeting. Mr. Cockerham commented on Mr. Robinson's work performance and his impeccable work ethic.

B. PUBLIC HEARING AND APPROVAL FOR MAY 2019 ROUTE MODIFICATIONS

Mr. Andoh asked to open the public hearing for the May 2019 route modifications with the goal of improving on time performance. Mr. Anderson opened the hearing and asked if anyone would like to speak from the public.

No comments. Mr. Anderson closed the public hearing.

Mr. Andoh stressed that The COMET has been proactive in communicating the changes to the public. He mentioned events at the Transit Center, Richland Library, etc. He added, generally, the public was in favor of the changes.

Col. Leaks asked if these modifications included Route 61 and if so, have we received any feedback. Mr. Andoh stated that he received no feedback, but he felt it was an easy transition as the route will be covered by Route 62.



Ms. Mood wanted to be sure a few street names were being clearly defined: Knox Abbott Drive not Knox Abbott Street and Beltline Boulevard instead of Beltline Street.

Motion:

A motion was made by Mr. Huggins and seconded by Ms. Mood to adopt the service modifications for May 2019.

Mr. Horton arrived at 3:18 P.M.

Approved: Anderson, Dickerson, Huggins, Leaks, Mood, Smith

Absent: Boulware, Furgess, Howard, Morris, Gleaton

Motion passed.

NOTE: NUMBER 6 ON THE AGENDA WAS LEFT BLANK SO THE NUMBERS WILL APPEAR OFF.

6. CONSENT CALENDAR: THE FOLLOWING ITEMS LISTED UNDER THE CONSENT CALENDAR WILL BE CONSIDERED AS A GROUP AND ACTED UPON BY ONE MOTION WITH NO SEPARATE DISCUSSION, UNLESS A BOARD MEMBER SO REQUESTS. IN THAT EVENT, THE ITEM WILL BE REMOVED FOR SEPARATE DISCUSSION AND ACTION.

- A. APPROVAL OF THE MARCH 27, 2019 MEETING MINUTES (PAIGE JERNIGAN)
- B. APPROVAL OF THE INVOICE PAYMENT SELECTION LISTING ENDING APRIL 30, 2019 (ROSALYN ANDREWS)
- C. FINANCE COMMITTEE UPDATE & ACTION ITEMS (DR. ROBERT MORRIS)
 - I. APPROVE THE PASS DONATION POLICY
 - II. APPROVE RELEASE OF REQUEST FOR PROPOSALS FOR BANKING SERVICES
 - III. APPROVE EXPENSE DETAILS LISTING FROM MARCH 2019 BOARD MEETING
- D. SERVICE COMMITTEE UPDATE & ACTION ITEMS (COL. (R)ROGER LEAKS JR.)
 - I. APPROVAL OF SODA CAP CONNECTOR MARKETING PLAN AND TROLLEY SCHEME (JOHN ANDOH)
 - II. AUTHORIZE IMPLEMENTATION OF SHUTTLE TO CONGAREE NATIONAL PARK (JOHN ANDOH)
- E. INTERMODAL COMMITTEE UPDATES & ACTION ITEMS (DERRICK HUGGINS)
- F. EXECUTIVE COMMITTEE UPDATES & ACTION ITEMS (NO UPDATES).
- G. EXECUTIVE DIRECTOR AD-HOC EVALUATION COMMITTEE UPDATES & ACTION



ITEMS (DR. ROBERT MORRIS)

Mr. Anderson asked for a motion to approve the Consent Calendar as presented. Mr. Smith asked that item: 7A - Approval of the March 27, 2019 BOD meeting minutes be pulled.

Col. Leaks requested to pull out three (3) additional items: C. Finance Committee Update & Action Items, C-I and C-II, the Pass Donation Policy and RFP for Banking Services.

Lastly, Col. Leaks asked we pull out item: *D-1 Soda Cap Connector Marketing Plan and Trolley scheme.*

Mr. Anderson asked for a motion for items B, C-III, D-II, E, F and G to be approved from the Consent Calendar.

Motion:

A motion was made by Mr. Huggins and seconded by Mr. Smith to approve items B, C-III, D-II, E, F and G and to pull items A, C-I, C-II and D-I from the Consent Calendar.

Approved: Anderson, Dickerson, Huggins, Leaks, Mood, Smith

Absent: Boulware, Furgess, Howard, Morris, Gleaton

Motion passed.

Item 7A:

Mr. Smith wanted to look at the minutes from March 27, 2019 on Page 18 and ensure that the minutes reflected that the motion was to hold back the items in question for the Finance Committee to review and to approve the remainder of the check register.

Mr. Smith added that on Page 19, a motion was made to approve the list of Potential Cost Savings as a guide for the FY20 budget process but to strike through the elimination of lunches for Board and delivery of packet via courier.

It was recommended by Mr. Anderson to defer the minutes to Mr. Andoh for review until the next Board meeting.

Motion:

A motion was made by Mr. Smith and seconded by Mr. Huggins to defer the March 27, 2019



minutes to Mr. Andoh for review.

Approved: Anderson, Dickerson, Huggins, Leaks, Mood, Smith

Absent: Boulware, Furgess, Howard, Morris, Gleaton

Motion passed.

Item C-I:

Col. Leaks requested more discussion regarding the Pass Donation Policy. On Page 37, Col. Leaks wanted more clarification on how we will choose the recipients and how requests can be made by an organization. Mr. Andoh reviewed the policy for clarification. Ms. Dickerson expressed concern about the number of passes per organization. Mr. Andoh explained that no more than fifty (50) passes per organization up to \$600 per year and no more than \$7,200 annually.

Mr. Anderson established that to control the number of passes given out, we will use these numbers for the current year and can adjust next year based on request and budget.

Motion:

A motion was made by Ms. Mood and seconded by Ms. Dickerson to approve the Pass Donation Policy.

Approved: Anderson, Dickerson, Huggins, Leaks, Mood, Smith

Absent: Boulware, Furgess, Howard, Morris, Gleaton

Motion passed.

Mr. Andoh stated that we can give an updated report to the Board regularly of the number of passes being donated.

Item C-II:

Ms. Andrews reminded the Board of the desire to move funds to OPTUS Bank. As a result, we ask for Request for Proposal(s) be released for banking services. Col. Leaks asked if we must go out for an RFP. Mr. Andoh reminded the Board of our federal funding, because of this we need to streamline the procurement process. Ms. Dickerson added that she agrees that it should be sent out for offers. Mr. Andoh explained that the goal is to reduce overall bank fees.



Motion:

A motion was made by Col. Leaks and seconded by Mr. Huggins to release Request for Proposal(s) for banking services.

Approved: Anderson, Dickerson, Huggins, Leaks, Mood, Smith

Absent: Boulware, Furgess, Howard, Morris, Gleaton

Motion passed.

Item D-1:

Mr. Andoh explained that the Board had requested to see a marketing plan of the Soda Cap Connector for fiscal year 2019-2020. Mr. Andoh reviewed the plan and the strategies to improve ridership. After community input, the design on Page 72 is the preferred look for the Trolley.

Mr. Anderson explained that he is looking for comparable circulators and their ridership, essentially a comparison to that and our peers.

Col. Leaks mentioned that he has seen a lot of people who are walking during lunch time that we should be targeting. Ms. Dickerson added that some people do enjoy walking. Mr. Andoh mentioned Page 59 highlighting all the ways to market to the downtown crowd.

Mr. Anderson reiterated that the downtown businesses and districts have a responsibility to help in the marketing of our requested services (Ex. Prisma, USC, etc). Mr. Horton asked if we would get the governmental agencies involved in our advertising efforts. Mr. Andoh confirmed that is one of the strategies in the marketing plan.

Motion:

A motion was made by Mr. Huggins and seconded by Col. Leaks to approve the Soda Cap Connector Marketing Plan and the Trolley scheme.

Approved: Anderson, Dickerson, Huggins, Leaks, Mood, Smith

Absent: Boulware, Furgess, Howard, Morris, Gleaton

Motion passed.

Ms. Dickerson left discussion at 3:38 P.M.

7. OTHER DISCUSSION & ACTION ITEMS



A. COMMITTEE APPOINTMENTS FOR NON-VOTING BOARD MEMBERS (JOHN ANDOH)

Mr. Andoh stated that the bylaws allow for the non-voting Board Members to serve on the standing committees, which are Finance and Service Committees and the Chair can make appointments to the standing committees.

Mr. Andoh asked if anyone that is an from the Advisory Board Member would like to serve on any of the standing committees. Mr. Anderson requested that if anyone wants to discuss committee involvement, please contact Mr. Andoh directly.

8. MOTION PERIODS (NO ACTION WOULD BE TAKEN ON THE MOTIONS REQUESTED) (RON ANDERSON, VERBAL)

- A. FROM THE FINANCE COMMITTEE
- B. FROM THE SERVICE COMMITTEE
- C. FROM THE INTERMODAL COMMITTEE

No motions to report from committees.

9. PROGRESS REPORTS – INFORMATIONAL ONLY

- A. CHAIR REPORT
- B. EXECUTIVE DIRECTOR / CEO REPORT
- C. REVIEW OF BOARD MOTIONS FROM JANUARY 2017 TO PRESENT
- D. TRANSIT OPERATIONS REPORT
- E. FINANCE REPORT
- F. DISADVANTAGED BUSINESS ENTERPRISE REPORT
- G. RIDERSHIP REPORT

Motion:

A motion was made by Ms. Mood and seconded by Mr. Smith to approve the progress reports.

Approved: Anderson, Huggins, Leaks, Mood, Smith

Absent: Boulware, Dickerson, Furgess, Howard, Morris, Gleaton

Motion passed.



10. LEGAL/CONTRACTUAL/PERSONNEL (MAY REQUIRE EXECUTIVE SESSION)

Executive session began at 3:42 P.M.

Motion:

A motion was made by Ms. Mood and seconded by Mr. Smith to enter Executive Session.

Approved: Anderson, Huggins, Leaks, Mood, Smith

Absent: Boulware, Dickerson, Furgess, Howard, Morris, Gleaton

Motion passed.

Motion:

A motion was made by Mr. Huggins and seconded by Mr. Smith to come out of Executive Session.

Approved: Anderson, Huggins, Leaks, Mood, Smith

Absent: Boulware, Dickerson, Furgess, Howard, Morris, Gleaton

Motion passed.

Mr. Anderson stated that no action was taken.

Executive session ended at 4:35 P.M.

11. ADJOURN

Motion:

A motion was made by Mr. Leaks and seconded by Mr. Smith to adjourn.

Approved: Anderson, Huggins, Leaks, Mood, Smith

Absent: Boulware, Dickerson, Furgess, Howard, Morris, Gleaton

Motion passed.

Meeting adjourned at 4:38 P.M.

CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY



Adopted this April 25th, 2019, Agenda Item _____

Prepared by:

Paige Jernigan

Paige Jernigan, Interim Administrative & Customer Service Specialist

Approved by:

Andy Smith

Andy Smith, Board Secretary