



3613 LUCIUS ROAD. • COLUMBIA, SC • 29201

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Central Midlands Regional Transit Authority

BOARD OF DIRECTORS AGENDA

Wednesday, January 23, 2019

12:00 PM

3613 Lucius Road, Columbia, SC, 29201

Prior to entering the meeting, please turn all electronic devices (cell phones, pagers, etc.) to a silent, vibrate or off position.

OFFICERS

- Ron Anderson, Chair (City of Columbia)
- John V. Furgess, Sr, Vice Chair (Richland County Legislative Delegation)
- Andy Smith, Secretary (Forest Acres)
- Dr. Robert Morris, Treasurer (Richland County Legislative Delegation)

BOARD MEMBERS

- | | |
|---|------------------------------------|
| Lill Mood (Lexington County) | Carolyn Gleaton (City of Columbia) |
| Joyce Dickerson (Richland County) | Derrick Huggins (City of Columbia) |
| Rep. Leon Howard (Richland County Legislative Delegation) | Roger Leaks (Richland County) |
| Jacqueline Boulware (Richland County) | |

ADVISORY BOARD MEMBERS

- | | |
|-----------------------------------|-------------------------------|
| Skip Jenkins (City of Cayce) | Vacant (Blythewood) |
| Debbie Summers (Lexington County) | Bobby Horton (West Columbia) |
| Kevin Reeley (Springdale) | Geraldine Robinson (Eastover) |

1. CALL TO ORDER AND DETERMINATION OF QUORUM
2. ADOPTION OF THE AGENDA
3. MIDLANDS TRANSIT RIDERS ASSOCIATION UPDATE (VERBAL)
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
5. PRESENTATIONS
 - A. AWARD PRESENTATION
 - B. EMPLOYEE OF THE MONTH FOR TRANSDEV AND TRANSPORT CARE SERVICES (VERBAL) PAGE 3
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 NOVEMBER 28, 2018 MEETING MINUTES (PAM CANTY) PAGES 5-13
 - B. APPROVAL OF CHECK REGISTER ENDING FEBRUARY 1, 2019 (ROSALYN ANDREWS) PAGES 14-21
7. FINANCE COMMITTEE UPDATE & ACTION ITEMS (DR. ROBERT MORRIS) PAGES 22-23
 - A. APPROVAL OF CHECK REGISTER ENDING DECEMBER 31, 2018 PAGES 24-40
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- A. ADA COMPLIANCE REVIEW OF TRANSPORT CARE SERVICES (ARLENE PRINCE) PAGES 56-96
 - B. AUTHORIZE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A CONTRACT FOR MARKETING SERVICES WITH FLOCK & RALLY EFFECTIVE FEBRUARY 1, 2019 (VIRGINIA GOODSON) PAGES 97-100
 - C. AUTHORIZE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A CONTRACT FOR PUBLIC RELATIONS SERVICES WITH CHERNOFF NEWMAN (VIRGINIA GOODSON) PAGES 101-104
 - D. AUTHORIZE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A CONTRACT FOR BUS SHELTERS AND AMENITIES WITH TOLAR MANUFACTURING (VIRGINIA GOODSON) PAGES 105-109
 - E. AUTHORIZE EXECUTIVE DIRECTOR RETROACTIVELY EXECUTE A CONTRACT FOR AUDIT SERVICES WITH HARPER, POSTON & MOREE, CPAS, P.A. (VIRGINIA GOODSON) PAGES 110-111
12. MOTION PERIODS *(NO ACTION WOULD BE TAKEN ON THE MOTIONS REQUESTED)* (RON ANDERSON, VERBAL)
- A. FROM THE SERVICE COMMITTEE
 - I. DEVELOPMENT OF A BUS SHELTER PLAN FOR DELIVERY IN 3 TO 5 YEARS
 - II. DEVELOPMENT OF A SERVICE EQUITY POLICY
 - B. FROM THE FINANCE COMMITTEE
 - C. FROM THE EXECUTIVE COMMITTEE
13. PROGRESS REPORTS - INFORMATIONAL ONLY
 THE FOLLOWING ITEMS LISTED UNDER PROGRESS REPORTS WILL BE CONSIDERED AS A GROUP UNLESS A BOARD MEMBER REQUESTS FOR SEPARATE DISCUSSION.
- A. CHAIR REPORT (RON ANDERSON, VERBAL)
 - B. EXECUTIVE DIRECTOR /CEO REPORT (JOHN ANDOH) PAGES 112-115
 - C. REVIEW OF BOARD MOTIONS FROM JANUARY 2017 TO PRESENT (JOHN ANDOH) PAGES 116-120
 - D. TRANSIT OPERATIONS REPORT (ALAN BRISTOL, TRANSDEV) PAGES 121-146
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 - F. DISADVANTAGED BUSINESS ENTERPRISE REPORT (ARLENE PRINCE) PAGES 158-159
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14. LEGAL/CONTRACTUAL/PERSONNEL (MAY REQUIRE EXECUTIVE SESSION)
- A. EXECUTIVE DIRECTOR ONE YEAR PERFORMANCE EVALUATION (DR. ROBERT MORRIS)
 - B. DISCUSS INTERGOVERNMENTAL AGREEMENT REVISION (RON ANDERSON/JOHN ANDOH)
 - C. DISCUSS CONTRACT NEGOTIATIONS WITH A LARGE EMPLOYER FOR TRANSIT SERVICES (JOHN ANDOH)
15. ADJOURN

All items on this agenda are subject to action being taken by the Board of Directors. Agenda order is subject to change.

GENERAL INFORMATION ABOUT BOARD MEETINGS: The COMET will make all reasonable accommodations for persons with disabilities to participate in this meeting. Upon request to the Administrative Coordinator, The COMET will provide agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Requests should be sent to The COMET by mail at 3613 Lucius Road, Columbia, SC 29201, by fax at (803) 255-7113, or by e-mail to info@catchthecomet.org. For language assistance, interpreter services, please contact (803) 255-7133, 711 through the Relay Service. Para información en Español, por favor llame al (803) 255-7133.

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January 23, 2019

Agenda Item # 5B

To: Central Midlands Regional Transit Authority Board of Directors
From: John Andoh, Executive Director/CEO
Subject: **EMPLOYEE OF THE MONTH FOR TRANSDEV AND TRANSPORT CARE SERVICES**

Requested Action: That the Board of Directors hear a presentation regarding employee of the month from Transdev and Transport Care Services.

Background and Summary: Each month Transdev and Transport Care Services present an employee of the month to the Board of Directors, which is stipulated in Board Policy #6 which the Board to recognize the achievements of the Contractor's employees.

Transdev's Employee of the Month for December 2018 is Malik Saeed. His date of hire was June 2, 2003. He is a one-on-one CDL Passenger Endorsement Instructor. He prepares new hires to obtain CDL/P and travels to other Transdev locations to assist and has even trained Proterra employees to successfully receive their CDL with passenger endorsements. He has a very safe driving record.

Transdev's Employee of the Year for 2018 is Phillip Patterson. His date of hire was January 3, 1978. He began as an employee of SCE&G, Atlantic Express, Connex, Veolia Transportation and now Transdev Services. "Pat" is currently a Behind-The-Wheel trainer for newly hired employees during the cadetting phase. He is also on the Roadeo Committee, helps set-up the course and has trained countless numbers of drivers to become Roadeo winners. He is the most senior driver and the only Statewide Roadeo Winner. Pat also has multiple million miles without a preventable accident. *(Impossible to track due to the length of time and the multiple organizations that have run the service).*

Transport Care Services employee of the month is Brant Nichols for December 2018. He has successfully operated on the DART contract since 1/26/2004. Mr. Nichols is nice with the passengers and always has a pleasant disposition. He will do anything to assist.

Fiscal Impacts: None.

Recommended Motion: None.

Legal Counsel Review: None.

Attachments: None.

For information regarding this staff report, please contact John Andoh, Executive Director/CEO at (803) 255-7087 or email john.andoh@catchthecomet.org.

Approved for Submission,



John Andoh, Executive Director/CEO



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 Missey Lawlor at missey.lawlor@CatchTheCOMET.org or Pamela Canty at pamela.canty@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 Monday, November 26, 2018 and amended on Tuesday, November 27, 2018

The COMET BOARD MEETING MINUTES

November 28, 2018 -12:00 P.M.

3613 Lucius Road, Columbia, SC 29201 – Conference Room A

Members Present:

City of Columbia

Ron Anderson
Carolyn Gleaton

Forest Acres

Andy Smith

Lexington County

Lill Mood

Richland County

Roger Leaks
Jacqueline Boulware*

Rich. Co. Leg. Dele.

John Furgess
Robert Morris
Leon Howard

Guests Present:

Alan Bristol, Transdev
Larry Livingston, Transport Care Services
Chris Land, Transport Care Services
Tanisha Woodson, Transdev
Jackie Bowers, Transdev
Katherine Cason, Lexington County
Carrie Moore
Jerry Francis
Brenda McGriff
Corine Jacobs
Allison Terracio
Amy Ambercrombie
Brian Butler
Patrick Tyndall
Evetta Ross
Carl Hoffman
Gary Hopper, Union
Bill Jordan



Absent Board Members:

- Derrick Huggins
- Skip Jenkins
- Debbie Summers
- Joyce Dickerson
- Bobby Horton

**Indicates participation by phone.*

The COMET Staff Present

- John Andoh, Executive Director/CEO
- Missey Lawlor, Executive Assistant/Board Liaison
- Rosalyn Andrews, Director of Finance/CFO

- Arlene Prince, Compliance and Civil Rights Officer
- Pamela Canty, Administrative Coordinator
- Tiffany James, Community Outreach Coordinator

1. CALL TO ORDER AND DETERMINATION OF QUORUM

Chair Ron Anderson called the meeting to order at 12:00 PM. A quorum was present at the opening of the meeting.

2. ADOPTION OF THE AGENDA

MOTION:

A motion was made by Mr. Furgess, to adopt the agenda to move #13 immediately after #5 and #6 and was seconded by Dr. Morris.

Approve: Furgess, Morris, Gleaton, Smith, Anderson, Mood, **Leaks**

Absent: Huggins, Dickerson, Howard, Boulware

Motion passed

3. MIDLANDS TRANSIT RIDERS ASSOCIATION UPDATE

No update. There were no representatives from the Midlands Transit Riders Association 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

No comments from **the public**.

5. PRESENTATIONS

A. EMPLOYEE OF THE MONTH FOR TRANSDEV AND TRANSPORT CARE SERVICES

Mr. Bristol stated that Transdev has dedicated the following bus operator as employee of the month for November, AS Mr. Phillip Patterson. Mr. Patterson is a gentleman that has been with the Transdev since 1979. He is the only employee that is a National Rodeo winner. Mr. Bristol stated that Mr. Patterson has about three million miles accident free.



Mr. Roderick Cockerham, introduced himself as the newest employee of TCS fulfilling the Operations Manager role. He presented the Transport Care Service employee of the month to Keith Parker. Mr. Parker has been with TCS for about 3 years and assists everyone as needed and is also the most recent Regional Roadeo Winner for Paratransit.

B. CONVERSATION WITH THE UNION

Mr. Gary Hopper, Financial Secretary for the local union, **stated that the union#610 is** out of Charleston which combines the Charleston and Columbia unions. Mr. Hopper stated that they are working with Transdev and Mr. Bristol to work on some items that the ATU has the contract for.

C. THE COMET LEADERSHIP ACADEMY AWARDS

Mr. Anderson presented The COMET Leadership Academy class for this Fall with their awards as well as a 10-Ride pass. He thanked and congratulated each of them.

The graduation class consisted of Boris Claire, Amy Ambercrombie, Allision Terracio, Jocelyn Jennings, Jerry Frances, Kershaw Loins, Carl Hoffman, Brenda McGriff, Terry Moore, Corine Jacobs, and Evetta Ross.

5a. LEGAL/CONTRACTUAL/PERSONNEL (MAY REQUIRE EXECUTIVE SESSION)

A. PERSONNEL DISCUSSION AND REORGANIZATION UPDATE

MOTION:

A motion was made by Mr. Leaks and seconded by Ms. Gleaton to enter into Executive Session to discuss a personnel issue and the reorganization.

Approve: Furgess, Morris, Gleaton, Smith, Anderson, Mood, **Leaks**

Absent: Huggins, Dickerson, Howard, Boulware

Motion passed

Ms. Boulware joined by phone. Mr. Howard entered the room.

Mr. Anderson asked that a motion be made to exit Executive Session pertaining to personal and reorganization matters **with no reportable actions.**

MOTION:

A motion was made by Mr. Furgess and seconded by Dr. Morris to come out of executive session.

Approve: Furgess, Morris, Gleaton, Smith, Anderson, Mood, Boulware, Howard, **Leaks**

Absent: Huggins, Dickerson

Motion passed

No action was taken.



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 IF EVENT, THE ITEM WILL BE REMOVED FOR SEPARATE DISCUSSION AND ACTION.

Mr. Anderson asked for a motion to approve A, B, and F and to remove C, D, E & G from the Consent Agenda.

MOTION:

A motion was made by Ms. Mood and seconded by Ms. Gleaton to approve A, B, F and to remove C, D, E & G from the Consent Agenda.

Approve: Furgess, Morris, Gleaton, Smith, Anderson, Mood, Boulware, Howard, Leaks

Absent: Huggins, Dickerson,

Motion passed

Mr. Anderson asked Mr. Andoh to explain each of the items pulled.

C. APPROVAL OF ADA COMPLAINT PROCEDURES

Dr. Prince gave a report on the changes made to the ADA Complaint Procedure to bring The COMET to compliance as shown on pages 27-30.

MOTION:

A motion was made to adopt the changes made to the ADA Complaint Procedures by Mr. Furgess and seconded by Ms. Gleaton.

Approve: Furgess, Morris, Gleaton, Smith, Anderson, Mood, Boulware, Howard

Absent: Huggins, Dickerson

Motion passed

D. APPROVAL OF ADA APPEALS PROCEDURES

Dr. Prince gave a report on the changes made to the ADA Appeals Procedure Process to bring The COMET as shown on pages 31-36 in compliance. She stated that the biggest change to this was the update to the no show policy and the appeals panel.

DISCUSSION OCCURRED ON THIS MATTER.

Mr. Leaks posed the question if we moved it in house would it be fair to the public.

Dr. Prince stated she thought it would be and it reduced the time frame of having an outsider coming in.

Dr. Morris asked who currently serves on the panel.

Dr. Prince stated that Samuel Scheib currently is the Appeals Hearing Officer.

MOTION:

A motion was made by Mr. Furgess and seconded by Dr. Morris to adopt the changes made to the ADA Appeals Procedures.



Approve: Furgess, Morris, Gleaton, Smith, Anderson, Mood, Boulware, Howard

Opposed: Leaks

Absent: Huggins, Dickerson

Motion passed

E. APPROVAL OF ADA NO-SHOW & LATE CANCELLATION POLICY

Dr. Prince gave a report on the changes per FTA recommendations made to the ADA No-Show & Late Cancellation Policy as shown on pages 37-40.

MOTION:

A motion was made by Furgess, Sr. and seconded by Ms. Gleaton to adopt the changes made to the ADA No-Show & Late Cancellation Policy.

Approve: Furgess, Morris, Gleaton, Smith, Anderson, Mood, Boulware, Howard, Leaks

Absent: Huggins, Dickerson

Motion passed

G. APPROVAL TO AMEND COMPENSATORY AND HOLIDAY POLICY

Mr. Andoh presented this item to the Board as seen on pages 42-53. He stated that page 44 shows the revised policy.

Dr. Morris asked that this policy includes Veterans Day, as he did not see it on the list. Mr. Andoh stated yes.

MOTION:

A motion was made by Dr. Morris and seconded by Mr. Smith to amend the changes made to the Compensatory and Holiday Policy.

Approve: Furgess, Morris, Gleaton, Smith, Anderson, Mood, Boulware, Howard, Leaks

Absent: Huggins, Dickerson

Motion passed

7. FINANCE COMMITTEE UPDATE & ACTION ITEMS

A. APPROVAL OF SETTING BOND AMOUNTS

Dr. Morris gave the update on the Bond Amount and stated the Finance Committee felt the bond amount that is currently in place is sufficient as seen on pages 54 & 55.

MOTION:

A motion was made by Dr. Morris and seconded by Mr. Furgess, to continue with the current bond amount.

Approve: Furgess, Morris, Gleaton, Smith, Anderson, Mood, Boulware, Howard, Leaks

Absent: Huggins, Dickerson

Motion passed



8. SERVICE COMMITTEE UPDATE & ACTION ITEMS

- A. APPROVAL OF EXTENDING THE 801 TO MIDLANDS TECHNICAL COLLEGE - HARBISON
- B. APPROVAL OF REVISED FARE AND SERVICE CHANGE POLICY – S-30
- C. TRANSIT CENTER EVENTS
- D. SODA CAP CONNECTOR SMALL VEHICLE REQUEST & TROLLEY PROCUREMENT

Mr. Anderson stated the Service Committee met and discussed four things, extending The 801 to Midlands Technical College-Harbison, revised fare and service change policy S-30, Transit Center Events, and the Soda Cap Connector Small Vehicle request.

Mr. Andoh asked that a motion be made to approve the Service Committee Agenda A, B, C, D **which within D includes the release of a request for proposals to purchase trolleys.**

MOTION:

A motion was made by Furgess and seconded by Mr. Morris to approve the Service Committee Agenda as distributed.

Approve: Furgess, Morris, Gleaton, Smith, Anderson, Mood, Boulware, Howard, **Leaks**

Absent: Huggins, Dickerson

Motion passed

9. EXECUTIVE DIRECTOR AD-HOC EVALUATION COMMITTEE UPDATE & ACTION ITEMS

Dr. Morris asked the Board to take the packets home and rate Mr. Andoh based on the categories listed. If there are any questions they must please let him know. Dr. Morris asked the board members to return the packet to Mr. DesChamps by December 12th. Mr. Andoh will rate himself and get it to the Board by December 5th. The Ad-Hoc Committee will meet again in December after the 12th to pool the information together. **Mr. Anderson and** Mr. Deschamps will meet with Mr. Andoh to go over his evaluation and the Ad-Hoc Committee will meet again in January to finalize.

Dr. Morris asked Mr. Andoh to cancel the meeting on the Dec. 12th and the Ad-Hoc Committee will meet after the 12th once all board members have sent in their evaluations.

10. OTHER DISCUSSION & ACTION ITEM

- A. ADA COMPLIANCE REVIEW OF TRANSPORT CARE SERVICES

Mr. Anderson stated to defer this item until January. He asked Mr. Andoh to canvas the board members ahead of time to see if they would like to have this on the January Board Agenda or if they would like to hold separate meeting.

- B. AUTHORIZE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A CONTRACT FOR LEGAL SERVICES WITH MCNAIR ATTORNEYS, EFFECTIVE JANUARY 1, 2019

Mr. Andoh presented this item.

DISCUSSION OCCURRED ON THIS MATTER

Mr. Anderson asked if Ms. Leah Moody is the only one on the DBE list.



Dr. Prince stated that she will double check but as far as she saw Leah Moody was the only one for legal services on the DBE contract.

Mr. Leaks asked who wrote the RFP for this contract.

Mr. Andoh stated THE COMET's Procurement Specialist and himself.

Mr. Morris asked if the board can exclude this portion from the contract.

Mr. Andoh said yes.

Ms. Mood asked if the scores would need to be recalculated.

Mr. Andoh stated yes but McNair would still win.

Dr. Morris stated that due to various reasons some of the board do not like the name (Leah Moody) presented because they did not get accurate information in the past from Leah Moody.

MOTION:

A Motion was made by Mr. Furgess and seconded by Ms. Gleaton to negotiate with McNair Law Firm the contract for Legal Services and to meet a 5% requirement for DBE excluding Leah Moody.

Approve: Furgess, Morris, Gleaton, Smith, Anderson, Mood, Boulware, Howard, Leaks

Absent: Huggins, Dickerson

Motion passed

77. MOTION PERIODS

A. FROM THE SERVICE COMMITTEE

I. MARKETING PLAN ON SODA CAP CONNECTOR & INCLUDING BRANDING

II. DEVELOPMENT OF A STREETScape PROJECT AND SUPERSTOP AT THE CORNERS OF HARDEN AND TAYLOR STREETS IN COLUMBIA

B. FROM THE FINANCE COMMITTEE

I. REVIEW OF THE PENNY MODEL

II. PRESENTATION OF TRANSDEV CONTRACT

MOTION:

A Motion was made by Ms. Mood and seconded by Mr. Furgess to all approve all motions from the Finance and Service Committees.

Approve: Furgess, Morris, Gleaton, Smith, Anderson, Mood, Boulware, Howard, Leaks

Absent: Huggins, Dickerson

Motion passed

DISCUSSION OCCURRED ON THIS MATTER

Dr. Morris asked is there a place still for old and new business.

Mr. Andoh stated no, they were in with other items.



Mr. Anderson asked Mr. Andoh that the revise the agenda to include old business, new business and motions.

Dr. Morris asked Mr. Anderson if he is co-chair of the Service Standards Committee. He thought Mr. Huggins gave up his seat as chair.

Mr. Anderson stated Mr. Huggins would like to but he needs to find a replacement. Mr. Huggins is on hold. He stated that he asked Ms. Dickerson to chair the Service Committee but she declined. He is not certain that she will still be a board member come January. If that is the case, they may have someone else from County Council to serve.

Ms. Mood asked that in the Service Committee Meeting begin to look at the Transit Operator's Report and the Ridership Report more in detail.

Mr. Andoh will make sure it is on the agenda going forward.

Mr. Anderson asked for a motion to accept all remaining items as informational.

MOTION:

A motion was made by Mr. Furgess and seconded by Mr. Morris to accept all remaining items on the Board Agenda as informational.

Approve: Furgess, Morris, Gleaton, Smith, Mood, Anderson, Boulware, Leaks, Howard

Absent: Huggins, Dickerson

Motion passed

12. INFORMATIONAL ITEMS

- A. TRANSIT OPERATIONS REPORT
- B. FINANCE REPORT
- C. DISADVANTAGED BUSINESS ENTERPRISE REPORT
- D. RIDERSHIP REPORT

13. ADJOURN

Mr. Anderson asked for a motion to adjourn.

MOTION:

A motion was made by Mr. Furgess and seconded by Dr. Morris to adjourn the meeting at 3:12pm.

Approve: Mr. Furgess, Morris, Gleaton, Smith, Mood, Anderson, Boulware, Leaks, Howard

Absent: Huggins, Dickerson,

Motion passed



CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY

Adopted this _____, 2019, Agenda Item _____

Prepared by:

Pamela Cantry, Administrative Coordinator

Approved by:

Andy Smith, Board Secretary

DRAFT



January 23, 2019

Agenda Item # 6B

To: Central Midlands Regional Transit Authority Board of Directors
From: Rosalyn Andrews, Director of Finance/CFO
Subject: Approval of the Check Register Ending January 31, 2019

Requested Action: Staff recommends that the Board of Directors approve the attached Check Register ending January 31, 2019.

Background and Summary: Attached is the draft Check Register ending January 31, 2019 for the Board's consideration. Total expense is \$1,394,549.28 with 28 checks and 27 ACHs would be issued. At the Board Meeting, additional checks may be presented for the Board's consideration.

Fiscal Impacts: Total expenses is \$1,394,549.28 as of January 31, 2019.

Recommended Motion: That the Board of Directors approve the Check Register ending January 31, 2019.

Legal Counsel Review: None.

Attachments: Check Register.

For information regarding this staff report, please contact Rosalyn Andrews, Director of Finance/CFO at (803) 255-7135 or email rosalyn.andrews@catchthecomet.org.

Approved for Submission,

John Andoh, Executive Director/CEO

Invoice Payment Selection Listing

Vendor Number/ Invoice Number	Dates			Invoice Amount	Discount Applied	Net Amount
	Invoice	Due	Discount			
0001421 ABLE South Carolina						
Check Entry Number: 001						
Electronic Payment:	Bank Account:	2003206720095	Wells Fargo			3,710.00
1046	1/7/2019	2/6/2019		3,710.00	0.00	3,710.00
Comment: 53 Processed Applications						
Vendor 0001421 Totals:				3,710.00	0.00	3,710.00
0001431 Allen's Compressor Service, Inc.						
Check Entry Number: 001						
Electronic Payment:	Bank Account:	0005220158715	BB&T			414.18
31097/QB#6606	12/6/2018	1/5/2019		414.18	0.00	414.18
Comment: Air Filter/Compressor						
Vendor 0001431 Totals:				414.18	0.00	414.18
0007029 Alvie R. Vereen III						
Check Entry Number: 001						
Electronic Payment:	Bank Account:	413001487743	Palmetto Citizens FCU			280.00
12292018B	1/11/2019	1/26/2019		280.00	0.00	280.00
Comment: Security - 12/29						
Vendor 0007029 Totals:				280.00	0.00	280.00
0001055 AmeriGas Propane LP						
Check Entry Number: 001						
Electronic Payment:	Bank Account:	0027481	BNY Mellon			36,146.41
3086679262	12/29/2018	1/28/2019		3,213.88	0.00	3,213.88
Comment: 1600.9 gal @ 2.00/gal						
3086845417	12/31/2018	1/30/2019		3,699.69	0.00	3,699.69
Comment: 1844.2 gal @ 2.00/gal						
3086871940	12/31/2018	1/30/2019		5,496.90	0.00	5,496.90
Comment: 2740.3 gal @ 2.00/gal						
3087006394	1/5/2019	2/4/2019		3,700.87	0.00	3,700.87
Comment: 1849.5 gal @ 1.99/gal						
3087159146	1/8/2019	2/7/2019		4,001.02	0.00	4,001.02
Comment: 2000.2 gal @ 1.99/gal						
3087307680	1/10/2019	2/9/2019		2,069.71	0.00	2,069.71
Comment: 1030.5 gal @ 1.99/gal						
3087351367	1/11/2019	2/10/2019		5,330.26	0.00	5,330.26
Comment: 2667.6 gal @ 1.99/gal						
3087401414	1/12/2019	2/11/2019		3,495.65	0.00	3,495.65
Comment: 1760.8 gal @ 1.98/gal						
3087479893	1/15/2019	2/14/2019		5,138.43	0.00	5,138.43
Comment: 2592.4 gal @ 1.98/gal						
Check Entry 001 Totals:				36,146.41	0.00	36,146.41
Vendor 0001055 Totals:				36,146.41	0.00	36,146.41
0001498 AOS Specialty Contractors, Inc						
Check Entry Number: 001						
Electronic Payment:	Bank Account:	1025012822	Coastal Carolina NB			7,925.00
APPL# 20181025	10/25/2018	11/24/2018		7,925.00	0.00	7,925.00
Comment: Bus Stop Signs/Benches/Trash Cans						
Vendor 0001498 Totals:				7,925.00	0.00	7,925.00
0009660 Arlene Prince						
Check Entry Number: 001						
Electronic Payment:	Bank Account:	000784230170	Bank of America			902.37
JAN19 - AP TRAVEL	1/3/2019	1/18/2019		902.37	0.00	902.37
Comment: Paratransit Mgmt Workshop 1/29 - 1/31						
Vendor 0009660 Totals:				902.37	0.00	902.37
0001359 AT&T Mobility						
Check Entry Number: 001						
Electronic Payment:	Bank Account:	2000009850974	COMET Oper - Wells Fargo			5,011.35
X01092019	1/1/2019	1/16/2019		5,011.35	0.00	5,011.35
Comment: 12/2/18 - 1/1/19						
Vendor 0001359 Totals:				5,011.35	0.00	5,011.35
0001224 Bank of America						
Check Entry Number: 002						
Electronic Payment:	Bank Account:	2000009850974	COMET Oper - WELLS FARGO			51.00
2006-0119	1/14/2019	1/29/2019		51.00	0.00	51.00

Invoice Payment Selection Listing

Vendor Number/ Invoice Number	Dates			Invoice Amount	Discount Applied	Net Amount
	Invoice	Due	Discount			
Vendor 0001224 Totals:				51.00	0.00	51.00
0001246 Bob Johnson's Body Shop						
Check Entry Number:	001					
26714	1/9/2019	1/9/2019		700.55	0.00	700.55
Comment:	Fender Replacement - John's Car					
Vendor 0001246 Totals:				700.55	0.00	700.55
0007011 Britney A. Williams						
Check Entry Number:	001					
10032018	10/23/2018	10/23/2018		280.00	0.00	280.00
Comment:	Security - 10/3, 10/4					
Vendor 0007011 Totals:				280.00	0.00	280.00
0001324 Carroll's Electric Service						
Check Entry Number:	001					
3016	10/29/2018	11/28/2018		2,536.00	0.00	2,536.00
Comment:	Vending Machine Receptacle Installation					
Vendor 0001324 Totals:				2,536.00	0.00	2,536.00
0001132 Chernoff Newman, LLC						
Check Entry Number:	001					
Electronic Payment: Bank Account:	4509324701					12,497.46
042371-0000	12/31/2018	1/30/2019	National Bank of SC	247.46	0.00	247.46
Comment:	Account Support Services					
042372-0000	12/31/2018	1/30/2019		5,000.00	0.00	5,000.00
Comment:	Direct Consultation					
042373-0000	12/31/2018	1/30/2019		4,100.00	0.00	4,100.00
Comment:	Heyward Bannister					
042374-0000	12/31/2018	1/30/2019		1,568.75	0.00	1,568.75
Comment:	COMET Bus Stop Templates					
042375-0000	12/31/2018	1/30/2019		831.25	0.00	831.25
Comment:	Web - Experience Columbia Program					
042376-0000	12/31/2018	1/30/2019		750.00	0.00	750.00
Comment:	Website Maintenance					
Check Entry 001 Totals:				12,497.46	0.00	12,497.46
Vendor 0001132 Totals:				12,497.46	0.00	12,497.46
0001323 CLASSIC FORD OF COLUMBIA						
Check Entry Number:	001					
182699	1/11/2019	2/10/2019		9,365.45	0.00	9,365.45
370981	1/14/2019	2/13/2019		5,113.68	0.00	5,113.68
Check Entry 001 Totals:				14,479.13	0.00	14,479.13
Vendor 0001323 Totals:				14,479.13	0.00	14,479.13
0001247 Colonial Printing, Inc.						
Check Entry Number:	001					
93494	12/28/2018	1/27/2019		212.65	0.00	212.65
Comment:	Desk Nameplates (9)					
93591	1/14/2019	2/13/2019		978.14	0.00	978.14
Comment:	50 System Map Inserts					
Check Entry 001 Totals:				1,190.79	0.00	1,190.79
Vendor 0001247 Totals:				1,190.79	0.00	1,190.79
0001383 Comporium, Inc						
Check Entry Number:	001					
010119	1/1/2019	1/1/2019		25.64	0.00	25.64
Comment:	Late Fee					
Vendor 0001383 Totals:				25.64	0.00	25.64
0000078 Decker Boulevard Business Coalition						
Check Entry Number:	001					
2019 MEMBERSHIP	12/18/2018	1/17/2019		25.00	0.00	25.00
Comment:	2019 Membership					
Vendor 0000078 Totals:				25.00	0.00	25.00
0001117 EDMI, Inc.						
Check Entry Number:	001					
Electronic Payment: Bank Account:	5207751008					8,640.00
48508	12/28/2018	12/28/2018	Branch Banking & Trust Co.	8,640.00	0.00	8,640.00

Vendor Number/ Invoice Number	Dates			Invoice Amount	Discount Applied	Net Amount
	Invoice	Due	Discount			
Vendor 0001117 Totals:				8,640.00	0.00	8,640.00
0001086 Enveloc, Inc.						
Check Entry Number: 001						
Electronic Payment: Bank Account: 1420345617 Regions Bank 466.40 0.00 466.40						
A424081	1/1/2019	1/31/2019		466.40	0.00	466.40
Comment: Dec2018 Backup, Storage & Services						
Vendor 0001086 Totals:				466.40	0.00	466.40
0001027 EST Companies LLC						
Check Entry Number: 001						
32793	1/14/2019	1/14/2019		550.00	0.00	550.00
32794	1/14/2019	2/13/2019		260.00	0.00	260.00
Comment: Wash Rack Service						
Check Entry 001 Totals:				810.00	0.00	810.00
Vendor 0001027 Totals:				810.00	0.00	810.00
0001158 Geneva Capital LLC						
Check Entry Number: 001						
DEPOSIT	12/12/2018	1/11/2019		1,225.00	0.00	1,225.00
Comment: Exercise Equipment						
Vendor 0001158 Totals:				1,225.00	0.00	1,225.00
0001232 Harper, Poston & Moree, P.A.						
Check Entry Number: 001						
Electronic Payment: Bank Account: 000740016937 Bank of America 6,000.00 0.00 6,000.00						
123118	12/31/2018	1/15/2019		6,000.00	0.00	6,000.00
Comment: Auditing Services						
Vendor 0001232 Totals:				6,000.00	0.00	6,000.00
0000077 IAP2 Puget Sound Chapter						
Check Entry Number: 001						
405	12/20/2018	1/4/2019		1,850.00	0.00	1,850.00
Comment: Foundations in Public Participation						
Vendor 0000077 Totals:				1,850.00	0.00	1,850.00
0001006 ID Wholesaler (DW, LLC)						
Check Entry Number: 001						
1536778	11/16/2018	12/16/2018		45.99	0.00	45.99
35730	11/14/2018	12/14/2018		4,181.26	0.00	4,181.26
Check Entry 001 Totals:				4,227.25	0.00	4,227.25
Vendor 0001006 Totals:				4,227.25	0.00	4,227.25
0001432 Industrial Sign & Graphics, Inc						
Check Entry Number: 001						
43169	1/15/2019	2/14/2019		1,663.18	0.00	1,663.18
Vendor 0001432 Totals:				1,663.18	0.00	1,663.18
0001362 Irmo Lock Company						
Check Entry Number: 001						
1365037	1/8/2019	1/23/2019		540.00	0.00	540.00
Vendor 0001362 Totals:				540.00	0.00	540.00
0007035 Jacob A. Self						
Check Entry Number: 001						
Electronic Payment: Bank Account: 413001666166 Palmetto Citizens FCU 280.00 0.00 280.00						
12302018B	1/11/2019	1/26/2019		280.00	0.00	280.00
Comment: Security - 12/30						
Vendor 0007035 Totals:				280.00	0.00	280.00
0007016 Jimmy Sherrod Jr						
Check Entry Number: 001						
12202018B	1/11/2019	1/11/2019		840.00	0.00	840.00
Comment: Security - 12/20, 12/28, 12/29						
Vendor 0007016 Totals:				840.00	0.00	840.00
0007017 Jonnise Pierce						
Check Entry Number: 001						
11192018B	1/11/2019	1/11/2019		1,120.00	0.00	1,120.00
Comment: Security - 11/19, 12/4, 12/12, 12/17						
Vendor 0007017 Totals:				1,120.00	0.00	1,120.00

Vendor Number/ Invoice Number	Dates			Invoice Amount	Discount Applied	Net Amount
	Invoice	Due	Discount			
0007022 Kenneth Gleaton						
Check Entry Number: 001						
12312018B	1/11/2019	1/11/2019		280.00	0.00	280.00
Comment: Security - 12/31/18						
Vendor 0007022 Totals:				280.00	0.00	280.00
0007023 Lance W. Crocker						
Check Entry Number: 001						
12202018B	1/11/2019	1/11/2019		840.00	0.00	840.00
Comment: Security - 12/20, 12/22, 12/26						
Vendor 0007023 Totals:				840.00	0.00	840.00
0007036 Larry M. McFadden						
Check Entry Number: 001						
Electronic Payment: Bank Account: 6534196941			Wells Fargo			280.00
12302018B	1/11/2019	1/26/2019		280.00	0.00	280.00
Comment: Security - 12/30						
Vendor 0007036 Totals:				280.00	0.00	280.00
0001145 MAN Engines & Components, Inc.						
Check Entry Number: 001						
LT10028-IN	12/6/2018	1/5/2019		20,280.00	0.00	20,280.00
Vendor 0001145 Totals:				20,280.00	0.00	20,280.00
0007005 Michael Bailey						
Check Entry Number: 001						
Electronic Payment: Bank Account: 5587153882			Wells Fargo Bank			840.00
12222018B	1/11/2019	1/11/2019		840.00	0.00	840.00
Comment: Security - 12/22, 12/23						
Vendor 0007005 Totals:				840.00	0.00	840.00
0001019 Office Depot, Inc.						
Check Entry Number: 001						
2265002436	1/7/2019	2/6/2019		14.97	0.00	14.97
252622486001	12/31/2018	1/30/2019		367.55	0.00	367.55
252640010001	12/29/2018	1/28/2019		49.98	0.00	49.98
Comment: Condiment Organizer						
Check Entry 001 Totals:				432.50	0.00	432.50
Vendor 0001019 Totals:				432.50	0.00	432.50
0001497 Palmetto Exterminators, Inc.						
Check Entry Number: 001						
Electronic Payment: Bank Account: 170011999101			First Citizens			610.00
1820751	12/30/2018	1/29/2019		160.00	0.00	160.00
Comment: Pest Control - Facility						
1820757	12/30/2018	1/29/2019		450.00	0.00	450.00
Comment: Pest Control - Vehicles						
Check Entry 001 Totals:				610.00	0.00	610.00
Vendor 0001497 Totals:				610.00	0.00	610.00
0001327 Palmetto Payroll Solutions						
Check Entry Number: 002						
Check Comment: PYRL#93						
Electronic Payment: Bank Account: 2000009850974			COMET Oper - Wells Fargo			91.40
70080	12/31/2018	12/31/2018		91.40	0.00	91.40
Comment: PYRL#93						
Vendor 0001327 Totals:				91.40	0.00	91.40
0001177 Palmetto Propane, Fuels, & Ice, Inc.						
Check Entry Number: 001						
Electronic Payment: Bank Account: 8010000044776			South State Bank			13,641.84
130363	12/31/2018	1/30/2019		13,641.84	0.00	13,641.84
Comment: 7504 gal @ 1.79/gal						
Vendor 0001177 Totals:				13,641.84	0.00	13,641.84
0009050 Pamela C. Canty						
Check Entry Number: 001						
Electronic Payment: Bank Account: 6210030355258			American Express			43.27
JAN19 - PC TRAVEL	1/7/2019	1/22/2019		43.27	0.00	43.27
Comment: Mileage - Listening Session 1/7						
Vendor 0009050 Totals:				43.27	0.00	43.27

Vendor Number/ Invoice Number	Dates			Invoice Amount	Discount Applied	Net Amount
	Invoice	Due	Discount			
0001057 PEBA - SC Retirement Systems						
Check Entry Number: 001						
Electronic Payment:	Bank Account:	2000009850974		COMET Oper - Wells Fargo		18,606.50
DEC 2018	12/31/2018	1/30/2019		18,606.50	0.00	18,606.50
Vendor 0001057 Totals:				18,606.50	0.00	18,606.50
0001144 PEBA Insurance Finance						
Check Entry Number: 002						
Electronic Payment:	Bank Account:	2000009850974		COMET Oper - Wells Fargo		8,192.60
JAN 2019	12/17/2018	12/17/2018		8,192.60	0.00	8,192.60
Vendor 0001144 Totals:				8,192.60	0.00	8,192.60
0001405 Pitney Bowes Global Financial						
Check Entry Number: 001						
Electronic Payment:	Bank Account:	2000009850974		COMET Operating Wells Fargo		210.00
3307922405	1/1/2019	1/31/2019		210.00	0.00	210.00
Comment: Lease 1/30/19 - 04/29/19						
Vendor 0001405 Totals:				210.00	0.00	210.00
0001236 Remix Software, Inc.						
Check Entry Number: 001						
Electronic Payment:	Bank Account:	661166855		Chase Bank		3,750.00
IN-0570	1/3/2019	1/18/2019		3,750.00	0.00	3,750.00
Comment: Enterprise License 10/1/18 - 12/31/18						
Vendor 0001236 Totals:				3,750.00	0.00	3,750.00
0001520 Safety Kleen Systems Inc.						
Check Entry Number: 001						
78489276	11/16/2018	12/16/2018		1,468.50	0.00	1,468.50
Comment: Vacuum Fee						
Vendor 0001520 Totals:				1,468.50	0.00	1,468.50
0001335 SC Deferred Compensation						
Check Entry Number: 001						
Electronic Payment:	Bank Account:	2000009850974		COMET Oper - Wells Fargo		903.54
745588483	12/20/2018	12/20/2018		798.54	0.00	798.54
Comment: PYRL#92						
745588928	12/20/2018	12/20/2018		105.00	0.00	105.00
Check Entry 001 Totals:				903.54	0.00	903.54
Vendor 0001335 Totals:				903.54	0.00	903.54
0001004 SCE&G						
Check Entry Number: 001						
Electronic Payment:	Bank Account:	2000009850974		COMET Oper - Wells Fargo		1,300.25
0664-1218	1/7/2019	1/22/2019		1,165.03	0.00	1,165.03
Comment: 1224 Laurel St						
0838-1218	1/7/2019	1/22/2019		135.22	0.00	135.22
Comment: 1220 Assembly St						
Check Entry 001 Totals:				1,300.25	0.00	1,300.25
Vendor 0001004 Totals:				1,300.25	0.00	1,300.25
0001309 SHARP BUSINESS SYSTEMS						
Check Entry Number: 001						
9001653276	1/15/2019	2/14/2019		108.19	0.00	108.19
Comment: Maintenance/Downstairs Copier 1/1 - 1/14						
9001653290	1/15/2019	2/14/2019		1,233.00	0.00	1,233.00
Check Entry 001 Totals:				1,341.19	0.00	1,341.19
Vendor 0001309 Totals:				1,341.19	0.00	1,341.19
0001091 State Fiscal Accountability Authority						
Check Entry Number: 001						
2019-MMO5-12	10/9/2018	10/24/2018		120.00	0.00	120.00
Comment: SC RFP Process Class 10/3/18						
Vendor 0001091 Totals:				120.00	0.00	120.00
0007027 Timothy M. Snyder						
Check Entry Number: 001						
12242018B	1/11/2019	1/11/2019		280.00	0.00	280.00
Comment: Security - 12/24						
Vendor 0007027 Totals:				280.00	0.00	280.00

Invoice Payment Selection Listing

Vendor Number/ Invoice Number	Dates			Invoice Amount	Discount Applied	Net Amount
	Invoice	Due	Discount			
0001001 Transdev Services Inc.						
Check Entry Number: 001						
Electronic Payment: Bank Account: 4426416054 Bank of America						
DART231218	12/20/2018	1/19/2019		101,698.60	0.00	101,698.60
Comment: Dec. 1 - 15, 2018						
DART241218	1/5/2019	2/4/2019		90,337.80	0.00	90,337.80
Comment: 62.80 @ 1438.5 hrs						
DEC2018 LD	12/31/2018	1/30/2019		11,111.00-	0.00	11,111.00-
Comment: Liquidated Damages						
FR01072019	1/7/2019	2/6/2019		5,861.25	0.00	5,861.25
Comment: Bus Stop Technician 12/3 - 12/31						
FR211118 ADJ	11/20/2018	12/20/2018		1,182.49-	0.00	1,182.49-
Comment: Nov. 1 - 15 Adjustment						
FR231218	12/20/2018	1/19/2019		519,213.04	0.00	519,213.04
Comment: Dec. 1 - 15, 2018						
FR241218	1/5/2019	2/4/2019		488,650.12	0.00	488,650.12
Comment: Dec. 16 - 31, 2018						
LD - CALL CENTER	11/26/2018	12/26/2018		100.00-	0.00	100.00-
Comment: Liquidated Damages - Call Center						
LD - FB COMPLAINT	1/5/2019	2/4/2019		50.00-	0.00	50.00-
Comment: Liquidated Damages - FB Complaint						
LD - FOREST DRIVE	1/7/2019	2/6/2019		100.00-	0.00	100.00-
Comment: Liquidated Damages - Forest Drive Stops						
LD - HARBISON STOP	1/7/2019	2/6/2019		50.00-	0.00	50.00-
Comment: Liquidated Damages - Harbison Superstop						
LD - LANDSCAPE SEP18	9/19/2018	10/19/2018		50.00-	0.00	50.00-
Comment: Liquidated Damages - Landscaping						
LD - NO BADGE DEC18	12/7/2018	1/6/2019		500.00-	0.00	500.00-
Comment: Liquidated Damages - No EE Badge						
LD - NO BADGE JAN19	1/9/2019	2/8/2019		500.00-	0.00	500.00-
Comment: Liquidated Damages - No EE Badge						
Check Entry 001 Totals:				1,192,117.32	0.00	1,192,117.32
Vendor 0001001 Totals:				1,192,117.32	0.00	1,192,117.32
0001441 TransLoc, Inc.						
Check Entry Number: 001						
11181	1/1/2019	1/31/2019		4,640.00	0.00	4,640.00
Comment: Jan2019 - Transloc Software 58 Vehicles						
11794	1/8/2019	2/7/2019		3,200.00	0.00	3,200.00
Check Entry 001 Totals:				7,840.00	0.00	7,840.00
Vendor 0001441 Totals:				7,840.00	0.00	7,840.00
0001267 TriTek Fire & Security, LLC						
Check Entry Number: 001						
22950	1/2/2019	2/1/2019		2,115.00	0.00	2,115.00
Comment: Annual Fire Alarm Inspection & Renewal						
Vendor 0001267 Totals:				2,115.00	0.00	2,115.00
0001269 Wells Fargo Financing Leasing						
Check Entry Number: 001						
5005681993	12/23/2018	1/22/2019		416.00	0.00	416.00
Comment: Lanier Copier LD360SP 1/18 - 2/17						
Vendor 0001269 Totals:				416.00	0.00	416.00
0001470 WEX BANK						
Check Entry Number: 001						
Electronic Payment: Bank Account: 2000009850974 COMET Oper - WELLS FARGO						
57190316	12/31/2018	1/5/2019		302.66	0.00	302.66
Comment: 147.86 gal @ AVG \$1.96/gal						
Vendor 0001470 Totals:				302.66	0.00	302.66
0007018 William Karl Outen Jr.						
Check Entry Number: 001						
12242018B	1/11/2019	1/11/2019		560.00	0.00	560.00
Comment: Security - 12/24, 12/31						
Vendor 0007018 Totals:				560.00	0.00	560.00
0001106 WIS TV/ WIS Bounce						
Check Entry Number: 001						
2044543-4	12/31/2018	1/30/2019		3,850.00	0.00	3,850.00

Vendor Number/ Invoice Number	Dates		Discount	Invoice Amount	Discount Applied	Net Amount
	Invoice	Due				
Comment: Commercial Air Time						
Vendor 0001106 Totals:				3,850.00	0.00	3,850.00
Report Totals:				1,394,549.28	0.00	1,394,549.28

Total number of checks: 28
 Total number of checks not printed: 28
 Total number of ACH entries: 27

DRAFT



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Central Midlands Regional Transit Authority

FINANCE COMMITTEE AGENDA

Wednesday, January 9, 2019

10:00 a.m.

3613 Lucius Road, Columbia, SC, 29201

Conference Room A (Large) - 2nd Floor

Prior to entering the meeting, please turn all electronic devices (cell phones, pagers, etc.) to a silent, vibrate or off position.

Dr. Robert Morris, Chair (Richland County Delegation)

Andy Smith (Forest Acres)

Rep. Leon Howard (Richland County Legislative Delegation)

Roger Leaks (Richland County)

Jacqueline Boulware (Richland County)

-
1. CALL TO ORDER AND DETERMINATION OF QUORUM
 2. ADOPTION OF AGENDA
 3. ADOPT MINUTES FROM NOVEMBER 14, 2018 MEETING Pages 3-8
 4. MATTERS REFERRED FROM THE BOARD OF DIRECTORS (John Andoh)
 - Discuss Previous Motions From March 2017 to Present Page 9
 5. REVIEW CURRENT FINANCES ENDING NOVEMBER 30, 2018 (Rosalyn Andrews) Pages 10-17 & Handout
 6. DISADVANTAGED BUSINESS ENTERPRISE (DBE) UPDATE (Arlene Prince) Page 18 & Handout
 7. OLD BUSINESS
 8. NEW BUSINESS (John Andoh, Rosalyn Andrews)
 - A. Approval of the Check Register Ending December 31, 2018 Pages 19-35
 - B. Presentation of the Transdev Contact Page 36
 - C. Grants Funding Plan for FFY 2016, FFY 2017, FFY 2018 and FFY 2019 Page 37-40
 - D. Funding Lexington County and Newberry County Service Page 41-50

9. LEGAL/CONTRACTUAL/PERSONNEL (may require executive session)

10. ADJOURN

All items on this agenda are subject to action being taken by the Committee. Agenda order is subject to change.

Upcoming Meeting Dates:

Board of Directors Meeting

Wednesday, January 23, 2019

12:00 p.m.

Lowell C. Spires, Jr. Regional Transit Facility - 3613 Lucius Road, Columbia
Conference Room A (Large)



January 23, 2019

Agenda Item # 8A

To: Central Midlands Regional Transit Authority Board of Directors
From: Rosalyn Andrews, Director of Finance/CFO
Subject: Approval of the Check Register Ending December 31, 2018

Requested Action: Staff recommends that the Board of Directors approve the attached Check Register ending December 31, 2018, retroactively.

Background and Summary: Attached is the draft Check Register ending December 31, 2018 for the Board's consideration. Total expense is \$1,413,519.47 with 63 checks and 31 ACHs would be issued.

Fiscal Impacts: Total expenses is \$1,413,519.47 as of December 31, 2018.

Recommended Motion: That the Board of Directors recommend approval of the Check Register ending December 31, 2018, retroactively.

Legal Counsel Review: None.

Attachments: Check Register.

For information regarding this staff report, please contact Rosalyn Andrews, Director of Finance/CFO at (803) 255-7135 or email rosalyn.andrews@catchthecomet.org.

Approved for Submission,

John Andoh, Executive Director/CEO

Check Register

Journal Posting Date: 12/31/2018

Register Number: CD-000549

CENTRAL MIDLANDS TRANSIT/The COMET (CMR)

Bank Code: A - Operating Account - WellsFargo								
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
012076	12/31/2018	0000002	APTA				Check Entry Number: 001	
			090958	11/5/2018	216.00	0.00	216.00	
				Invoice Comment: Passenger Transport Classified Ad 11/5				
			G/L Account: 4203-000-000-00	Mktg/Adv/Promotion			216.00	
012077	12/31/2018	0000006	Black Pages International				Check Entry Number: 001	
			409773	12/21/2018	2,750.00	0.00	2,750.00	
				Invoice Comment: 1/2 Page Color Ad				
			G/L Account: 4203-000-000-00	Mktg/Adv/Promotion			2,750.00	
012078	12/31/2018	0000030	National Pen Co. LLC				Check Entry Number: 001	
			110505484	12/14/2018	872.95	0.00	872.95	
				Invoice Comment: 500 Venice Notepad & Pen Sets				
			G/L Account: 4203-000-000-00	Mktg/Adv/Promotion			872.95	
012079	12/31/2018	0000055	AIA Corporation				Check Entry Number: 001	
			3AT2343914	12/4/2018	1,265.53	0.00	1,265.53	
			G/L Account: 4203-000-000-00	Mktg/Adv/Promotion			553.50	
			G/L Account: 4203-000-000-00	Mktg/Adv/Promotion			612.00	
			G/L Account: 4203-000-000-00	Mktg/Adv/Promotion			71.00	
			G/L Account: 4203-000-000-00	Mktg/Adv/Promotion			29.03	
012080	12/31/2018	0000067	Simme LLC				Check Entry Number: 001	
			0030178	11/30/2018	9,808.00	0.00	9,808.00	
			G/L Account: 4506-000-000-00	Fed Exp:Cap'l-NonPM			5,680.00	
			G/L Account: 4506-000-000-00	Fed Exp:Cap'l-NonPM			1,736.00	
			G/L Account: 4506-000-000-00	Fed Exp:Cap'l-NonPM			882.00	
			G/L Account: 4506-000-000-00	Fed Exp:Cap'l-NonPM			700.00	
			G/L Account: 4506-000-000-00	Fed Exp:Cap'l-NonPM			810.00	
012081	12/31/2018	0000069	Santee Automotive LLC				Check Entry Number: 001	
			4929	11/20/2018	24,180.00	0.00	24,180.00	
				Invoice Comment: Dodge Journey				
			G/L Account: 1730-000-000-00	Automobiles			0.00	
			G/L Account: 4505-000-000-00	Federal Exp: CapX			0.00	
			G/L Account: 1730-000-000-00	Automobiles			24,180.00	
012082	12/31/2018	0000076	ULINE, Inc.				Check Entry Number: 001	
			103607463	11/29/2018	740.16	0.00	740.16	
				Invoice Comment: Smokers's Receptables (4), Barrier Post,				
			G/L Account: 4502-000-000-00	FF&E <\$5000			740.16	
			103687601	12/3/2018	829.02	0.00	829.02	
				Invoice Comment: 46" Round Picnic Table				
			G/L Account: 4502-000-000-00	FF&E <\$5000			829.02	
			Check 012082 Total:			1,569.18	0.00	1,569.18
012083	12/31/2018	0001018	Brownstone Design LLC				Check Entry Number: 001	
			07-2018	11/30/2018	690.00	0.00	690.00	
				Invoice Comment: Architect & Engineering Services				
			G/L Account: 4363-000-000-00	Engineering & Design			690.00	
012084	12/31/2018	0001019	Office Depot, Inc.				Check Entry Number: 001	
			245989099001	12/12/2018	112.55	0.00	112.55	
			G/L Account: 4206-000-000-00	Office Expense			112.55	
			249385177001	12/20/2018	43.57	0.00	43.57	
			G/L Account: 4206-000-000-00	Office Expense			43.57	
			249385274001	12/21/2018	14.99	0.00	14.99	
			Invoice Comment: Rotating K-Cup Carousel					

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		G/L Account: 4206-000-000-00	4206-000-000-00	Office Expense					14.99
			249385275001		12/20/2018	143.04	0.00	143.04	
		G/L Account: 4206-000-000-00	4206-000-000-00	Office Expense					143.04
			249385276001		12/20/2018	13.59	0.00	13.59	
		G/L Account: 4206-000-000-00	4206-000-000-00	Office Expense					13.59
				Check 012084 Total:		327.74	0.00	327.74	
012085	12/31/2018	0001022	Spirit Telecom						Check Entry Number: 001
			1436459		12/1/2018	1,713.28	0.00	1,713.28	
		G/L Account: 4383-000-000-00	4383-000-000-00	Telecommunications					1,713.28
012086	12/31/2018	0001027	EST Companies LLC						Check Entry Number: 001
			32453		11/29/2018	586.30	0.00	586.30	
		G/L Account: 4205-018-011-10	4205-018-011-10	Transit Facility Maint /Repair					550.00
		G/L Account: 4205-018-011-10	4205-018-011-10	Transit Facility Maint /Repair					36.30
			32565		12/27/2018	550.00	0.00	550.00	
		G/L Account: 4504-018-011-10	4504-018-011-10	Federal Expense PM-5307 FY15-F					550.00
			32566		12/27/2018	770.93	0.00	770.93	
		G/L Account: 4504-018-011-10	4504-018-011-10	Federal Expense PM-5307 FY15-F					302.43
		G/L Account: 4504-018-011-10	4504-018-011-10	Federal Expense PM-5307 FY15-F					380.00
		G/L Account: 4504-018-011-10	4504-018-011-10	Federal Expense PM-5307 FY15-F					70.00
		G/L Account: 4504-018-011-10	4504-018-011-10	Federal Expense PM-5307 FY15-F					18.50
			32569		12/28/2018	550.00	0.00	550.00	
		G/L Account: 4504-018-011-10	4504-018-011-10	Federal Expense PM-5307 FY15-F					550.00
				Check 012086 Total:		2,457.23	0.00	2,457.23	
012087	12/31/2018	0001029	Fred Pryor Seminars						Check Entry Number: 001
			032632401-18352		12/18/2018	299.00	0.00	299.00	
				Invoice Comment: 12 Month Renewal					
		G/L Account: 4202-000-000-00	4202-000-000-00	Training & Development (Staff)					299.00
012088	12/31/2018	0001044	Central Midlands COG						Check Entry Number: 001
			080118		8/1/2018	21,000.00	0.00	21,000.00	
				Invoice Comment: Video Production Services - Training Vid					
		G/L Account: 4203-000-000-00	4203-000-000-00	Mktg/Adv/Promotion					21,000.00
		G/L Account: 4203-000-000-00	4203-000-000-00	Mktg/Adv/Promotion					21,000.00-
		G/L Account: 4361-000-000-00	4361-000-000-00	Professional Services					21,000.00
012089	12/31/2018	0001077	SC State Accident Fund						Check Entry Number: 001
			238091		4/3/2018	719.00-	0.00	719.00-	
				Invoice Comment: Premium Adjustment					
		G/L Account: 4167-000-000-00	4167-000-000-00	Workers Comp					396.00-
		G/L Account: 4167-000-000-00	4167-000-000-00	Workers Comp					53.84-
		G/L Account: 1520-000-000-00	1520-000-000-00	Prepaid Insurance					269.16-
			241356		11/21/2018	1,694.00	0.00	1,694.00	
				Invoice Comment: 2019 Premium					
		G/L Account: 1520-000-000-00	1520-000-000-00	Prepaid Insurance					1,694.00
				Check 012089 Total:		975.00	0.00	975.00	
012090	12/31/2018	0001091	State Fiscal Accountability Authority						Check Entry Number: 001
			1221993		11/27/2018	109.38	0.00	109.38	
				Invoice Comment: Policy#C130402019 Automobile Comp & Coll					
		G/L Account: 1520-000-000-00	1520-000-000-00	Prepaid Insurance					109.38
012091	12/31/2018	0001106	WIS TV/ WIS Bounce						Check Entry Number: 001
			2044543-3		11/30/2018	2,100.00	0.00	2,100.00	
				Invoice Comment: Commercial Air Time					

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Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
		G/L Account: 4203-000-000-00		Mktg/Adv/Promotion			2,100.00
012092	12/31/2018	0001154	Trillium Solutions, Inc.				Check Entry Number: 001
		3035		12/27/2018	6,000.00	0.00	6,000.00
		G/L Account: 4510-000-000-00		ADP Software Acq			6,000.00
012093	12/31/2018	0001157	Richland - Lexington Airport District				Check Entry Number: 001
		INV23355		12/10/2018	1,800.00	0.00	1,800.00
		G/L Account: 4203-000-000-00		Mktg/Adv/Promotion			1,800.00
012094	12/31/2018	0001160	Richland County Sheriff Dept				Check Entry Number: 001
		9602		12/18/2018	1,600.00	0.00	1,600.00
				Invoice Comment: Security 10/27 - 11/23			
		G/L Account: 4366-000-000-00		Security Services			1,600.00
012095	12/31/2018	0001163	Guardian Fence Suppliers of SC, Inc.				Check Entry Number: 001
		21318		11/8/2018	30,000.00	0.00	30,000.00
		G/L Account: 1600-000-000-00		Land			30,000.00
		G/L Account: 1600-000-000-00		Land			30,000.00
		G/L Account: 1620-000-000-00		Land Improvements-General Fund			30,000.00
012096	12/31/2018	0001165	Richland County Public Library				Check Entry Number: 001
		11302018		11/30/2018	50.00	0.00	50.00
				Invoice Comment: Meeting Room Food Fee 1/7/19, 2/19/19			
		G/L Account: 4401-000-000-00		Other Misc Exp			50.00
012097	12/31/2018	0001170	Sowell Gray Robinson...				Check Entry Number: 001
		111010		12/10/2018	1,970.10	0.00	1,970.10
				Invoice Comment: Penny Sales Tax Dispute			
		G/L Account: 4361-000-000-00		Professional Services			1,970.10
012098	12/31/2018	0001219	LegalShield				Check Entry Number: 001
		121518		12/15/2018	121.60	0.00	121.60
		G/L Account: 2197-000-000-00		Supplemental Insurance - EE			121.60
012099	12/31/2018	0001222	P.J. Noble & Associates				Check Entry Number: 001
		1-2018-PJNA-COM		12/10/2018	10,905.00	0.00	10,905.00
				Invoice Comment: COMET Community Listening Sessions			
		G/L Account: 4361-000-000-00		Professional Services			10,905.00
012100	12/31/2018	0001235	Gregory Electric Co. Inc.				Check Entry Number: 001
		02.70669-01		12/7/2018	2,175.00	0.00	2,175.00
				Invoice Comment: Duplex Receptacle/Ceiling Fan Install			
		G/L Account: 4205-000-000-00		Transit Facility Maint /Repair			2,175.00
		02.70669-02		12/13/2018	225.00	0.00	225.00
				Invoice Comment: Power Supply Relocation			
		G/L Account: 4205-000-000-00		Transit Facility Maint /Repair			225.00
				Check 012100 Total:	2,400.00	0.00	2,400.00
012101	12/31/2018	0001241	Sightline Signs & Graphics				Check Entry Number: 001
		5705		12/14/2018	7,675.00	0.00	7,675.00
		G/L Account: 1710-000-000-00		Buses			6,900.00
		G/L Account: 1710-000-000-00		Buses			775.00
012102	12/31/2018	0001243	Dunbar Armored, Inc				Check Entry Number: 001
		4319835		12/1/2018	1,577.55	0.00	1,577.55
		G/L Account: 4367-000-000-00		Fare Collection Svces/Supplies			1,577.55
012103	12/31/2018	0001247	Colonial Printing, Inc.				Check Entry Number: 001
		93322		12/5/2018	1,283.69	0.00	1,283.69
				Invoice Comment: 2,500 Rules of the Road Brochures			
		G/L Account: 4209-000-000-00		Printing			1,283.69

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			93323	12/5/2018	620.19	0.00	620.19	
			Invoice Comment: 1,500 Half Fare Applications					
		G/L Account: 4209-000-000-00		Printing			620.19	
			93400	12/20/2018	795.37	0.00	795.37	
			Invoice Comment: 1,500 Newsletters - Dec2018					
		G/L Account: 4209-000-000-00		Printing			795.37	
			93449	12/28/2018	397.44	0.00	397.44	
			Invoice Comment: 4,250 Final Service Change Laser Flyer					
		G/L Account: 4209-000-000-00		Printing			397.44	
			93450	12/28/2018	2,251.60	0.00	2,251.60	
			Invoice Comment: 1,500 COMET System Maps					
		G/L Account: 4209-000-000-00		Printing			2,251.60	
			Check 012103 Total:					
					5,348.29	0.00	5,348.29	
012104	12/31/2018	0001248	N-Graphix				Check Entry Number: 001	
			10407	11/26/2018	37.50	0.00	37.50	
			Invoice Comment: Soft Shell Jacket					
		G/L Account: 4203-000-000-00		Mktg/Adv/Promotion			37.50	
012105	12/31/2018	0001254	W. W. Williams				Check Entry Number: 001	
			6756827-00	11/28/2018	19,540.54	0.00	19,540.54	
		G/L Account: 4504-018-011-09		Federal Expense PM-5307 FY15-F			9,040.54	
		G/L Account: 4504-018-011-09		Federal Expense PM-5307 FY15-F			10,500.00	
012106	12/31/2018	0001263	Smartmaps, Inc.				Check Entry Number: 001	
			SM-2650	12/20/2018	9,400.00	0.00	9,400.00	
		G/L Account: 4209-000-000-00		Printing			9,400.00	
		G/L Account: 4209-000-000-00		Printing			0.00	
012107	12/31/2018	0001264	The DirectTV Group, Inc.				Check Entry Number: 001	
			35612313915	12/18/2018	49.95	0.00	49.95	
		G/L Account: 4383-000-000-00		Telecommunications			49.95	
012108	12/31/2018	0001269	Wells Fargo Financing Leasing				Check Entry Number: 001	
			5005549281	11/21/2018	416.00	0.00	416.00	
			Invoice Comment: Lanier Copier LD360SP 12/18 - 1/17					
		G/L Account: 4515-000-000-00		Leasing & Rentals			416.00	
			5005611163	12/6/2018	389.00	0.00	389.00	
			Invoice Comment: Copier LC6502SP 1/2/19 - 2/1/19					
		G/L Account: 4515-000-000-00		Leasing & Rentals			389.00	
			Check 012108 Total:					
					805.00	0.00	805.00	
012109	12/31/2018	0001309	SHARP BUSINESS SYSTEMS				Check Entry Number: 001	
			9001585961	12/12/2018	1,414.00	0.00	1,414.00	
		G/L Account: 4512-000-000-00		ADP S/W & H/W Equipment Maint			1,414.00	
012110	12/31/2018	0001323	CLASSIC FORD OF COLUMBIA				Check Entry Number: 001	
			180003	11/30/2018	9,046.55	0.00	9,046.55	
		G/L Account: 4504-018-011-09		Federal Expense PM-5307 FY15-F			5,587.11	
		G/L Account: 4504-018-011-09		Federal Expense PM-5307 FY15-F			3,420.00	
		G/L Account: 4504-018-011-09		Federal Expense PM-5307 FY15-F			39.44	
012111	12/31/2018	0001347	FAST SIGNS				Check Entry Number: 001	
			INV-85313	10/11/2018	66.80	0.00	66.80	
			Invoice Comment: Window Ledge Signs					
		G/L Account: 4506-000-247-09		Fed Exp:Capit'l-NonPM			66.80	
			INV-85645	10/31/2018	106.26	0.00	106.26	
			Invoice Comment: Aluminum No Smoking Signs 18x12					

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		G/L Account: 4506-000-247-09		Fed Exp:Captl-NonPM			106.26
				Check 012111 Total:	173.06	0.00	173.06
012112	12/31/2018	0001383	Comporium, Inc				Check Entry Number: 001
		0066108		12/1/2018	1,576.99	0.00	1,576.99
		G/L Account: 4205-000-000-00		Transit Facility Maint /Repair			1,576.99
012113	12/31/2018	0001395	SC Dept of LLR				Check Entry Number: 001
		201902655		12/18/2018	50.00	0.00	50.00
				Invoice Comment: Elevator Operating Certificate			
		G/L Account: 4401-000-000-00		Other Misc Exp			50.00
012114	12/31/2018	0001409	C.E. TAYLOR & SON, INC.				Check Entry Number: 001
		35815		12/13/2018	350.00	0.00	350.00
				Invoice Comment: Unclog Pumps			
		G/L Account: 4205-018-011-10		Transit Facility Maint /Repair			350.00
		35830		12/14/2018	1,060.00	0.00	1,060.00
				Invoice Comment: Pump Septic Tanks			
		G/L Account: 4205-018-011-10		Transit Facility Maint /Repair			1,060.00
				Check 012114 Total:	1,410.00	0.00	1,410.00
012115	12/31/2018	0001432	Industrial Sign & Graphics, Inc				Check Entry Number: 001
		42977		12/12/2018	269.58	0.00	269.58
				Invoice Comment: 20 Aluminum Stop Number Signs			
		G/L Account: 4506-000-247-09		Fed Exp:Captl-NonPM			269.58
012116	12/31/2018	0001441	TransLoc, Inc.				Check Entry Number: 001
		11180		12/1/2018	4,640.00	0.00	4,640.00
				Invoice Comment: Dec2018 - Transloc Software 58 Vehicles			
		G/L Account: 4512-000-000-00		ADP S/W & H/W Equipment Maint			4,640.00
012117	12/31/2018	0001515	Carolina Deli				Check Entry Number: 001
		51635		11/27/2018	260.00	0.00	260.00
				Invoice Comment: Boxed Lunches - Listening Session 11/27			
		G/L Account: 4401-000-000-00		Other Misc Exp			260.00
		51637		11/28/2018	207.00	0.00	207.00
				Invoice Comment: 11/28 Board Meeting Lunch			
		G/L Account: 4210-000-000-00		Board/Committee Exp			207.00
		51638		11/29/2018	252.35	0.00	252.35
				Invoice Comment: Boxed Lunches - Listening Session 11/29			
		G/L Account: 4401-000-000-00		Other Misc Exp			252.35
		51661		12/19/2018	139.99	0.00	139.99
				Invoice Comment: 10 Boxed Lunches			
		G/L Account: 4401-000-000-00		Other Misc Exp			139.99
				Check 012117 Total:	859.34	0.00	859.34
012118	12/31/2018	0007005	Michael Bailey				Check Entry Number: 001
		10272018		12/21/2018	3,220.00	0.00	3,220.00
				Invoice Comment: Security - Oct - Dec 2018			
		G/L Account: 4366-000-000-00		Security Services			3,220.00
012119	12/31/2018	0007007	Tyrell A. Owens-Riley				Check Entry Number: 001
		10222018		12/21/2018	2,240.00	0.00	2,240.00
				Invoice Comment: Security - Oct - Dec 2018			
		G/L Account: 4366-000-000-00		Security Services			2,240.00
012120	12/31/2018	0007012	Keyonna Howard				Check Entry Number: 001
		10312018		12/21/2018	280.00	0.00	280.00
				Invoice Comment: Security - 10/31			

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012121	12/31/2018	0007014	Tanya D. Beall	12/21/2018	1,680.00	0.00	1,680.00
			11122018				
							280.00
							Check Entry Number: 001
							Invoice Comment: Security - Nov - Dec 2018
012122	12/31/2018	0007015	Gabriel Starcher	12/21/2018	280.00	0.00	280.00
			11072018				
							1,680.00
							Check Entry Number: 001
							Invoice Comment: Security - 11/7
012123	12/31/2018	0007016	Jimmy Sherrod Jr	12/21/2018	1,680.00	0.00	1,680.00
			10242018A				
							280.00
							Check Entry Number: 001
							Invoice Comment: Security - Oct - Dec 2018
012124	12/31/2018	0007017	Jonnise Pierce	12/21/2018	560.00	0.00	560.00
			11052018				
							1,680.00
							Check Entry Number: 001
							Invoice Comment: Security - 11/5, 11/9
012125	12/31/2018	0007018	William Karl Outen Jr.	12/21/2018	2,240.00	0.00	2,240.00
			10292018				
							560.00
							Check Entry Number: 001
							Invoice Comment: Security - Oct - Dec 2018
012126	12/31/2018	0007019	Justin G. Matthews	12/21/2018	1,120.00	0.00	1,120.00
			11032018				
							2,240.00
							Check Entry Number: 001
							Invoice Comment: Security - 11/3, 11/17, 12/15, 12/19
012127	12/31/2018	0007021	Collin J. Johnson	12/21/2018	1,680.00	0.00	1,680.00
			10232018				
							1,120.00
							Check Entry Number: 001
							Invoice Comment: Security - Oct - Dec 2018
012128	12/31/2018	0007022	Kenneth Gleaton	12/21/2018	1,120.00	0.00	1,120.00
			10222018				
							1,680.00
							Check Entry Number: 001
							Invoice Comment: Security - 10/22, 11/11, 11/25, 12/7
012129	12/31/2018	0007023	Lance W. Crocker	12/21/2018	1,785.00	0.00	1,785.00
			10272018A				
							1,120.00
							Check Entry Number: 001
							Invoice Comment: Security - Oct - Dec 2018
012130	12/31/2018	0007025	Michael Blackmore	12/21/2018	560.00	0.00	560.00
			10232018				
							1,785.00
							Check Entry Number: 001
							Invoice Comment: Security - 10/23, 12/13
012131	12/31/2018	0007027	Timothy M. Snyder	12/21/2018	560.00	0.00	560.00
			10242018				
							560.00
							Check Entry Number: 001
							Invoice Comment: Security - 10/24, 12/14
012132	12/31/2018	0007029	Alvie R. Vereen III	12/21/2018	280.00	0.00	280.00
			12102018				
							560.00
							Check Entry Number: 001
							Invoice Comment: Security - 12/10
012133	12/31/2018	0007030	Brandon M/ Montgomery				280.00
							Check Entry Number: 001

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Bank Code: A - Operating Account - WellsFargo								
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
			11032018	12/21/2018	280.00	0.00	280.00	
			Invoice Comment: Security - 11/3					
			G/L Account: 4366-000-000-00	Security Services			280.00	
012134	12/31/2018	0007032 Eric S. Adams	10262018	12/21/2018	1,680.00	0.00	1,680.00	
			Invoice Comment: Security - Oct - Dec 2018					
			G/L Account: 4366-000-000-00	Security Services			1,680.00	
012135	12/31/2018	0007034 Scott B. Desrochers	11022018	12/21/2018	280.00	0.00	280.00	
			Invoice Comment: Security - 11/2					
			G/L Account: 4366-000-000-00	Security Services			280.00	
012136	12/31/2018	0007035 Jacob A. Self	11132018	12/21/2018	1,400.00	0.00	1,400.00	
			Invoice Comment: Security - Nov & Dec					
			G/L Account: 4366-000-000-00	Security Services			1,400.00	
012137	12/31/2018	0007036 Larry M. McFadden	11162018	12/21/2018	1,120.00	0.00	1,120.00	
			Invoice Comment: Security - 11/16, 11/21, 12/3, 12/11					
			G/L Account: 4366-000-000-00	Security Services			1,120.00	
012138	12/31/2018	0007037 Ivey Gilliam	10252018	12/21/2018	1,120.00	0.00	1,120.00	
			Invoice Comment: Security - 10/25, 11/26, 12/10, 12/19					
			G/L Account: 4366-000-000-00	Security Services			1,120.00	
E01379	12/31/2018	0000058 Alexis Mary Feliciano	00216871	12/11/2018	750.00	0.00	750.00	
			Invoice Comment: Inventory of Routes					
			G/L Account: 4401-000-000-00	Other Misc Exp			750.00	
			G/L Account: 4401-000-000-00	Other Misc Exp			750.00	
			G/L Account: 4361-000-000-00	Professional Services			750.00	
E01380	12/31/2018	0001001 Transdev Services Inc.	DART211118	11/20/2018	100,281.54	0.00	100,281.54	
			Invoice Comment: Nov. 1 - 15, 2018					
			G/L Account: 4306-000-000-00	Contractor: DART			100,281.54	
			DART221118	12/5/2018	79,077.76	0.00	79,077.76	
			Invoice Comment: November 16 - 31, 2018					
			G/L Account: 4306-000-000-00	Contractor: DART			79,077.76	
			FR120518	12/5/2018	5,861.25	0.00	5,861.25	
			Invoice Comment: Bus Stop Technician 10/22 - 12/2					
			G/L Account: 4305-000-000-00	Contractor: Fixed Route			5,861.25	
			FR211118	11/20/2018	526,567.73	0.00	526,567.73	
			Invoice Comment: Nov. 1 - 15, 2018					
			G/L Account: 4305-000-000-00	Contractor: Fixed Route			508,997.48	
			G/L Account: 4506-018-011-09	Fed Exp:Capt'l-NonPM-5307 FY15			4,996.00	
			G/L Account: 4209-000-000-00	Printing			11,074.25	
			G/L Account: 4369-000-000-00	Other Facility Services			1,500.00	
			FR221118	12/5/2018	507,669.62	0.00	507,669.62	
			Invoice Comment: November 16 - 30, 2018					
			G/L Account: 4305-000-000-00	Contractor: Fixed Route			479,558.06	
			G/L Account: 4305-000-000-00	Contractor: Fixed Route			118.99	
			G/L Account: 4305-000-000-00	Contractor: Fixed Route			267.46	

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Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
Bank Code: A - Operating Account - WellsFargo								
		G/L Account: 1740-000-000-00		Equipment			8,333.11	
		G/L Account: 4209-000-000-00		Printing			19,629.98	
			GENFARE PARTS REBILL	11/30/2018	8,631.08-	0.00	8,631.08-	
			Invoice Comment: Genfare Parts Rebill					
		G/L Account: 4504-000-000-00		Federal Expense PM			8,631.08-	
			LD - CLEVER DEVICES	12/28/2018	4,600.00-	0.00	4,600.00-	
			Invoice Comment: Liquidated Damages - Clever Devices					
		G/L Account: 4305-000-000-00		Contractor: Fixed Route			4,600.00-	
			LD - VEHICLE CLEANIN	12/29/2018	5,100.00-	0.00	5,100.00-	
			Invoice Comment: Liquidated Damages - Vehicle Cleaning					
		G/L Account: 4305-000-000-00		Contractor: Fixed Route			5,100.00-	
			NOV2018 LD	11/30/2018	11,111.00-	0.00	11,111.00-	
			Invoice Comment: Liquidated Damages					
		G/L Account: 4305-000-000-00		Contractor: Fixed Route			11,111.00-	
			Check E01380 Total:					
					1,190,015.82	0.00	1,190,015.82	
			Printed Check Total:					0.00
			Electronic Payment Total:					1,190,015.82
E01381	12/31/2018	0001003	McNair Law Firm, P.A.				Check Entry Number: 001	
			944599	11/28/2018	2,992.56	0.00	2,992.56	
			Invoice Comment: October2018 Legal Services					
		G/L Account: 4361-000-000-00		Professional Services			1,222.56	
		G/L Account: 4361-000-000-00		Professional Services			1,770.00	
			947360	12/18/2018	1,590.00	0.00	1,590.00	
			Invoice Comment: Matter#033702.00001 General Counsel					
		G/L Account: 4361-000-000-00		Professional Services			1,590.00	
			Check E01381 Total:					4,582.56
			Printed Check Total:					0.00
			Electronic Payment Total:					4,582.56
E01382	12/31/2018	0001028	Pitney Bowes Purchase Power				Check Entry Number: 001	
			0788-1118	12/5/2018	350.21	0.00	350.21	
		G/L Account: 4208-000-000-00		Postage & Shipping			350.21	
E01383	12/31/2018	0001041	SPX Genfare				Check Entry Number: 001	
			90142920	12/5/2018	108.89	0.00	108.89	
		G/L Account: 4506-018-011-09		Fed Exp:Captl-NonPM-5307 FY15			80.55	
		G/L Account: 4506-018-011-09		Fed Exp:Captl-NonPM-5307 FY15			28.34	
E01384	12/31/2018	0001055	AmeriGas Propane LP				Check Entry Number: 001	
			3083059604	9/29/2018	3,571.45	0.00	3,571.45	
			Invoice Comment: 1557.8 gal @ 2.28/gal					
		G/L Account: 4320-000-000-00		Vehicle Fuel - Propane			3,571.45	
			3085300098	11/28/2018	4,629.43	0.00	4,629.43	
			Invoice Comment: 2222.3 gal @ 2.08/gal					
		G/L Account: 4320-000-000-00		Vehicle Fuel - Propane			4,629.43	
			3085498262	11/30/2018	2,536.89	0.00	2,536.89	
			Invoice Comment: 1216.1 gal @ 2.07/gal					
		G/L Account: 4320-000-000-00		Vehicle Fuel - Propane			2,536.89	
			3085556312	11/30/2018	2,580.36	0.00	2,580.36	
			Invoice Comment: 1241 gal @ 2.07/gal					
		G/L Account: 4320-000-000-00		Vehicle Fuel - Propane			2,580.36	
			3085583915	11/30/2018	1,712.89	0.00	1,712.89	
			Invoice Comment: 825 gal @ 2.05/gal					

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		G/L Account:	4320-000-000-00	Vehicle Fuel - Propane			1,712.89
			3085583919	11/30/2018	2,328.36	0.00	2,328.36
				Invoice Comment: 1124.5 gal @ 2.05/gal			
		G/L Account:	4320-000-000-00	Vehicle Fuel - Propane			2,328.36
			3085717907	12/6/2018	3,385.85	0.00	3,385.85
		G/L Account:	4320-000-000-00	Vehicle Fuel - Propane			3,385.85
			3085717920	12/6/2018	850.20	0.00	850.20
				Invoice Comment: 405.2 gal @ 2.05/gal			
		G/L Account:	4320-000-000-00	Vehicle Fuel - Propane			850.20
			3085846423	12/7/2018	1,737.55	0.00	1,737.55
				Invoice Comment: 837 gal @ 2.05/gal			
		G/L Account:	4320-000-000-00	Vehicle Fuel - Propane			1,737.55
			3085846428	12/7/2018	3,614.78	0.00	3,614.78
				Invoice Comment: 1750.5 gal @ 2.05/gal			
		G/L Account:	4320-000-000-00	Vehicle Fuel - Propane			3,614.78
			3085977327	12/11/2018	2,382.40	0.00	2,382.40
				Invoice Comment: 1150.8 gal @ 2.05/gal			
		G/L Account:	4320-000-000-00	Vehicle Fuel - Propane			2,382.40
			3086027359	12/12/2018	4,498.84	0.00	4,498.84
				Invoice Comment: 2180.7 gal @ 2.05/gal			
		G/L Account:	4320-000-000-00	Vehicle Fuel - Propane			4,498.84
			3086119902	12/14/2018	2,475.28	0.00	2,475.28
				Invoice Comment: 1208.4 gal @ 2.03/gal			
		G/L Account:	4320-000-000-00	Vehicle Fuel - Propane			2,475.28
			3086170049	12/15/2018	5,807.44	0.00	5,807.44
				Invoice Comment: 2851 gal @ 2.03/gal			
		G/L Account:	4320-000-000-00	Vehicle Fuel - Propane			5,807.44
			3086241542	12/18/2018	3,239.54	0.00	3,239.54
				Invoice Comment: 1588 gal @ 2.03/gal			
		G/L Account:	4320-000-000-00	Vehicle Fuel - Propane			3,239.54
			3086300152	12/19/2018	3,619.55	0.00	3,619.55
				Invoice Comment: 1775.4 gal @ 2.03/gal			
		G/L Account:	4320-000-000-00	Vehicle Fuel - Propane			3,619.55
			3086345340	12/20/2018	1,634.17	0.00	1,634.17
				Invoice Comment: 800.2 gal @ 2.02/gal			
		G/L Account:	4320-000-000-00	Vehicle Fuel - Propane			1,634.17
			3086394225	12/21/2018	3,572.31	0.00	3,572.31
				Invoice Comment: 1759.4 gal @ 2.02/gal			
		G/L Account:	4320-000-000-00	Vehicle Fuel - Propane			3,572.31
			3086439997	12/22/2018	4,707.00	0.00	4,707.00
				Invoice Comment: 2330.7 gal @ 2.01/gal			
		G/L Account:	4320-000-000-00	Vehicle Fuel - Propane			4,707.00
			3086628502	12/28/2018	2,212.54	0.00	2,212.54
				Invoice Comment: 1091 gal @ 2.01/gal			
		G/L Account:	4320-000-000-00	Vehicle Fuel - Propane			2,212.54
			606087038	12/18/2018	149.64	0.00	149.64
				Invoice Comment: Late Fee - inv#3083059604			
		G/L Account:	4320-000-000-00	Vehicle Fuel - Propane			149.64
Check E01384 Total:					61,246.47	0.00	61,246.47

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Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
Bank Code: A - Operating Account - WellsFargo							
Printed Check Total:							0.00
Electronic Payment Total:							61,246.47
E01385	12/31/2018	0001086	Enveloc, Inc.				Check Entry Number: 001
		A420965		12/1/2018	466.40	0.00	466.40
				Invoice Comment: Nov2018 Backup, Storage, & Services			
		G/L Account:	4512-000-291-10	ADP S/W & H/W - (PM)			466.40
E01386	12/31/2018	0001117	EDMI, Inc.				Check Entry Number: 001
		48468		11/27/2018	960.00	0.00	960.00
		G/L Account:	1400-000-000-00	Ticket Inventory			960.00
E01387	12/31/2018	0001132	Chemoff Newman, LLC				Check Entry Number: 001
		041521-0000	CR	9/30/2018	93.75-	0.00	93.75-
				Invoice Comment: DART Application - Print & Post			
		G/L Account:	4361-000-000-00	Professional Services			93.75-
		041523-0000	CR	9/30/2018	200.00-	0.00	200.00-
				Invoice Comment: COMET Business Card Size - Texting			
		G/L Account:	4361-000-000-00	Professional Services			200.00-
		042084-0000		11/30/2018	5,000.00	0.00	5,000.00
				Invoice Comment: Direct Consultation to COMET Board			
		G/L Account:	4361-000-000-00	Professional Services			5,000.00
		042085-0000		11/30/2018	4,100.00	0.00	4,100.00
				Invoice Comment: Hayward Bannister			
		G/L Account:	4361-000-000-00	Professional Services			4,100.00
		042086-0000		11/30/2018	950.00	0.00	950.00
				Invoice Comment: Half Fare Applications			
		G/L Account:	4361-000-000-00	Professional Services			950.00
		042087-0000		11/30/2018	537.50	0.00	537.50
				Invoice Comment: Soda Cap Connector Route 3 to Spirit Com			
		G/L Account:	4361-000-000-00	Professional Services			537.50
		042088-0000		11/30/2018	12,550.00	0.00	12,550.00
				Invoice Comment: Schedule 15 Route Maps Plus 1 Ad			
		G/L Account:	4361-000-000-00	Professional Services			12,550.00
		042089-0000		11/30/2018	862.50	0.00	862.50
				Invoice Comment: Rules of the Road Brochures			
		G/L Account:	4361-000-000-00	Professional Services			862.50
		042090-0000		11/30/2018	356.25	0.00	356.25
				Invoice Comment: Soda Cap Banner Ad. - Discover Magazine			
		G/L Account:	4361-000-000-00	Professional Services			356.25
		042091-0000		11/30/2018	356.25	0.00	356.25
				Invoice Comment: COMET/DART 10 Ride Pass Layout			
		G/L Account:	4361-000-000-00	Professional Services			356.25
		042092-0000		11/30/2018	681.25	0.00	681.25
				Invoice Comment: COMET/Cola Airport Digital Program			
		G/L Account:	4361-000-000-00	Professional Services			681.25
		042093-0000		11/30/2018	481.25	0.00	481.25
				Invoice Comment: SMART Card			
		G/L Account:	4361-000-000-00	Professional Services			481.25
		042094-0000		11/30/2018	968.75	0.00	968.75
				Invoice Comment: Website Maintenance			
		G/L Account:	4361-000-000-00	Professional Services			968.75
		042101-0000		11/30/2018	20,029.80	0.00	20,029.80

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Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
Invoice Comment: COMET Marketing Projects							
		G/L Account:	4361-000-000-00	Professional Services			875.00
		G/L Account:	4361-000-000-00	Professional Services			1,900.00
		G/L Account:	4361-000-000-00	Professional Services			4,329.80
		G/L Account:	4361-000-000-00	Professional Services			1,800.00
		G/L Account:	4361-000-000-00	Professional Services			1,025.00
		G/L Account:	4361-000-000-00	Professional Services			10,100.00
Check E01387 Total:					46,579.80	0.00	46,579.80
Printed Check Total:							0.00
Electronic Payment Total:							46,579.80
E01388	12/31/2018	0001155	Auger Consulting Group LLC				Check Entry Number: 001
			1082	12/21/2018	6,305.00	0.00	6,305.00
Invoice Comment: Consulting							
		G/L Account:	4361-000-000-00	Professional Services			6,305.00
E01389	12/31/2018	0001177	Palmetto Propane, Fuels, & Ice, Inc.				Check Entry Number: 001
			126728	12/3/2018	14,371.72	0.00	14,371.72
Invoice Comment: 7489 gal @ 1.89/gal							
		G/L Account:	4321-000-000-00	Vehicle Fuel: Diesel/UJNL			14,371.72
			129617	12/24/2018	14,154.82	0.00	14,154.82
Invoice Comment: 7511 gal @ 1.86/gal							
		G/L Account:	4321-000-000-00	Vehicle Fuel: Diesel/UJNL			14,154.82
			6796535	11/28/2018	14,906.05	0.00	14,906.05
Invoice Comment: 7502 gal @ 1.96/gal							
		G/L Account:	4321-000-000-00	Vehicle Fuel: Diesel/UJNL			14,906.05
			6801488	12/10/2018	14,990.80	0.00	14,990.80
Invoice Comment: 7505 gal @ 1.97/gal							
		G/L Account:	4321-000-000-00	Vehicle Fuel: Diesel/UJNL			14,990.80
			6804284	12/17/2018	14,825.77	0.00	14,825.77
Invoice Comment: 7502 gal @ 1.95/gal							
		G/L Account:	4321-000-000-00	Vehicle Fuel: Diesel/UJNL			14,825.77
Check E01389 Total:					73,249.16	0.00	73,249.16
Printed Check Total:							0.00
Electronic Payment Total:							73,249.16
E01390	12/31/2018	0001212	United Way of the Midlands				Check Entry Number: 001
			DEC 2018	12/20/2018	100.00	0.00	100.00
Invoice Comment: Dec 2018 employee contributions							
		G/L Account:	2125-000-000-00	United Way of Midlands (82)			100.00
			NOV 2018	11/20/2018	100.00	0.00	100.00
Invoice Comment: Nov 2018 employee contributions							
		G/L Account:	2125-000-000-00	United Way of Midlands (82)			100.00
Check E01390 Total:					200.00	0.00	200.00
Printed Check Total:							0.00
Electronic Payment Total:							200.00
E01391	12/31/2018	0001232	Harper, Poston & Moree, P.A.				Check Entry Number: 001
			113018	11/30/2018	4,000.00	0.00	4,000.00
Invoice Comment: Auditing Services							
		G/L Account:	4361-000-000-00	Professional Services			4,000.00
E01392	12/31/2018	0001281	Blytheco, LLC				Check Entry Number: 001
			539147	12/15/2018	115.00	0.00	115.00
Invoice Comment: Sage Support - Crystal Report							

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Bank Code: A - Operating Account - Wells Fargo							
E01393	12/31/2018	0001325	4766	12/17/2018	325.00	0.00	325.00
		G/L Account: 4512-000-000-00		ADP SW & H/W Equipment Maint		115.00	
		Non-Stop Plumbing, LLC				Check Entry Number: 001	
		Invoice Comment: Unclog Toilet					
E01394	12/31/2018	0001330	PSEER-0429527	12/4/2018	379.46	0.00	379.46
		G/L Account: 4205-018-011-10		Transit Facility Maint /Repair		325.00	
		JONES & FRANK				Check Entry Number: 001	
		Invoice Comment: Swivel Replacement					
E01395	12/31/2018	0001388	A18-2425/W21877	11/27/2018	350.00	0.00	350.00
		G/L Account: 4205-018-011-10		Transit Facility Maint /Repair		379.46	
		Crawford Sprinkler				Check Entry Number: 001	
		Invoice Comment: Sprinkler System Quarterly Test					
E01396	12/31/2018	0001416	DEC 2018	12/20/2018	216.66	0.00	216.66
		G/L Account: 4205-018-011-10		Transit Facility Maint /Repair		350.00	
		SC Money Plus - Group 74021				Check Entry Number: 002	
		Check Comment: PYRL # 92					
		Invoice Comment: PYRL # 92					
E01397	12/31/2018	0001416	NOV 2018	11/20/2018	216.66	0.00	216.66
		G/L Account: 2193-000-000-00		MoneyPlus - Medical Spending (216.66	
		SC Money Plus - Group 74021				Check Entry Number: 003	
		Check Comment: PYRL # 90					
		Invoice Comment: PYRL # 90					
E01398	12/31/2018	0001417	ADMIN FEE - DEC 2018	12/20/2018	17.82	0.00	17.82
		G/L Account: 2193-000-000-00		MoneyPlus - Medical Spending (100.00	
		WageWorks, Inc.				116.66	
		Invoice Comment: admin fee thru dec 2018					
		G/L Account: 2192-000-000-00		MoneyPlus Admin Fees (81)		17.82	
		FEES THRY NOV 2018				11.88	
		G/L Account: 2192-000-000-00		MoneyPlus Admin Fees (81)		11.88	
		Check E01398 Total:		29.70		0.00	
		Printed Check Total:				0.00	
		Electronic Payment Total:				29.70	
E01399	12/31/2018	0001421	1020	12/10/2018	3,290.00	0.00	3,290.00
		G/L Account: 4361-000-000-00		Professional Services		3,290.00	
		ABLE South Carolina				Check Entry Number: 001	
		Invoice Comment: 47 Applications Processed					
E01400	12/31/2018	0001427	IN53644	12/20/2018	135.00	0.00	135.00
		G/L Account: 4401-000-000-00		Other Misc Exp		135.00	
		ATIS Elevator Inspections LLC				Check Entry Number: 001	
		Invoice Comment: Annual Elevator Inspection					
E01401	12/31/2018	0001435	39490765	11/14/2018	335.00	0.00	335.00
		G/L Account: 4504-000-000-00		Federal Expense PM		335.00	
		Trane U.S. Inc.				1,967.19	
		Invoice Comment: VAV Box Service Call					
		G/L Account: 4504-000-000-00		Federal Expense PM		1,967.19	
		39587746				271.86	
		Invoice Comment: Duct Heater/VAV13 Repair					
		G/L Account: 4504-000-000-00		Federal Expense PM		1,967.19	
		39590406				271.86	
		Invoice Comment: JDC-Heat String Kit					

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Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
		G/L Account: 4504-000-000-00		Federal Expense PM			271.86
			39591740	12/28/2018	840.26	0.00	840.26
				Invoice Comment: Back Office Unit Repair			
		G/L Account: 4504-000-000-00		Federal Expense PM			840.26
				Check E01401 Total:	3,414.31	0.00	3,414.31
				Printed Check Total:			0.00
				Electronic Payment Total:			3,414.31
E01402	12/31/2018	0001486	PassportParking, Inc.				Check Entry Number: 001
			INV-94256	11/30/2018	1,048.30	0.00	1,048.30
				Invoice Comment: App Service			
		G/L Account: 4512-000-000-00		ADP SAW & HAW Equipment Maint			1,048.30
E01403	12/31/2018	0001489	iT1 Solutions				Check Entry Number: 001
			9707	1/5/2019	705.00	0.00	705.00
		G/L Account: 4512-000-000-00		ADP SAW & HAW Equipment Maint			670.00
		G/L Account: 4512-000-000-00		ADP SAW & HAW Equipment Maint			35.00
E01404	12/31/2018	0001497	Palmetto Exterminators, Inc.				Check Entry Number: 001
			1800132	11/21/2018	160.00	0.00	160.00
				Invoice Comment: Pest Control - Facility			
		G/L Account: 4369-000-000-00		Other Facility Services			160.00
			1800151	11/21/2018	450.00	0.00	450.00
				Invoice Comment: Pest Control - Vehicles			
		G/L Account: 4369-000-000-00		Other Facility Services			450.00
				Check E01404 Total:	610.00	0.00	610.00
				Printed Check Total:			0.00
				Electronic Payment Total:			610.00
E01405	12/31/2018	0001498	AOS Specialty Contractors, Inc				Check Entry Number: 001
			181212	12/12/2018	10,805.45	0.00	10,805.45
				Invoice Comment: AOS Job#160122			
		G/L Account: 4506-018-008-09		Fed Exp:Captl-NonPM-5307 FY15			2,990.00
		G/L Account: 4506-018-008-09		Fed Exp:Captl-NonPM-5307 FY15			3,570.00
		G/L Account: 4506-018-008-09		Fed Exp:Captl-NonPM-5307 FY15			280.00
		G/L Account: 4506-018-008-09		Fed Exp:Captl-NonPM-5307 FY15			735.00
		G/L Account: 4506-018-008-09		Fed Exp:Captl-NonPM-5307 FY15			1,015.00
		G/L Account: 4506-018-008-09		Fed Exp:Captl-NonPM-5307 FY15			280.00
		G/L Account: 4506-018-008-09		Fed Exp:Captl-NonPM-5307 FY15			175.00
		G/L Account: 4506-018-008-09		Fed Exp:Captl-NonPM-5307 FY15			1,750.00
		G/L Account: 4506-018-008-09		Fed Exp:Captl-NonPM-5307 FY15			10.45
E01406	12/31/2018	0001519	Adobe Systems Inc				Check Entry Number: 001
			973358873	12/5/2018	639.92	0.00	639.92
				Invoice Comment: Creative Cloud License 11/15 - 7/14			
		G/L Account: 4510-000-000-00		ADP Software Acq			639.92
E01407	12/31/2018	0007010	Benjamin D. Arrowood				Check Entry Number: 001
			10302018	12/21/2018	1,225.00	0.00	1,225.00
				Invoice Comment: Security - Oct - Dec 2018			
		G/L Account: 4366-000-000-00		Security Services			1,225.00
E01408	12/31/2018	0007031	Todd Ballard				Check Entry Number: 001
			10252018A	12/21/2018	840.00	0.00	840.00
				Invoice Comment: Security - 10/25, 11/4, 11/18			
		G/L Account: 4366-000-000-00		Security Services			840.00
E01409	12/31/2018	0009001	Roger Leaks				Check Entry Number: 001

Check Register

Journal Posting Date: 12/31/2018

Register Number: CD-000549

CENTRAL MIDLANDS TRANSIT/The COMET (CMR)

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
			JAN-JUN2018 - RL	12/12/2018	179.85	0.00	179.85	
			Invoice Comment: Mileage Reimbursement Jan - June 2018					
		G/L Account: 4210-000-000-00		Board/Committee Exp			179.85	
			JUL-DEC2018 - RL	12/12/2018	179.85	0.00	179.85	
			Invoice Comment: Mileage Reimbursement Jul - Nov 2018					
		G/L Account: 4210-000-000-00		Board/Committee Exp			179.85	
			Check E01409 Total:					
					359.70	0.00	359.70	
			Printed Check Total:					0.00
			Electronic Payment Total:					359.70
			Report Total:					
					1,627,737.81	0.00	1,627,737.81	
			Printed Check Total:					214,218.34
			Electronic Payment Total:					1,413,519.47

AUTHORIZED SIGNATURES:

Electronic Payment Register
 Journal Posting Date: 12/31/2018
 Register Number: CD-000549
 Electronic Payment Comment: PY12/31/18

CENTRAL MIDLANDS TRANSIT/The COMET (CMR)

Bank Code: A Operating Account - WellsFargo
 Bank Account Number: 2000009850974

Routing/Transit Number: 053207766

Vendor Number	Vendor Name	Check Entry Number	Check Number	Bank Account Number	Bank Account Type	Bank Description	Routing/Transit Number	Distribution Amount
0000058	Alexis Mary Feliciano	001	E01379	3211763300	Checking	Wells Fargo	053207766	750.00
0001001	Transdev Services Inc.	001	E01380	4426416054	Checking	Bank of America	111000012	1,190,015.82
0001003	McNair Law Firm, P.A.	001	E01381	000707052774	Checking	Bank of America	053904483	4,582.56
0001028	Pitney Bowes Purchase Power	001	E01382	0001250933	Checking	Bank of NY - Mellon	043000261	350.21
0001041	SPX Genfare	001	E01383	3750653733	Checking	Bank of America	111000012	108.89
0001055	AmeriGas Propane LP	001	E01384	0027481	Checking	BNY Mellon	043000261	61,246.47
0001086	Enveloc, Inc.	001	E01385	1420345617	Checking	Regions Bank	062000019	466.40
0001117	EDMI, Inc.	001	E01386	5207751008	Checking	Branch Banking & Trust Co.	053101121	960.00
0001132	Chernoff Newman, LLC	001	E01387	4509324701	Checking	National Bank of SC	061100606	46,579.80
0001155	Auger Consulting Group LLC	001	E01388	229052813738	Checking	Bank of America	063100277	6,305.00
0001177	Palmetto Propane, Fuels, & Ice, Inc.	001	E01389	8010000044776	Checking	South State Bank	053200983	73,249.16
0001212	United Way of the Midlands	001	E01390	5126464594	Checking	BB&T	053201607	200.00
0001232	Harper, Poston & Moree, P.A.	001	E01391	000740016937	Checking	Bank of America	053904483	4,000.00
0001281	Blytheco, LLC	001	E01392	325000633929	Checking	Bank of America	026009593	115.00
0001325	Non-Stop Plumbing, LLC	001	E01393	413001339529	Checking	Palmetto Citizens CU	253978617	325.00
0001330	JONES & FRANK	001	E01394	5303763868	Checking	PNC Bank, NA	054000030	379.46
0001388	Crawford Sprinkler	001	E01395	1006325052	Checking	NBSC	053200666	350.00
0001416	SC Money Plus - Group 74021	002	E01396	2000015717687	Checking	Wells Fargo	063107513	216.66
0001416	SC Money Plus - Group 74021	003	E01397	2000015717687	Checking	Wells Fargo	063107513	216.66
0001417	WageWorks, Inc.	001	E01398	0580025358	Checking	Union Bank	122000496	29.70
0001421	ABLE South Carolina	001	E01399	2003206720095	Checking	Wells Fargo	053207766	3,290.00
0001427	ATIS Elevator Inspections LLC	001	E01400	8113219	Checking	Parkside Financial Bank&Trust	081019405	135.00
0001435	Trane U.S. Inc.	001	E01401	3750351446	Checking	Bank of America	111000012	3,414.31
0001486	PassportParking, Inc.	001	E01402	1894832110	Checking	Comerica	121137522	1,048.30
0001489	IT1 Solutions	001	E01403	002232696400	Checking	Bank of America	053904483	705.00
0001497	Palmetto Exterminators, Inc.	001	E01404	170011999101	Checking	First Citizens	053906041	610.00
0001498	AOS Specialty Contractors, Inc							

Run Date: 12/31/2018 3:13:28PM
 A/P Date: 12/31/2018

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Electronic Payment Register
Journal Posting Date: 12/31/2018
Register Number: CD-000549
Electronic Payment Comment: PY12/31/18

CENTRAL MIDLANDS TRANSIT/The COMET (CMR)

Bank Code: A Operating Account - WellsFargo
Bank Account Number: 2000009850974

Routing/Transit Number: 053207766

Vendor Number	Vendor Name	Check Entry Number	Check Number	Bank Account Number	Bank Account Type	Bank Description	Routing/ Transit Number	Distribution Amount	
0001519	Adobe Systems Inc	001	E01405	1025012822	Checking	Coastal Carolina NB	053208309	10,805.45	
0007010	Benjamin D. Arrowood	001	E01406	100081931	Checking	JPM Chase	021000021	639.92	
0007031	Todd Ballard	001	E01407	14486657	Checking	Allsouth Federal Credit Union	253279031	1,225.00	
0009001	Roger Leaks	001	E01408	8010000204304	Checking	South State Bank	053200983	840.00	
		001	E01409	490455621701	Checking	NBSC	053901198	359.70	
Total Transactions:							31	Report Total:	<u>1,413,519.47</u>

January 23, 2019

Agenda Item # 7B

To: Central Midlands Regional Transit Authority Board of Directors
 From: John Andoh, Executive Director/CEO
 Subject: Grants Funding Plan for FFY 2016, FFY 2017, FFY 2018 and FFY 2019

Requested Action: Staff recommends that the Board of Directors approve a revised Grant Funding Plan for FFY 2016, FFY 2017, FFY 2018 and FFY 2019.

Background and Summary: In February 2018, The COMET Board of Directors approved a bus shelter funding plan that takes into consideration the following:

Table 1. Shelter Construction and Funding by Fiscal Year

	<i># of shelters</i>	<i>Running total # of Shelters</i>	<i>Project Cost</i>	<i>Federal 80%</i>	<i>Local 20%</i>
<i>As of 1/9/2018</i>	<i>18</i>	<i>18</i>			
<i>FY2015</i>	<i>17</i>	<i>35</i>	<i>\$446,400</i>	<i>\$357,120</i>	<i>\$89,280</i>
<i>FY2016</i>	<i>35</i>	<i>70</i>	<i>\$1,215,000</i>	<i>\$972,000</i>	<i>\$243,000</i>
<i>FY2017</i>	<i>11</i>	<i>81</i>	<i>\$363,000</i>	<i>\$290,400</i>	<i>\$72,600</i>
<i>TOTALS</i>		<i>204</i>	<i>\$2,024,400</i>	<i>\$1,619,520</i>	<i>\$404,880</i>

A) levels that fully maximize federal match: Table 1 could be considered to describe this scenario with the following caveats:

- ❖ *Additional federal funds could be spent on additional shelters; those funds, however, would be taken from other capital needs such as preventative maintenance (engines, transmissions, etc.) or replacement and/or expansion vehicles;*
- ❖ *The COMET has not placed more than 10 shelters in a given year. Finding locations is a major challenge but terrain, permitting, easements, could slow a more aggressive placement schedule.*

This translates to a cost of \$33,000 per shelter in FY 2018 costs.

As it relates to bus shelters, there is the following funding available:

Fiscal Year Appropriation	Section	Total Amount 80% Federal, 20% Local	Remaining	Projected Shelter Goal
FFY 2016	5339	\$478,373	\$478,373	10
FFY 2017	5339	\$532,066	\$532,066	10
FFY 2018	5339	\$204,560	\$204,560	5
<i>FFY 2019 (Estimated)</i>	<i>5339</i>	<i>\$500,000</i>	<i>\$500,000</i>	<i>10</i>
TOTAL		\$1,714,999	\$1,714,999	35

Staff is assuming a construction, installation and purchase cost of bus shelters in the amount of \$38,000 due to the increasing cost of steel. This is up from \$29,000 in FY 2017 and \$33,000 in FY 2018. Staff is projecting a goal of 10 bus shelters per FTA appropriation (except with FFY 18 funds due to improvements to Transit Center and Assembly Street being proposed). This could translate to approximately 10-15 bus shelters a year depending on encroachment access.

Staff has re-reviewed with the FTA grant funding plan and has developed a new plan to fund various projects as defined below:

5307

FFY 16 - 5307

- Shop Equipment
- ADA Paratransit Service - *up to 10% of the apportionment.*
- Training
- Computer Software
- Fare Collection Equipment
- Replacement of 2014 25 Foot Propane Buses
- Purchase Communication Systems - Website Redesign
- Transit Operations in Richland and Lexington Counties
- Computers and Equipment
- Preventative Maintenance
- *1% Security - Not included, assessment proved not needed.*
- Training - *0.5 of 1% of apportionment*

FFY 17 - 5307

- Bike Share Program (10 Stations and One Year Operations) - *1% Associated Transit Enhancement*
- Vanpool Operations (JARC)
- ADA Paratransit Service - *up to 10% of the apportionment.*
- Transit Operations in Richland and Lexington Counties
- Computer Software

Central Midlands Regional Transit Authority
 3613 Lucius Road, Columbia, SC 29201
 P 803 255 7133 F 803 255 7113
CATCHTHECOMETSC.GOV
 Gleaton
info@catchthecomet.org

John Andoh, CCTM, CPM Executive Director/CEO
 Ron Anderson, Chair, John V. Furgess, Sr, Vice Chair
 Andy Smith, Secretary, Dr. Robert Morris, Treasurer
Board Members: Jacqueline Boulware, Lill Mood, Carolyn

Leon Howard, Derrick Huggins, Roger Leaks, Joyce Dickerson,
 Skip Jenkins, Debbie Summers, Bobby Horton, Kevin Reeley,
 Geraldine Robinson

- Purchase Replacement of 2014 25 Foot Propane Buses
- Administrative Cars (1 Van and 1 SUV)
- Preventative Maintenance
- *1% Security Enhancements*

FFY 18 - 5307

- Purchase Replacement of 2014 25 Foot Propane Buses
- Purchase Expansion Trolleys
- Purchase Expansion 35-Foot Transit Buses
- Transit Operations in Richland and Lexington Counties
- Resurface/Repair Parking Lot
- Preventative Maintenance
- *1% Security Enhancements - Not included, assessment proved not needed.*

FFY 19 - 5307 Projected - FTA has not released an apportionment amount for 5307

- Purchase Bus Shelters - *1% Associated Transit Enhancements*
- Transit Operations in Richland and Lexington Counties
- Crime Prevention & Security - *1% Security Enhancement*
- ADA Paratransit Service - *up to 10% of the apportionment.*
- Vanpool Operations (JARC)
- Bike Share Program - Operations - *1% Associated Transit Enhancement*
- 3 - Purchase Expansion 35 Foot Buses
- 5 - Purchase Expansion 40 Foot Buses
- Preventative Maintenance
- Training - *0.5 of 1% of apportionment*

5339

FFY 16 - 5339

- Purchase Bus Shelters

FFY 17 - 5339

- Purchase Bus Shelters

FFY 18 - 5339

- Renovate Bus Terminals
- Purchase Bus Shelters
- 8 - Rewrap 2010 New Flyer Bus Wraps

FFY 19 - 5339 - Projected - FTA has not released an apportionment amount for 5339

- Purchase Bus Shelters
- 8 - Rehabilitate 2010 New Flyer Buses

Specialty FTA Programs

- **FTA Sections 5304 & 5307 - From CMCOG**
 - Short Range Transit Plan & Competitive Operational Analysis & Food Desert Analysis - \$120,000
 - Express Bus and Park and Ride Lot Plan - \$50,000
 - Origin & Destination Study - \$120,000

- **FTA Section 5311 - From SCDOT**
 - Operations in Rural Richland Counties and Lexington Counties - \$146,536
 - *Future funding would cover Routes 44X, 47, 93X and 97*

- **FTA Sections 5310 - From CMCOG**
 - Mobility Management Program - \$232,000
 - *Future funding would cover mobility management activities from both urban and rural funding programs*

Fiscal Impacts: As a direct recipient of FTA funds, the COMET receives almost all the apportionment to the Columbia Urbanized Area, less \$200,000 that CMCOG retains for planning purposes for FTA Section 5307 funding. For FTA Section 5339 funding, The COMET receives all the apportionment. For FTA Section 5310 funding, The COMET has to apply to CMCOG for urban funds and SCDOT for rural funds, competitively. The COMET did receive \$232,000 in FTA Section 5310 funds to start a mobility management program and will continue to apply annually. For FTA Section 5311 funds, The COMET has to apply to CMCOG for rural funds, competitively. The COMET did receive \$146,000 in FY 18-19 to support rural transit services in Richland and Lexington Counties.

Recommended Motion: That the Board of Directors approve a new funding plan utilizing Federal funds for FFY 16, 17, 18 and 19.

Legal Counsel Review: None.

Attachments: Grant Worksheets.

For information regarding this staff report, please contact John Andoh, Executive Director/CEO at (803) 255-7087 or email john.andoh@catchthecometsc.org.

Approved for Submission,



John Andoh, Executive Director/CEO

Central Midlands Regional Transit Authority
 3613 Lucius Road, Columbia, SC 29201
 P 803 255 7133 F 803 255 7113
CATCHTHECOMETSC.GOV
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 Geraldine Robinson

GRANT STATUS - January 2, 2019

Grant #	Line Item #	Line Item Description	Percentage Federal/Local	Total Federal Received	Total Local Needed to Match	Fed Amt Remaining	Local Match Remaining	Total Remaining	Estimated begin date	Estimated End Date	Comments
SC-90-X247-01	11.92.08	Purchase Signage	80/20	\$ 429,354.00	\$ 107,338.00	\$ 80,651	\$ 20,163	\$ 100,814			Bus stop & route info signs and placement
TOTAL GRANT BALANCE:						\$ 80,651	\$ 20,163	\$ 100,814			
SC-90-X291 (FY 2012 Allocation) - Awarded 9/25/15 (Total \$3,628,881) (CMCOG kept \$200,000)	11.42.06	Acquire - Shop Equipment	80/20	\$ 56,000.00	\$ 14,000.00	\$ 56,000	\$ 14,000	\$ 70,000			Purchase of 2 hose reels for new maintenance bays.
	11.42.08	Acquire - ADP Software	80/20	\$ 80,000.00	\$ 20,000.00	\$ -	\$ -	\$ -			Misc. software purchases including the monthly fees for customer telephone vehicle locator systems.
	11.42.20	Acquire - Misc Support Equipment	80/20	\$ 16,000.00	\$ 4,000.00	\$ 2,785	\$ 696	\$ 3,481			Acquisition of 2 heavy duty schedule racks for customer use at transit center.
	11.92.02	Purchases Bus Shelters	80/20	\$ 35,365.00	\$ 8,841.00	\$ -	\$ -	\$ -			1% of total allocation required
TOTAL GRANT BALANCE:						\$ 58,785	\$ 14,696	\$ 73,481			
SC-2017-024	11.42.20	Acquire - Misc. Support Equipment	80/20	\$ 399,037	\$ 99,759.20	\$ 399,036.80	\$ 99,759.20	\$ 498,796.00			Purchase of Automated Passenger Counters for existing fleet
TOTAL GRANT BALANCE:						\$ 399,037	\$ 99,759	\$ 498,796			
(FY 2015 Allocation of 5339)											
SC-2018-008 (FY 2015 Apportionment of 5307)	11.13.01	Buy Expansion 40 Ft Buses	85/15	\$ 1,312,150	\$ 231,556	\$ -	\$ -	\$ -		(including Cameras and \$41,000 for Bus Inspector; \$164,706)	
	11.42.07	ADP Hardware	80/20	\$ 464,000	\$ 116,000	\$ -	\$ -	\$ -	(Clever Devices for 39 new buses)		Includes Clever Devices for 39 Buses
	11.32.07	Surveillance / Security System	80/20	\$ 778,200	\$ 194,550	\$ 238,641	\$ 59,660	\$ 298,301			Balance of \$537,582 for Apollo Camera System (w/267 & 278) and 10+ years of Apollo downloads at \$39,000/year (\$410,168); Plus extras that Apollo didn't include in initial bid document (\$11,890).
	11.92.02	Purchase Bus Shelters	80/20	\$ 357,168	\$ 89,292	\$ -	\$ -	\$ -			Additional shelters, installation, amenities
TOTAL GRANT BALANCE:						\$ 238,641	\$ 59,660	\$ 298,301			

<u>Grant #</u>	<u>Line Item #</u>	<u>Line Item Description</u>	<u>Percentage Federal/Local</u>	<u>Total Federal Received</u>	<u>Total Local Needed to Match</u>	<u>Fed Amt Remaining</u>	<u>Local Match Remaining</u>	<u>Total Remaining</u>	<u>Estimated begin date</u>	<u>Estimated End Date</u>	<u>Comments</u>
SC-2018-031	11.12.02	Buy Replacement 35 Ft Buses	85/15	\$ 1,640,500.00	\$ 289,500.00	\$ 1,640,500	\$ 289,500	\$ 1,930,000	3/31/2021	12/31/2023	4 Diesel 35 Foot buses to replace propane VINs 6557, 9156, 6564, and 9154
(FY 2013 5307 Small Urban)						\$ 1,640,500	\$ 289,500	\$ 1,930,000			
SC-2018-011	11.7A.00	Preventive Maintenance	80/20	\$ 1,060,000	\$ 265,000	\$ 828,092	\$ 207,023	\$ 1,035,115.00	10/1/2017	12/31/2018	For FY 2018 PM Expenses
(FY 2015 Apportionment of 5307)						\$ 828,092	\$ 207,023	\$ 1,035,115			
PT-8M499-04	11.13.09	Purchase Expansion Trolleys	85/15	\$ 153,000.00	\$ 27,000.00	\$ 153,000	\$ 27,000	\$ 180,000			Purchase 2 Trolleys - Combine funds with 2018 5307 Funds in the amount of \$420,000
SCDOT Vehicle Replacement Initiative Phase II-b (SMTF)						\$ 153,000	\$ 27,000	\$ 180,000			
GRAND TOTALS:						\$ 3,398,706	\$ 717,801	\$ 4,116,507			

STATUS OF AVAILABLE GRANT FUNDS - January 2, 2019

Grant #	Line Item #	Line Item Description	Percentage Federal/Local	Fed Amt Available	Local Match	Total	Estimated begin date	Estimated End Date	Comments	
New Grant (FY 2016 Apportionment) Application 6558-2018-2	11.42.06	Shop Equipment	80/20	\$ 60,000.00	\$ 15,000.00	\$ 75,000.00			Replace bus washer	
	11.7C.00	Non Fixed Route ADA Paratransit Service	80/20	\$ 418,884.00	\$ 104,721.00	\$ 523,605.00				
	5307	11.7D.02	Employee Education / Training	80/20	\$ 209,443.20	\$ 52,360.80	\$ 261,804.00			(1/2 of 1% maximum) NTD reporting with new APC's, misc. training, etc. (Funds anticipated to last approx 4 years)
	11.42.08	ADP Software	80/20	\$ 200,000.00	\$ 50,000.00	\$ 250,000.00			Monthly TransLoc fees, software upgrades, etc.	
	11.42.10	Acquire - Mobile Fare Collection Equipment	80/20	\$ 252,160.00	\$ 63,040.00	\$ 315,200.00			Funds for 16 new fareboxes (@17,200 each) and vault (@40,000). This line item may be adjusted downward if GFI buys back existing 16 fareboxes and provides credit.	
	11.12.02	Purchase Replacement 35-Ft Buses	85/15	\$ 1,008,365.20	\$ 177,946.80	\$ 1,186,312.00	3/31/2021	12/31/2023	Purchase of 2.6 buses (Need 6) @ approx \$457,000 each (wrap, bike racks, clever DR700, etc.) to replace 2014 propane. (4 Propanes being replaced with SCDOT 5307 funds. 1 Propane being replaced with SCDOT Veh. Rep. Initiative III)	
	11.62.02	Acquire - Communications Systems	80/20	\$ 40,000.00	\$ 10,000.00	\$ 50,000.00			\$25k for website redesign and rest for updates	
	41888.2	30.09.03	Transit Operations	50/50	\$ 1,000,000.00	\$ 1,000,000.00	\$ 2,000,000.00			Operations funding for service in Lexington and/or Richland County. (Operations is 50/50 minus fare revenue) FY 18-19
	11.42.07	ADP Hardware	80/20	\$ 200,000.00	\$ 50,000.00	\$ 250,000.00			For ongoing purchases of computer/electronic related hardware needed for maintaining and/or improving administrative and/or transit services related to CMRTA. (Laptops for staff & ID machine, Smartcard for GFI, Hot spot & fiber optics for bus yard, etc.)	
	TOTAL:				\$ 3,388,852.40	\$ 1,523,068.60	\$ 4,911,921.00			
	11.7A.00	Preventive Maintenance	80/20	\$ 800,000.00	\$ 200,000.00	\$ 1,000,000.00			Submit in October 2018 for expenses incurred Oct 1, 2018 - Sept 30,2019	
Total Apportionment is \$4,188,852.				(Estimated amount remaining to be expended - FEDERAL) \$ (0.40)						
Grand Total:				\$ 4,188,852.40	\$ 1,723,068.60	\$ 5,911,921.00				
New Grant (FY 2017 Apportionment)										
5307			80/20	\$ -	\$ -	\$ -				
	11.7K.01	Crime Prevention & Security	50/50	\$ 45,557.00	\$ 45,557.00	\$ 91,114.00			(1% of federal apportionment) Police Officers and Security Enhancements FY 18-19	
	11.92.06	Bike Program	80/20	\$ 256,000.00	\$ 64,000.00	\$ 320,000.00			(Enhancement) 10 stations, COMET riders ride free for 45 minutes, operating costs & costs of stations, some stations placed in low income areas - FY 18-19	
	30.09.05	Vanpool (JARC) - Operations	50/50	\$ 120,000.00	\$ 120,000.00	\$ 240,000.00			Vanpool FY 18-19, FY 19-20	
	11.7D.02	Non Fixed Route ADA Paratransit Service	80/20	\$ 455,572.00	\$ 113,893.00	\$ 569,465.00			(Up to 10% of allocation) FY 18-19	
	30.09.03	Transit Operations	50/50	\$ 1,500,000.00	\$ 1,500,000.00	\$ 3,000,000.00			Operations funding for service in Lexington and/or Richland County. (Operations is 50/50 minus fare revenue) FY 19-20	
	11.42.08	ADP Software	80/20	\$ 100,000.00	\$ 25,000.00	\$ 125,000.00			Monthly TransLoc fees, software upgrades, etc.	
	11.12.02	Purchase Replacement 35-Ft Buses	85/15	\$ 464,570.90	\$ 81,983.10	\$ 546,554.00	3/31/2021	12/31/2023	Purchase of 1.2 buses (Need 6) @ approx \$457,000 each (wrap, bike racks, clever DR700, etc.) to replace 2014 propane. (4 Propanes being replaced with SCDOT 5307 funds. 1 Propane being replaced with SCDOT Veh. Rep. Initiative III)	
	11.42.11	Staff Cars	80/20	\$ 70,000.00	\$ 17,500.00	\$ 87,500.00			2 Staff cars and 1 SUV	
TOTAL:				\$ 3,011,699.90	\$ 1,967,933.10	\$ 4,979,633.00				
	11.7A.00	Preventive Maintenance	80/20	\$ 800,000.00	\$ 200,000.00	\$ 1,000,000.00			Submit in October 2019 for expenses incurred Oct 1, 2019 - Sept 30,2020	
Apply in October 2019				(Estimated amount remaining to be expended - FEDERAL) \$ 744,043.10						
Total Apportionment is \$4,555,743.				Grand Total: \$ 3,811,699.90 \$ 2,167,933.10 \$ 5,979,633.00						

Grant #	Line Item #	Line Item Description	Percentage Federal/Local	Fed Amt Available	Local Match	Total	Estimated begin date	Estimated End Date	Comments
FY 2018 5307 Apportionment (NOT YET APPLIED FOR)	11.12.02	Purchase Replacement 35-Ft Buses	85/15	\$ 853,114.57	\$ 150,549.63	\$ 1,003,664.20	3/31/2021	12/31/2023	Purchase of 2.2 buses (Need 6) @ approx \$457,000 each (wrap, bike racks, clever DR700, etc.) to replace 2014 propanes. (4 Propanes being replaced with SCDOT 5307 funds. 1 Propane being replaced with SCDOT Veh. Rep. Initiative III)
	11.13.03	Purchase Expansion Trolleys	85/15	\$ 357,000.00	\$ 63,000.00	\$ 420,000.00			Purchase 2 Trolleys - Combine funds with SCDOT Vehicle Replacement Funds in the amount of \$180,000 (Contract PT-8M499-04)
	11.13.02	Purchase Expansion 35-Ft Buses	85/15	\$ 1,133,644.15	\$ 200,054.85	\$ 1,333,699.00			3 35-foot expansion buses for USC service (total of 6 35-foot and 5 40-foot to come from FY 19 5307 allocation)
	30.09.03	Transit Operations	50/50	\$ 1,500,000.00	\$ 1,500,000.00	\$ 3,000,000.00			Operations funding for service in Lexington and/or Richland County. (Operations is 50/50 minus fare revenue) FY 20-21
	11.44.02	Resurface / Repair Parking Lot		\$ 200,000.00	\$ 50,000.00	\$ 250,000.00			Resurface/Repair parking lot and repair curbing; any residual funds to be used for lot maintenance
	11.7A.00	Preventive Maintenance	80/20	\$ 800,000.00	\$ 200,000.00	\$ 1,000,000.00			Expenses incurred Oct 1, 2020 - Sept 30,2021
	Grand Total:				\$ 4,843,758.72	\$ 2,163,604.48	\$ 7,007,363.20		
New Grant (FY 2019 Apportionment)									
5307	11.92.02	Purchase Bus Shelters	80/20	\$ 545,600.00	\$ 136,400.00	\$ 682,000.00			Per Board action 3/2018 - Purchase & Installation of 11 Shelters @ \$62,000 ea.
	11.7K.01	Crime Prevention & Security	50/50	\$ 55,000.00	\$ 55,000.00	\$ 110,000.00			(1% of federal apportionment) Police officers - FY 19-20
	11.7C.00	Non Fixed Route ADA Paratransit Service	80/20	\$ 550,000.00	\$ 137,500.00	\$ 687,500.00			(Up to 10% of allocation) - FY 19-20
	11.7D.02	Employee Education / Training	80/20	\$ 27,500.00	\$ 6,875.00	\$ 34,375.00			(1/2 of 1% maximum) NTD reporting with new APC's, misc. training, etc. - FY 19-20
	11.92.06	Bike Program	80/20	\$ 330,000.00	\$ 82,500.00	\$ 412,500.00			COMET riders ride free for 45 minutes, operating costs & costs of stations, some stations placed in low income areas - FY 19-20
	30.09.05	Vanpool (IARC) - Operations	50/50	\$ 165,000.00	\$ 165,000.00	\$ 330,000.00			Vanpool - FY 19-20, FY 20-21
	11.13.02	Purchase Expansion 35-Ft Buses	85/15	\$ 1,133,644.15	\$ 200,054.85	\$ 1,333,699.00			3 35-foot expansion buses for USC service (total of 6 35-foot when combined w/ FY18 allocation)
	11.13.01	Purchase Expansion 40-Ft Buses	85/15	\$ 2,082,500.00	\$ 367,500.00	\$ 2,450,000.00			5 40-ft expansion buses for USC service
Grand Total:				\$ 4,889,244.15	\$ 1,150,829.85	\$ 6,040,074.00			(Estimated amount remaining to be expended - FEDERAL) \$ 610,755.85
New Grant (FY 2016 Apportionment)									
5339	11.92.02	Purchase Bus Shelters	80/20	\$ 382,699.00	\$ 95,674.75	\$ 478,373.75			Per Board action 3/2018 - Purchase & Installation of 8 Shelters @ \$62,000 ea. (FY 2016, 2017 & 2018 5339 funds combined for total purchase of 35 shelters)
	Grand Total:				\$ 382,699.00	\$ 95,674.75	\$ 478,373.75		
New Grant (FY 2017 Apportionment)									
5339	11.92.02	Purchase Bus Shelters	80/20	\$ 425,653.00	\$ 106,413.25	\$ 532,066.25			Per Board action 3/2018 - Purchase & Installation of 9 Shelters @ \$62,000 ea. (FY 2016, 2017 & 2018 5339 funds combined for total purchase of 35 shelters)
	Grand Total:				\$ 425,653.00	\$ 106,413.25	\$ 532,066.25		

Grant #	Line Item #	Line Item Description	Percentage Federal/Local	Fed Amt Available	Local Match	Total	Estimated begin date	Estimated End Date	Comments
New Grant (FY 2018 Apportionment) 5339	11.34.01	Rehab/Renovate Terminal (Bus)	80/20	\$ 388,928.00	\$ 97,232.00	\$ 486,160.00			For repairs to Assembly Street, possible AC replacement at Lucius Road.
	11.92.02	Purchase Bus Shelters	80/20	\$ 163,648.00	\$ 40,912.00	\$ 204,560.00			Per Board action 3/2018 - Purchase & Installation of 3 Shelters @ \$62,000 ea. (FY 2016, 2017 & 2018 5339 funds combined for total purchase of 35 shelters)
	11.14.02	Rehab/Rebuild 35 Ft Bus	80/20	\$ 80,000.00	\$ 20,000.00	\$ 100,000.00			New wraps for 8 2010 New Flyers (@ approx. 10,000 each)
Total Apportionment is \$632,576.				Grand Total:	\$ 632,576.00	\$ 158,144.00	\$ 790,720.00		(Estimated amount remaining to be expended - FEDERAL) \$ -
Grant #	Line Item #	Line Item Description	Percentage Federal/Local	Fed Amt Available	Local Match	Total	Estimated begin date	Estimated End Date	Comments
New Grant (FY 2019 Apportionment) 5339	11.92.02	Purchase Bus Shelters	80/20	\$ 500,000.00	\$ 125,000.00	\$ 625,000.00			Per Board action 3/2018 - Purchase & Installation of 3 Shelters @ \$62,000 ea. (FY 2016, 2017 & 2018 5339 funds combined for total purchase of 35 shelters)
	11.14.02	Rehab/Rebuild 35 Ft Bus	80/20	\$ 200,000.00	\$ 50,000.00	\$ 250,000.00			Rehab 8 New Flyer 2010 35 Foot Buses @ \$25,000 per bus
Estimated Total Apportionment is \$700,000.				Grand Total:	\$ 700,000.00	\$ 175,000.00	\$ 875,000.00		(Estimated amount remaining to be expended - FEDERAL) \$ -
SCDOT State Mass Transit Funds				\$ -	\$ -				
	11.13.03	Purchase Expansion Trolleys	0/100	\$ -	\$ 180,000.00	\$ 180,000.00	3/31/2019	12/31/2019	Per J. Andoh - Trolley Purchase
Total Apportionment is \$180,000				Grand Total:	\$ -	\$ 180,000.00	\$ 180,000.00		(Estimated amount remaining to be expended - FEDERAL) \$ -
SCDOT Vehicle Replacement Initiative - Phase III				\$ -	\$ -				
	11.12.15	Purchase replacement vehicle - Van	85/15	\$ 129,200.00	\$ 22,800.00	\$ 152,000.00	3/31/2021	12/31/2023	Per J. Andoh - Champion LF 18 passenger van
Total Apportionment is \$425,653.				Grand Total:	\$ 129,200.00	\$ 22,800.00	\$ 152,000.00		(Estimated amount remaining to be expended - FEDERAL) \$ 22,800.00

FTA Apportionments - 5307

Federal Year Allocation	Funding Type	Federal Apportionment	CMCOG Retainage Estimate	CMRTA	Unused Federal Apportionment (ESTIMATED) - CMRTA	\$ Used / Programmed
FFY 16	5307	\$ 4,188,852	\$ -	\$ 4,188,852.00	\$ (0)	\$ 4,188,852.40
FFY 17	5307	\$ 4,555,743	\$ -	\$ 4,555,743.00	\$ 744,043	\$ 3,811,699.90
FFY 18	5307	\$ 5,043,759	\$ 200,000.00	\$ 4,843,759.00	\$ 0	\$ 4,843,758.72
FFY 19	5307	\$ 5,500,000	\$ -	\$ 5,500,000.00		\$ 5,500,000.00
		\$ 19,288,354	\$ 200,000	\$ 19,088,354	\$ 744,043	\$ 18,344,311

FTA Apportionments - 5339

Federal Year Allocation	Funding Type	Federal Apportionment	CMCOG Retainage Estimate	CMRTA	Unused Federal Apportionment (ESTIMATED) - CMRTA	\$ Used / Programmed
FFY 16	5339	\$ 382,699	\$ -	\$ 382,699.00	\$ -	\$ 382,699.00
FFY 17	5339	\$ 425,653	\$ -	\$ 425,653.00	\$ -	\$ 425,653.00
FFY 18	5339	\$ 632,576	\$ -	\$ 632,576.00	\$ -	\$ 632,576.00
FFY 19	5339	\$ 700,000		\$ 700,000.00		\$ 700,000.00
		\$ 2,140,928	\$ -	\$ 2,140,928	\$ -	\$ 2,140,928

FTA Apportionments - 5310

Federal Year Allocation	Funding Type	Federal Apportionment	CMCOG Retainage Estimate	CMRTA	Unused Federal Apportionment (ESTIMATED) - CMRTA	\$ Used / Programmed
FFY 16	5310	\$ 414,518	\$ -	\$ 232,000	\$ -	\$ 232,000
FFY 17	5310	\$ 425,489	\$ -	\$ 250,000	\$ -	\$ 250,000
FFY 18	5310	\$ 437,533	\$ -	\$ 255,000	\$ -	\$ 255,000
FFY 19	5310	\$ 440,000	\$ -	\$ 260,000	\$ -	\$ 260,000
		\$ 1,717,540	\$ -	\$ 997,000	\$ -	\$ 997,000

FTA Apportionments - 5311

Federal Year Allocation	Funding Type	Federal Apportionment	CMCOG Retainage Estimate	CMRTA	Unused Federal Apportionment (ESTIMATED) - CMRTA	\$ Used / Programmed
FFY 16	5311	\$ 9,792,430	\$ -	\$ 194,758	\$ -	\$ 194,758
FFY 17	5311	\$ 9,529,575	\$ -	\$ 145,700	\$ -	\$ 145,700
FFY 18	5311	\$ 10,222,556	\$ -	\$ 146,536	\$ -	\$ 146,536
FFY 19	5311	\$ 10,000,000	\$ -	\$ 150,000	\$ -	\$ 150,000
		\$ 39,544,561	\$ -	\$ 636,994	\$ -	\$ 636,994



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Central Midlands Regional Transit Authority

SERVICE COMMITTEE AGENDA

Wednesday, January 9, 2019

12:00 p.m.

3613 Lucius Road, Columbia, SC, 29201

Conference Room A (Large) - 2nd Floor

Prior to entering the meeting, please turn all electronic devices (cell phones, pagers, etc.) to a silent, vibrate or off position.

Derrick Huggins, Chair (City of Columbia)

Lill Mood (Lexington County)

John Furgess (Richland County Delegation)

Ron Anderson (City of Columbia)

Carolyn Gleaton (City of Columbia)

Joyce Dickerson (Richland County)

-
1. CALL TO ORDER
 2. DETERMINATION OF QUORUM
 3. ADOPTION OF AGENDA
 4. MINUTES FROM NOVEMBER 14, 2018 MEETING Pages 3-10
 5. MATTERS REFERRED FROM THE BOARD OF DIRECTORS (John Andoh) Page 11
 - Discuss Previous Motions From March 2017 to Present
 6. OLD BUSINESS (John Andoh) Pages 13-18
 - Service Equity in Richland and Lexington Counties Pages 19-25
 - Bus Stops and Bus Shelters Discussion
 7. NEW BUSINESS (John Andoh) Pages 29-31
 - Night Time Service
 8. LEGAL/CONTRACTUAL/PERSONNEL (may require executive session)
 9. ADJOURN

All items on this agenda are subject to action being taken by the Committee. Agenda order is subject to change.

Upcoming Meeting Dates:

Board of Directors Meeting

Wednesday, January 23, 2019

12:00 p.m.

Lowell C. Spires, Jr. Regional Transit Facility - 3613 Lucius Road, Columbia
Conference Room A (Large)



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Central Midlands Regional Transit Authority

EXECUTIVE COMMITTEE AGENDA

Monday, December 17, 2018

11:30 a.m.

3613 Lucius Road, Columbia, SC, 29201

Conference Room A (Large) - 2nd Floor

Prior to entering the meeting, please turn all electronic devices (cell phones, pagers, etc.) to a silent, vibrate or off position.

Ron Anderson, Chair (City of Columbia)

Andy Smith (Forest Acres)

Derrick Huggins (City of Columbia)/Joyce Dickerson (Richland County)

John Furgess (Richland County Delegation)

Dr. Robert Morris (Richland County Delegation)

-
1. CALL TO ORDER
 2. DETERMINATION OF QUORUM
 3. ADOPTION OF AGENDA
 4. MATTERS REFERRED FROM THE BOARD OF DIRECTORS (John Andoh)
 - Discuss Previous Motions from March 2017 to Present
 5. OLD BUSINESS
 - Adoption of Minutes from September 12, 2018 Executive Committee Meeting
 6. NEW BUSINESS
 - Executive Director/CEO Report
 - Creation of a Rail Ad-Hoc Committee and Designate Members to Serve
 7. LEGAL/CONTRACTUAL/PERSONNEL (may require executive session)
 - Discuss Intergovernmental Agreement
 - Discuss Contract Negotiations with a Large Employer for Transit Services
 8. ADJOURN

All items on this agenda are subject to action being taken by the Committee. Agenda order is subject to change.



January 23, 2019

Agenda Item # 9A

To: Central Midlands Regional Transit Authority Board of Directors
From: John Andoh, Executive Director/CEO
Subject: CREATION OF AN INTERMODAL COMMITTEE

Requested Action: That the Board of Directors create an Intermodal Committee to discuss intermodal transportation activities that The COMET could engage in, and appoint Derrick Huggins, Lill Mood and Jacqueline Boulware to this committee.

Background and Summary: As The COMET evolves to become a mobility agency, The COMET is looking to evaluate and study other opportunities to move people within its legally approved jurisdictional boundaries of Richland, Lexington, Newberry and Fairfield Counties. The Intermodal Committee will be charged to evaluate multi-modal opportunities such as commuter rail, construction of a multi-modal transportation center, water transportation, park and ride lots and regional commuter transportation services.

Fiscal Impacts: None.

Recommended Motion: That the Board of Directors create an Intermodal Committee to discuss intermodal transportation activities that The COMET could engage in, and appoint Derrick Huggins, Lill Mood and Jacqueline Boulware to this committee.

Legal Counsel Review: None.

Attachments: None.

For information regarding this staff report, please contact John Andoh, Executive Director/CEO at (803) 255-7087 or email john.andoh@catchthecomet.org.

Approved for Submission,

John Andoh, Executive Director/CEO



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Central Midlands Regional Transit Authority

EXECUTIVE DIRECTOR EVALUATION AD HOC COMMITTEE

AGENDA

Monday, December 17, 2018

2:30 p.m..

3613 Lucius Road, Columbia, SC, 29201

Conference Room B (Small) - 2nd Floor

Prior to entering the meeting, please turn all electronic devices (cell phones, pagers, etc.) to a silent, vibrate or off position.

Dr. Robert Morris, Chairman (Richland County Delegation)

Rep. Leon Howard (Richland County Legislative Delegation)
Carolyn Gleaton (City of Columbia)

Lill Mood (Lexington County)
Roger Leaks (Richland County)

-
1. CALL TO ORDER
 2. DETERMINATION OF QUORUM
 3. ADOPTION OF AGENDA
 4. OLD BUSINESS
 5. NEW BUSINESS
 6. LEGAL/CONTRACTUAL/PERSONNEL (may require executive session)
 - Executive Director Evaluation
 7. ADJOURN

All items on this agenda are subject to action being taken by the Committee. Agenda order is subject to change.



January 23, 2019

Agenda Item # 11A

To: Central Midlands Regional Transit Authority Board of Directors
From: Arlene Prince, Director of FTA Compliance
Subject: ADA Complementary Paratransit Compliance Review

Requested Action: Staff recommends that the Board of Directors receive and accept the ADA Complementary Paratransit Compliance Review report, which includes a Corrective Action Plan and Schedule.

Background and Summary: The Americans with Disabilities Act (ADA) requires public transit agencies that provide fixed-route service to provide “complementary paratransit” service to individuals with disabilities who are unable to use fixed-route bus service because of a disability.

Transdev Services, Inc is the contractor to deliver fixed route and complementary paratransit services to The COMET. Transdev Services, Inc subcontracted the complementary paratransit operations to Transport Care Services.

Earlier this year, staff was requested by the Board of Directors to conduct a compliance review of the ADA Complementary Paratransit Operations to ensure all contractual obligations were met. An Opening Conference was held with representatives from Transdev Services, Inc, Transport Care Services and The COMET to discuss the scope and approach during the review process. A total of twenty-one sections were reviewed by a team composed of individuals with The COMET and Transdev Services, Inc.

The compliance review included several components:

- Preparation: Compiling data and meeting with representatives of Transport Care Services and Transdev to explain the process and information needed for the review.
- On-site Reviews: Meeting with employees to observe functions and discussing the roles of randomly selected employees which included managers, supervisors, customer service representatives, reservationists, dispatchers, and drivers.
- Analysis and Reporting: Analyzing all information to create a comprehensive report to highlight positive accomplishments and areas needing improvement with corrective action items.

A Closing Conference was held once all data was analyzed to provide the results of the review and to share a corrective action plan for moving forward.

Fiscal Impacts: None.

Central Midlands Regional Transit Authority
3613 Lucius Road, Columbia, SC 29201
P 803 255 7133 F 803 255 7113
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info@catchthecomet.org

John Andoh, CCTM, CPM Executive Director/CEO
Ron Anderson, Chair, John V. Furgess, Sr, Vice Chair
Andy Smith, Secretary, Dr. Robert Morris, Treasurer
Board Members: Jacqueline Boulware, Lill Mood, Carolyn

Leon Howard, Derrick Huggins, Roger Leaks, Joyce Dickerson,
Skip Jenkins, Debbie Summers, Bobby Horton, Kevin Reeley,
Geraldine Robinson

Recommended Motion: Staff recommends that the Board of Directors accept the report prepared for the ADA Complementary Paratransit Review with the recommended corrective action plan outlined to strengthen ADA paratransit operations.

Legal Counsel Review: None.

Attachments: ADA Paratransit Compliance Review.

For information regarding this staff report, please contact Arlene Prince, Director of FTA Compliance at (803) 255-7169 or email arlene.prince@catchthecomet.org

Approved for Submission,



John Andoh, Executive Director/CEO



Central Midlands Transit

Complementary Paratransit Compliance Review



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Appendix

Appendix A - Summary of Compliance Review Findings

Executive Summary

Objective and Methodology

This report consists of the review of the ADA Complementary Paratransit Services performed by Transport Care Services under subcontract to Transdev Services for The COMET. The objective of the review was to address a request from the Board of Directors to determine if Transport Care Services was meeting its obligations under the contract to provide paratransit as a complement to fixed-route service.

The compliance review included several components:

- Preparation: Compiling data and meeting with representatives of Transport Care Services and Transdev to explain the process and information needed for the review.
- On-site Reviews: Meeting with employees to observe functions and discussing the roles of randomly selected employees which included managers, supervisors, customer service representatives, reservationists, dispatchers, and drivers.
- Analysis and reporting: Analyzing all information to create a comprehensive report to highlight positive accomplishments and areas needing improvement with corrective action items.

Each section contains a “Discussion” and “Correction Action Schedule”. The Discussion highlights information obtain during and responses from persons interviewed during the review period. The Corrective Action Schedule is a timeframe for responding to The COMET.

Key Observations

The Transport Care Service paratransit program includes the following positive program elements.

- A comprehensive Customer Service Training curriculum was in place that would serve as a model in other areas of the agency.
- The employees interviewed were very passionate about their role in the transit industry.
- Transport Care Services is paid by Transdev at least two to three times each month which enhance cash flow for payroll and vendor payments.
- Written programs were in place to address accident policies and procedures, and drug and alcohol testing.

Areas Needing Improvement

The Transport Care Service paratransit program has several areas that need improvement in accordance with contract requirements and Federal regulations. A total of twenty-one (21) sections of the contract were reviewed. Of these areas, there are recommendations for improvement in seventeen (17) areas, and an advisory comment is provided for one area. The area highlighted below deserves immediate attention since it impacts the employees’ livelihood.

- Trip Information for passengers is not always accurate on the manifest

- Information was missing from some of the personnel files including annual background checks; some job descriptions do not reflect the duties and/or experience of the employee
- Training programs are not available for all positions
- Adequate notification was not provided to Transdev regarding accidents/incidents regardless of amount of damage
- The manifest document did not always match, and information is not shared with Transdev
- Riders are not initialing or verifying payment when using DART services
- All appropriate paperwork is not on file for drug and alcohol testing requirements
- A more effective tracking code is needed to determine complaints relevant to Transport Care Services
- **Insurance forms completed by some employees are inaccurate causing the inability to file claim form for medical needs**
 - Data is not analyzed to determine actual "no-show"
 - Several of the months had trips below the 90% on-time performance
 - All trips labels as "missed trips" may not be coded accurately
 - Some trips may not be scheduled for a shorter travel time
 - A better system is needed to track telephone hold time
 - An analysis by The COMET's Planning Department revealed that several trips were made outside of service area after January 1, 2018
 - Language in the Accounts Payable Section refers to Transdev's requirement with The COMET
 - A tracking system should be in place to alert of invoices due dates to maintain the company's credibility in paying bills
 - Distribute usage of vehicles equally among routes

Also, Appendix A contains a Summary Table of Compliance Review Findings. This document includes a response date for Transport Care Services to reply to The COMET. A Closing Conference was held on Wednesday, November 27, 2018 at 9:00 am to share the contents of the review. Various dates were given for responding to the observations with the maximum date of all responses to be submitted within 30 days.

Transport Care Services was very cooperative throughout the review process and returned information requested within a reasonable timeframe.

General Information

Fixed Route and ADA Paratransit Contractor:	Transdev Services, Inc.
General Manager:	Alan Bristol
ADA Complementary Paratransit Subcontractor:	Transport Care Services, Inc.
President/CEO:	Christopher P Land
Dates of Site Visit:	July 24 - August 16, 2018
Review Team Members:	Arlene Prince, <i>The COMET</i> Tanisha Woodson, Transdev Services Robert Harrison, Transdev Services

Introduction to Transport Care Services

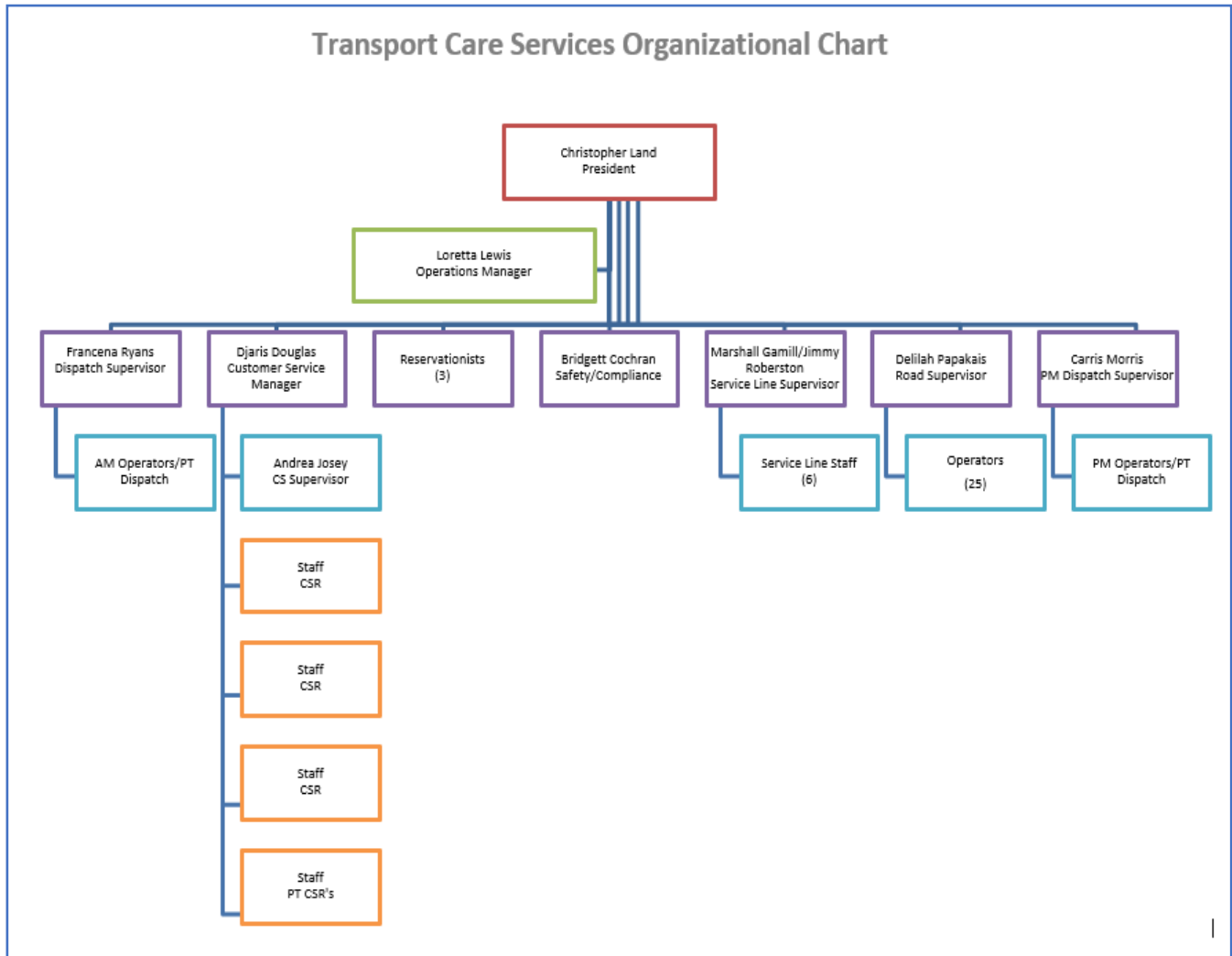
The Central Midlands Regional Transit Authority dba *The COMET* is the agency that handles public transportation services for the Central Midlands Region of South Carolina. During July 2015, *The COMET* contracted with Transdev Services to operate the fixed route and complementary paratransit services. In an effort to partner with a small business and achieve a DBE contract goal on the project, Transdev subcontracted the complementary paratransit operations to Transport Care Services, a DBE firm to deliver Dial-a-Ride (DART) services.

Transport Care Services primary activities include trip reservations and dispatching vehicles for DART. Other activities include supplying automotive parts and cleaning all vehicles used in the delivery of public transportation services for *The COMET*. At the end of June 2018, there were a total of 1,798 eligible DART riders. Since the start of the contract in July 2015, approximately 202,000 passenger trips were documented in the DART system. There was an 18 percent increase in passenger trips from FY2015-16 to FY2016-17 and an increase of three percent from FY2016-17 to FY2017-18.

DART is an origin-to-destination, advance reservation, shared-ride transportation service. There are no restrictions on the purpose or frequency of reservations. Riders going in the same general direction are grouped together to share rides. A fleet of 22 vehicles (1 minivan, 21 Starcraft) are available to provide DART service throughout the week. Each is equipped with wheelchair lifts and can accommodate four wheelchairs.

DART is housed at the same location on 3613 Lucius Road in Columbia as Transdev and *The COMET* administration office. The team of individuals for Transport Care Services consists of 52 individuals. As reflected in *Figure 1*, this include the management team of managers and supervisors, customer service representatives, reservationists, dispatchers, drivers, utility workers, and the safety/compliance coordinator.

Figure 1-Transport Care Services Organizational Chart as of 9/2018



Scope of the Review

The Board of Directors for the Central Midlands Regional Transit Authority requested that an audit of the agency's paratransit operations be performed for adherence to contract requirements. Under the direction of the Executive Director/CEO, the agency's Compliance and Civil Rights Officer was given a charge to review the various sections of the existing contract between Transdev Services and Transport Care Services for compliance.

The twenty-one areas included in the review are as follows:

1. Section 3 – Services Provided
2. Section 4 – Employment
3. Section 4 – Training

4. Section 5 – Provider Policies and Procedures
5. Section 8 - Accidents
6. Section 9 – Fare Policy
7. Section 10 – Fare Collection
8. Section 11 – C - Performance of Paratransit Services
9. Section 13 – Drug and Alcohol Testing
10. Section 15 – Complaints
11. Compliance with Attachment III
12. Policy compliance as defined in the DART Rider’s Guides and No-Show policy
13. On-time performance
14. Denials and Missed Trips
15. Trip Lengths
16. Telephone Hold Time
17. Service area compliance
18. Reliability of Data
19. Invoicing
20. Accounts Payable
21. Fleet Utilization

Methodology

The COMET provided Transport Care Services and Transdev Services with an available date to confirm availability. Follow-up was made via Microsoft Office “Invite”. A letter was prepared and sent via email and United Postal Service about the upcoming ADA Complementary Paratransit Compliance Review.

The Opening Conference was held on Wednesday, July 18, 2018 at 10:00 am at 3613 Lucius Road, Columbia, South Carolina. The eight attendees included the following:

- Alan Bristol, General Manager, Transdev Services, Inc.
- Tanisha Woodson, HR Manager, Transdev Services, Inc.
- Christopher P Land, President/CEO, Transport Care Services, Inc.
- Larry Livingston, Consultant, Transport Care Services, Inc.
- Djaris Douglas, Customer Service Manager, Transport Care Services, Inc.
- Arlene Prince, Compliance and Civil Rights Officer, *The COMET*
- John Andoh, Executive Director/CEO, *The COMET*
- Missey Lawlor, Executive Support Liaison, *The COMET*

Several documents were requested for review and analysis. Interviews were held with a customer service manager, a customer service representative, a reservationist, two dispatch supervisors, a road supervisor, and six drivers. The compliance reviewers observed each position in operation. Also, a few bus rides were scheduled to observe the drivers in the implementation of their duties.

Once the analysis for compliance review was complete and a “draft” report was available, a Closing Conference was held on November 27, 2018 @ 9:00 am to issue the final ADA Paratransit Compliance Review Report. Transport Care Services was given a thirty-day timeframe for responding to all corrective action items.

Requirement: Contract Requirement: Section 3-Services to be Provided

Provider shall be responsible for performing all ADA paratransit services and utility work required by the CMRTA contract except for vehicle maintenance.

Paratransit Services

- Operate the paratransit call center, schedule and deliver all paratransit trips.
- Perform the paratransit services from the operating facility provided by CMRTA.
- Supply sufficient operating and management personnel as necessary to deliver the services in full conformance with all paratransit requirements set.
- Furnishing the paratransit software, computer network and terminals, furniture, telephone system and all other equipment required by the paratransit call center and required for the efficient operation of the paratransit services.
- Service shall be delivered seven days per week, including holidays, between 5 am and 11 pm.
- Staffing reservation phone lines and taking all requests for trips, performing all scheduling functions operating all vehicles and providing dispatch and street supervision of paratransit operations.
- Receive, investigate and respond to all related complaints.

Customer Service Representatives

- Providing sufficient staff and materials for the provision of customer service representation.
- Utilize LISTEN software supplied by the contractor, and training staff on software.

Utility Services/Hostlers

- Responsible for cleaning and servicing all vehicles used by Transdev or Contractor in the provision of fixed route and paratransit services, including support vehicles.
- Employ or engage adequate management and support personnel to supervise the utility functions.
- All employees shall possess proper licenses for the operation of the vehicles.

Management of Parts and Parts Procurement

- Procurement of all parts required for the operation of fixed route and paratransit services.
- Maintaining an inventory of spare parts and procuring replacement parts in a timely manner.

Discussion:

Transport Care Services provides ADA Complementary Paratransit Services seven days each week, including holidays except for Thanksgiving and Christmas. Reservations and dispatching were handled from 3613 Lucius Road and customer service representatives were housed in the Call Center located in the Downtown Transit Center on 1225 Laurel Street in Columbia. Plans were underway during the review period to transfer the Call Center activities for customer service representatives to 3613 Lucius Road on July 31, 2018. This action will create a more efficient and effective manner to handle reservations, dispatching, customer complaints and other concerns.

The paratransit services start as early as 5:00 am and some routes end around 10:00 pm to allow adequate time for the return trip to end around the same time as fixed route services. Two full time reservationists are available from Monday through Friday from 9:00 am until 5:00 pm. Part-time dispatchers answer calls after 5:00 pm during the weekdays, and on Saturday through Sunday. A few walk-ins may occur where the reservationists utilize a standard form to record trip information.

Trapeze software (version 14) is utilized as a tool to track paratransit customers and schedule trips. However, the software is not as effective if information is not entered timely or accurately. Some dispatchers may also handle reservation functions. Drivers indicated that information given in picking up customers is not always correct. Also, customers may cancel rides and the cancellation is not entered into the system or transferred to the manifest that the drivers use for obtaining information on trips assigned to them. This may cause inserts in manifest at last minute and unnecessary scheduled trips for individuals who called in advance to cancel a reservation.

Table 1 reflects the total trips scheduled since the start of the contract. It was revealed that most trips scheduled but not completed occurred on weekends. Transport Care Services indicated that trips can be scheduled 14 days in advance and believe that customers who schedule trips for the weekend may be in a better position to locate other means of transportation.

Table 1 – Trip Report

Fiscal Year	# Scheduled Trips	# Completed Trips	Difference Scheduled/Completed	% Completed/Scheduled
July 1, 2017- June 30, 2018	96,808	68,793	28,015	71%
July 1, 2016- June 30, 2017	90,935	66,773	24,162	73%
July 1, 2015- June 30, 2016	76,939	55,243	21,696	72%

Source: Transport Care Services-Route Productivity Report Summary, August 2018

During the review period, Transport Care Services was responsible for general cleaning of vehicles and Capital Building Services handled deep cleaning. Transport Care Services was given the responsibility of general and deep cleaning and servicing all vehicles used for fixed route and paratransit services during September 2018. An inspection was conducted by Robert Harrison,

Transdev's Maintenance Manager on eight vehicles after the review period (Table 2). The inspection occurred on October 2, 2018 around 4:00 am using a Service Line Bus Inspection Checklist. Several photos were taken as backup documentation to display the vehicle condition. The Soda Cap Connector was the only vehicle without any cleaning issues.

Table 2- Vehicle Inspections

Vehicle#	Area	Comments
310 (DART)	Ceiling	Dirt/Dust
310 (DART)	Floors	Dirt/Debris
316 (DART)	Windows/Sill	Smudged/Debris
316 (DART)	Floors	Dirt/Debris
316 (DART)	Mirrors	Smudged
321 (35')	Windows/Sill	Dirt/Debris
321 (35')	Ceilings	Dirt/Dust
321 (35')	Floors	Dirt/Debris
512 (Cut-Away)	Wheel Chair Platform	Dirt/Debris
512 (Cut-Away)	Ceilings	Dirt/Dust
512 (Cut-Away)	Floors	Dirt/Debris
512 (Cut-Away)	Foot Pedals	Dirt/Debris
710	Seats	Trash in Storage Area Behind Driver's Seat
710	Floors	Roaches
710	Mirrors	Smudged
710	Foot Pedals	Dirt/Debris
714	Wheel Chair Platform	Dirt/Debris
714	Front Dash Area (Control Panels/Driver Area)	Dirt/Debris
714	Foot Pedals	Dirt/Debris
719 (Soda Cap)	n/a	No Issues
803	Seats	Gum on Seats
803	Front Dash Area (Control Panels/Driver Area)	Dirt/Debris

Source: Transdev Maintenance Manager, Columbia, SC, October 2, 2018

Transport Care Services is the vendor to provide spare parts on all vehicles operated by DART and Transdev. Since Transport Care Services is classified as a disadvantaged business enterprise (DBE), Transdev can count 60% of parts purchased from Transport Care Services as the DBE supplier. Transport Care Services role relevant to parts is only to serve as the supplier. Currently, the Parts Supply Clerk is an employee of Transdev and the inventory of parts is maintained by Transdev using the RTA management system. Several parts are maintained in-house and restocked once the supply is low. A request is generated for new parts that are not already in stock.

Corrective Action Schedule (Response Due Date-12/21/18):

- ⇒ Revisit the process of transferring/sharing riders information between reservationists and dispatchers to ensure accurate and timely information is passed along to drivers.
- ⇒ Seek input from passengers to determine the reason for a change in schedule to determine if anything should be handled differently by the agency.
- ⇒ Ensure adequate attention is given to cleaning vehicles prior to delivery of service.

Requirement: Section 4 – Employment

- Have a program of recruitment and retention, which leads to the retention of qualified employees.
- Provider recognizes that Transdev employees currently provide many of the functions to be undertaken by Provider and Provider agrees to afford employees of Transdev currently serving CMRTA a hiring preference, provided, however, that Provider shall have no obligation to employ any Transdev employee that does not meet Provider's hiring standards.
- Address the need to anticipate turnover and to recruit and train new staff in a timely fashion so that there is no reduction in service quality resulting from turnover.
- Training all employees in the proper performance of their duties.
- All employees must be properly licensed and trained to operate any vehicle and/or equipment under the CMRTA Contract, including CDL and non-CDL revenue vehicles and support vehicles. All drivers shall be selected in accordance with the terms of applicable state, federal and municipal regulations.
- Perform at least annual driver record inquiries, where any of the following infractions will deem a driver ineligible to drive for any of the CMRTA transportation services: driving under the influence of alcohol or drugs/driving with intoxicated, reckless driving/driving with a suspended license, or any driving record with multiple or repeated violations (other than parking).
- For each driver, perform pre-employment driver record inquiry with the South Carolina Department of Motor Vehicles or any state where necessary or applicable.

Requirement: Section 4 – Training

- Develop and implement a training program that addresses all staff positions including drivers and utility workers. The program shall be approved by Transdev prior to implementation. The training program shall include but not be limited to the following areas. "SEE SAFETY AND TRAINING FILE".
- Without limiting the foregoing requirements, ensure that before the driver may directly transport consumers, the driver, any personnel with dispatch responsibilities and any supervisor must meet the training standards and any additional training as required by the CMRTA Contract.
- Maintain accurate and detailed records of training, retraining, and refresher training provided to all personnel.
- Maintain employment files to include separate training files, which may be inspected by Transdev or CMRTA at any time for thoroughness and accuracy.

Discussion: The Operations Manager for Transport Care Services handle the human resource functions for the company. Currently, the agency has 52 employees. Of these, the reviewers examined the files of 31 or (60%) of employees who were randomly selected based on a category of job functions. Several of the personnel files had missing information or documents not signed or dated by the individual or supervisor.

The agency's organization chart reflects that the drivers/operators report to the Road Supervisor and the position description for the Road Supervisor indicates that this position will be the first line of management contact for the drivers. Also, the organizational chart reflects AM operators report to the Dispatch Supervisor and the PM Operators report to the PM Dispatch Supervisor. Some of the duties of the dispatchers are to dispatch drivers and assists in the coordination of routes. Examples were: assign drivers to various types of driving assignments and keep track of driver attendance records; take drivers calls for information and assistance while they are driving routes and trips during the regular workday. It appears that the drivers were reporting to the dispatch prior to hiring the Road Supervisor. Once the Road Supervisor was hired, the dispatch supervisor continues to serve as the first line of contact for the drivers. It should be very clear to the drivers, the immediate supervisor, and anyone reviewing the organizational chart of the person responsible for supervising the drivers to ensure effective monitoring of routes and other daily operations required of the drivers.

During a review of the Safety and Training files, it was revealed that some training is available for employees in the areas of Wheelchair Lift and Securement, CPR, and First Aid. Annual background checks were not performed in accordance with the contract term. All eight Service Line employee files were reviewed, of which five of the employees did not have documentation of a CDL which is listed on the position description for Service Line Technician. Also, one Service Line employee had a trainer permit at the time of hire but received a drivers' license six month later.

A program for recruitment and retention was not available for employee turnover. A total of 48 terminations occurred from 2015 to 2018 (*Table 3*). The majority (42%) or 23 terminations occurred in 2016, with drivers being the highest category of employees lost. The reviewers did not see a training program to address all staff positions. However, the reviewers were impressed with the comprehensive training program established during 2017 for customer service representatives.

Table 3 – Employee Terminations

Employee Terminations By Category/Year					
	2015	2016	2017	2018	TOTAL BY POSITION
Service Line	2	5	2	1	10
Drivers	3	10	5	4	22
Customer Service Reps	1	8	2	0	11
Supervisor	0	0	1	0	1
Other	3	0	1	0	4
TOTAL BY YEAR	9	23	11	5	48

Source: Transport Care Services, Employee Status

Corrective Action Schedule (Response Due Date-12/7/18):

- ⇒ Hire or assign an individual other than the Operations Manager to perform all human resource and payroll matters to ensure consistency and adherence to all personnel requirements. This will allow the Operations Managers to delegate the administrative duties such as human resource/payroll to focus more on tasks relevant to operations and service delivery.
- ⇒ Review position descriptions to ensure job duties and experience requirements are up-to-date.
- ⇒ Clearly define the role of the Dispatch Supervisor and Road Supervisor to alleviate confusion in performing job tasks.
- ⇒ Consider adding Service Line Technician Assistant for individuals who do not drive vehicles nor meet the requirements for possessing a CDL license with a passenger endorsement.
- ⇒ Use the customer service training program as a model in developing and implementing a training program for all other positions (receptionists, dispatchers, drivers, service line employees, and safety/compliance)
- ⇒ Maintain a database or other electronic tool to track training completed by each employee.
- ⇒ Ensure background checks are performed on an annual basis as reflected in the contract and include this information in the employee's file.

Requirement: Section 5 – Provider Policies and Procedures

- Prior to the start of service under this Agreement, develop and have in place written policies, procedures, and programs in the following areas of responsibility, at a minimum. Such policies, procedures and programs and any proposed changes thereto shall be reviewed and approved by Transdev prior to implementation.
 - Accident Policies and Procedures
 - Staff Recruitment and Training Program
 - Drug and Alcohol Testing

Discussion: Transport Care Services provided a copy of the Accident Policies and Procedures and the Drug and Alcohol Testing programs. The reviewers did not obtain information for the Staff Recruitment and Training Program. This is addressed under Safety and Training File.

Corrective Action Schedule (Response Due Date-12/7/18):

- ⇒ Use the customer service training program as a model in developing and implementing a training program for all other positions (receptionists, dispatchers, drivers, and service line employees)

Requirement: Section 8 – Accidents

- Develop and implement an Accident and Incident Policy and Procedure which shall be approved by Transdev prior to implementation. The procedures shall address both passenger and vehicular accidents and incidents and include the following:
 - Following immediate telephone notification, as soon as possible, but not less than 24 hours following the accident, provide a written accident report to Transdev on such form as directed by Transdev.
 - Within 24 hours of receipt, provide Transdev with written notification and copy of any claim or action for damages because of bodily injury or property damage resulting from Provider's ownership, operation, maintenance or use of any vehicle.:

Discussion: A review of the claims with Gateway Insurance and American Service Insurance Companies revealed that nineteen claims were filed during the contract period, with a total loss paid amounting to approximately \$80,203. In coordinating with Transdev, they acknowledged that verbal communication is made on some accidents/incidents but no written reports are submitted to keep them fully aware of the details. Table 4 below reflects the accident/incidents on file with the insurance company. The reviewers were unable to obtain two documents to examine for 5/17/17 and 7/21/17.

During the review of documents and a discussion with Transdev, it was revealed that several accidents/incidents should have been filed at another level. These accidents/incidents are reflected in Table 5. In most cases, the driver filed an incident report and/or notified the supervisor but information was never filed with the insurance company. It appears that these accidents/incidents involved minor damages to vehicles where repairs were handled in-house and involved passenger wheelchair injuries. Documentation was on file to reflect that several employees were counseled after an incident.

Table 4 - Accidents/Incidents Reported To Insurance Company

Date of Accident	Date Accident Reported to Insurance Company	Type of Accident/Incident	Paid Loss
3/14/18	3/15/18	Passenger falling out of scooter	\$8,406.50
2/21/18	2/22/18	Struck object	\$543.79
1/8/18	5/7/18	Gunshot shattered windshield	\$336.36

8/10/17	9/7/17	Passenger falling	\$0
8/22/17	8/25/17	Changing lanes/colliding	\$10,043.32
5/17/17	5/24/17	Windshield Claim	\$352.16
5/16/17	5/24/17	Contact with vehicle	\$5,467.75
5/14/17	5/29/17 and 6/13/17	Backing	\$0
3/23/17	4/3/17	Hit object	\$2,431.26
3/23/17	4/12/17	Hit object	\$8,914.95
12/6/16	3/24/17	Rear ended by another vehicle	\$(1,000.00)
11/16/16	12/6/16	Changing lanes	\$2,093.25
8/30/16	11/7/16	Sideswiped by another vehicle	\$0
5/2/16	5/5/16	Slammed on brakes causing another vehicle damage	\$2,558.41
3/14/16	3/17/16	Hit by another traveling vehicle	\$0
12/30/15	1/14/16 and 2/26/16	Backing into fixed object	\$1,357.48
12/15/15	5/31/16	Rear ended	\$14,800.00
7/21/15	2/24/16	Passenger fell after vehicle turned	\$11,953.04
7/6/15	2/11/16	Passenger fell out of wheelchair lift	\$10,000.00
		TOTAL LOSS PAID BY INSURANCE COMPANY	\$80,202.69

Source: Transport Care Services, Insurance Loss Report

Table 5 - Accidents/Incidents Not Reported to Insurance

Fiscal Year	# Accidents/Incidents Report Not Reported to Insurance Company
July 1, 2015-June 30, 2016	8
July 1, 2016-June 30, 2017	5
July 1, 2017-June 30, 2018	7
Total	20

Source: Transport Care Services, Incident Reports

Corrective Action Schedule (Response Due Date-12/14/18):

- Provide a copy of the written accident report to Transdev within 24 hours after telephone notification of an accident.
- Provide a copy of any claim or action for damages to Transdev with 24 hours of receipt.
- Coordinate with Transdev regarding all accidents to determine the manner to handle repairs made in-house and keep documentation on file.
- Provide training to ensure all involved individuals are aware of proper way to report and complete accident forms.
- Re-train appropriate individual(s) of timeline to notify insurance company about accidents/incidents.

Requirement: Section 9 – Fare Policy

- Where so directed, fares will be charged on a per person, per trip basis in accordance with the CMRTA's established fare policy.

- The provider manifest or list shall specify the fare to be collected by Provider for each trip. (Does the fare match the manifest or list).
- Fares will be assessed for transportation only. Neither the passenger nor Transdev will be charged for or pay any costs or penalties associated with waiting fees, no-show fees or any other surcharges.

Discussion: Fares charged to customers are based on rates established by The COMET, which is \$3.00 per trip for a DART eligible customer, \$3.00 per trip for a Companion, and no cost for a Personal Care Attendant (PCA). During the review, the rates were based on the policy established by The COMET.

Corrective Action Schedule (Response Due Date-n/a):

- None recommended for this section.

Requirement: Section 10-Fare Collection

- The manifest, mobile data terminal data or list developed by Provider shall note those passengers responsible for direct payment of fares.
- Provider's accounts and records shall adequately document the collection and remittance of fares.

Discussion:

Reviewers looked at three manifest documents: Manifest Cover Sheet (See Figure 2), Operator Manifest, and Daily Dispatch Reports that are completed by Dispatch Supervisors. A total of 68 documents were randomly selected for review, ranging from 2015 to 2018. Of the documents examined, the reviewers were able to only match 3% of all three manifest documents. In most cases, the dollar amount did not equal the number of riders. During a review of the driver manifest, it was difficult to determine in most of the reviews which riders paid cash and which ones used tokens. A few drivers penciled this information on their manifest. From a consistency standpoint, it would be beneficial if all drivers' manifest would indicate which passengers were paying using cash or tokens for reconciling and tracking purposes.

During 2017, the reviewers examined 19 cover sheet manifests but did not receive the driver manifest to verify riders. Of these 19 documents, only 1 had the driver manifest attached for review. Several of the cover sheet manifests had the dispatch summary sheet attached. In some cases, the number of riders documented did not always match the cash customers, tokens, no-shows, cancellations, or transfers.

A more effective internal control process should be in place to document fares received by riders. Conversations were held with drivers. A driver indicated that a rider did not have the exact fare, he accepted a \$20 bill and turned in money. When the customer did a follow-up on tokens, he was informed by DART office that there was no record that he was owed any tokens. Riders do not initial the manifest to indicate amount of funds provided the driver to ensure their tokens are given to them the following day.

Figure 2-Manifest Cover Sheet

Transport Care Services **TIME RECORD**
Manifest Cover Sheet

DATE: _____ ROUTE #: _____ BUS #: _____ NAME: _____

Clock-In: [] TIME [] MILEAGE []
 Leave Yard: []
 1st P/U: []
 Last Drop: []
 Return Yard: []
 Clock-Out: []

Passenger Data:
 Total Clients: [] PCA's: [] Quebs: [] TX's: [] CXL's: [] No Shows: []
 Late Trips: [] Early Trips: [] # Inserts: []
 EDIB: [] CURRENCY: [] TOICMB: []
 (Coins) Cash Customers (RTA)

Actual Cash Total = \$ []

REQUEST FOR TOKENS/PAYMENT FOR NO SHOWS

* Check #	Amount	Name	Delivery	Date

* If paid by cash, write CASH in the check column & amount in next column

COMMENTS / NOTES: _____

Dispatch Supervisor: _____

By signing below, I attest that the information reported herein to be true and accurate to the best of my knowledge.

Employee Signature: _____

TW: 288-7123 / 7124 FAX RTSW: 288-7109 / 7103
 mor Service (R03) 288-7100

Figure 3-Operator Manifest

Driver: [REDACTED] OPERATOR MANIFEST Page 4 of 6

Date: 08/16/18 Ending Mileage _____

Route: [REDACTED] Run Begin _____ Beginning Mileage _____

Vehicle: [REDACTED] Run End _____ Total Daily Mileage _____

PICK - UP TIME	APPT TIME	MILEAGE	ADDRESS / ADDRESS NAME / COMMENTS / CITY	CLIENT NAME/CLIENT ID	DISABILITY	RIDER/EQUIP	FUNDING	FARE
14:00	B		Beginning of Route					
A								
D								
14:30	P		[REDACTED] TWO NOTCH RD COLA. REHAB CLINIC-TWO NOTC COLUMBIA COLA. REHAB. CLINIC	[REDACTED]	O,S 8717	CLI / WC		RTA \$ 3.00
A								
D								
14:45	P		[REDACTED] TRENHOLM NORTH COLUMBIA DAY SPA	[REDACTED]	V 4396	CLI / AM		RTA \$ 3.00
A								
D								
	D		[REDACTED] MORNINGLO LANE COLUMBIA	[REDACTED]	8717			
A								
D								
	D		[REDACTED] CoolStream Dr COLUMBIA	[REDACTED]	4396			
A								
D								
15:30	P		[REDACTED] CORPORTE PARK BOULEVARD COLUMBIA VOCATIONAL REHAB	[REDACTED]	H,S 10061	CLI / AM		RTA \$ 3.00
A								
D								

Corrective Action Schedule (Response Due Date-12/21/18):

- Create a more use-friendly and detailed manifest cover sheet to reflect passenger data, and payment type.
- Provide training to Dispatch Supervisors and drivers on completing the manifest cover sheet for consistency.
- Require Dispatch Supervisors to verify fares collected after each trip to match manifest for internal control purposes.

Requirement: Section 11c-Performance of Paratransit Services

- Require drivers to enter all trip data into the mobile data terminal (or on each manifest) as trips are performed.
- Properly completed manifests or mobile data terminal data must be returned to Transdev within 48 hours of completion of the service day (weekends and holidays shall not be counted in calculating the 48-hour time period).
- The manifest or data shall indicate each trip supplied shall be signed or initialed by each passenger.
- If trips are assigned via list, the Provider's dispatcher shall maintain a listing of trips dispatched and delivered on a form approved by Transdev;
- If instructed by Transdev, the driver shall obtain the signature of each passenger transported on a transportation trip ticket in a form approved by Transdev (the driver shall write "UTS" in the signature space if the passenger is unable to sign the trip ticket).
- All trip tickets and fare coupons collected and the dispatcher's log shall be provided to Transdev within 48 hours of completion of the service day (not counting weekends and holidays).

Discussion:

During follow-up with Transdev, it was revealed that the manifests are not provided to Transdev as required in the contract, and the manifest is not initialed by the passenger to indicate payment of fare.

Corrective Action Schedule (Response Due Date-12/21/18):

- ⇒ Obtain passenger initial on manifest document to verify payment and ridership.
- ⇒ Provide the fare collected and dispatcher log to Transdev within 48 hours of completion of the service day.
- ⇒ Create better way to track tokens requested and delivered to customers

Requirement: Section 13 - Drug and Alcohol Testing

- Complying with all requirements of the Federal Transit Administration regarding the testing of safety sensitive employees for drug and alcohol use.
- Providers attention is directed to 49 CFR Part 655 (drug and alcohol testing requirements) and 49 CFR Part 40 (common preamble).
- Prior to the beginning of operation of service under this agreement, responsible for complete compliance with the regulations and shall submit to Transdev, for review,

documentation of compliance that shall include, but not be limited to, adoption of required policies, testing circumstances and procedures, employee and supervisor training, record keeping and reporting as more fully detailed in the above referenced regulations and the CMRTA Contract and the effective date of full compliance.

- Annually certifying to Transdev and CMRTA its compliance with parts 653 and 654 using the “Substance Abuse Certifications” in the “Annual List of Certifications and Assurances for Federal Transit Administration Grants and Cooperative Contracts” which is published annually in the Federal Register.
- Maintain all required records with the implementation of the drug and alcohol testing program and review the testing process.

Discussion:

Anyone designated by the United States Department of Transportation (DOT) as a safety-sensitive employee is subject to DOT drug and alcohol testing. The Federal Transit Administration (FTA) states that “Operators of revenue service vehicles, CDL-holding operators of nonrevenue service vehicles, vehicle controllers, revenue service vehicle mechanics, firearm-carrying security personnel” all qualify as safety-sensitive, while the Federal Motor Carrier Safety Administration (FMCSA) mandates that anyone who holds a Commercial Driver’s License (CDL) and operates a Commercial Motor Vehicle (CMV) is a safety-sensitive employee. Currently, Transport Care Services have 34 safety-sensitive employees.

Transport Care Services utilizes Carolina Occupational Healthcare to assist in meeting the alcohol and drug testing requirements. A list of employees is sent to Carolina Occupation Healthcare for identifying employees to undergo the testing. Documentation was on file to reflect that employees were randomly tested during all quarters since the start of the contract except for 2016 (3rd quarter) and 2017 (1st quarter). However, appropriate information is not provided to the prime contractor, Transdev to reflect that all requirements are met on an annual basis.

Corrective Action Schedule (Response Due Date-12/3/18):

- Submit to Transdev the Annual Certification to using the “Substance Abuse Certifications” in the “Annual List of Certifications and Assurances for Federal Transit Administration Grants and Cooperative Contracts”.
- Ensure employees are tested all quarters of each year and appropriate paperwork is maintained on file to meet FTA compliance requirements.

Requirement: Section 15 - Complaints

- All service related complaints including those related to service delivery by Provider shall be made directly to Provider by consumers. Cooperation from the Provider is expected with regard to investigation and resolution of all consumer complaints involving Provider.
- Copies of all complaints will be furnished to Transdev by Provider and a response to them is expected with seven (7) business days from receipt by Provider. Such response shall include an investigation by Provider, a recommendation of corrective action and time frame for implementing such corrective action.

Discussion:

The reviewers interviewed a customer service representative and customer service manager about the complaint system. During the review period, the Customer Service Supervisor served as the Complaint Resolution Officer (CRO). Complaints are logged in using LISTEN and walk-ins are logged using a Complaint/Commendation Form. The Complaint/Commendation Form is completed by a customer service representative and logged into the system by the management team. In accordance with the contract requirements, a response to complaints is expected within seven business days from receipt by provider. The response shall include an investigation, a recommendation for corrective action and the timeframe for implementing corrective action.

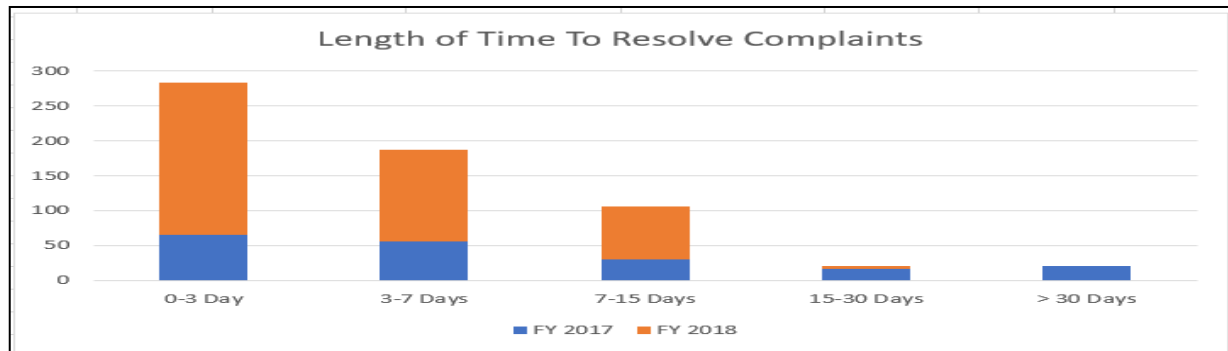
Prior to June 2017, complaints were documented using a Complaint/Commendation Form and forwarded to the Operations Manager of Transdev. Only eight forms were located and available for review. Of the eight forms reviewed, 50% had documented the resolution.

Starting July 2017, Transport Care Services began using the LISTEN system for tracking complaints. The system tracks fixed route and paratransit service complaints and other information. There is no separation of complaints to determine if it is regarding fixed route or paratransit service. Approximately 600 service complaints were logged into the system from July 1, 2017 to June 30, 2018 (Table 6). Complaints are tracked via email, webmail, telephone and walk-up. Based on a discussion with Transdev, individuals with their company will only receive complaints if it is relevant to their area. They do not receive information on all complaints. Reports are provided to indicate the number of complaints resolved during a specific timeframe. Information is entered to reflect the complaint was resolved, however, it would enhance the paper trail if more detailed information is available to reflect how the complaint was resolved by the agency. Table 6 provides a snapshot of complaint categories received during July 1, 2016-June 30, 2018, and Table 7 provides a breakout of the length of time to address the concerns from the customer. During 2017-2018, the majority of complaints were resolved within 3 days.

Table 6 - Complaints

	July 1, 2016- June 30, 2017	July 1, 2017- June 30, 2018
	# of Complaints	# of Complaints
	190	428
Top 5 Category of Complaints		
Driver Attitude, Conduct, Rude	50 ¹	82 ²
Driver Pass Up	32 ²	91 ¹
Driver Running Late	22 ³	58 ³
Stop/Shelter Maintenance	10 ⁴	
Driver-Careless, Reckless Driving	9 ⁵	31 ⁵
Driver Running Early		38 ⁴
<i>Source: Transport Care Services, Customer Service Complaint Report</i>		

Table 7- Length of Time to Resolve Complaints, Transport Care Services, Customer Service Report



Corrective Action Schedule (Response Due Date-12/14/18):

- The LISTEN system should include a field to specify the date of communication to complainant and how complaints were resolved rather than making a statement that it was resolved appropriately.
- Establish a process to ensure all complaints are provided to Transdev and COMET for monitoring which could include access to view complaint in the LISTEN system.
- Track complaints by categories (Safety, Reliability, Friendliness, Cleanliness & Comfort, Planning/Service Requests) as listed in the contract to ensure complaints are channeled appropriately.
- Ensure ADA related complaints are channeled to The COMET's Compliance and Civil Rights Officer.

Requirement: Attachment III – General Provisions

- The Contractor at all times shall be an independent contractor. The Contractor shall be fully responsible for all acts and omissions of its employees. Contractor shall administer its own payroll and make all necessary payroll deductions and payments to federal, state, and local governments.
- No contractual relationship shall be established between Transdev and any employee, subcontractor or supplier of the Contractor by virtue of this Agreement. The Contractor represents and warrants that it is duly organized, validly existing and in good standing under the law of the state where organized and of the state where services are to be performed under this agreement.
- All required insurance, with exception of Worker's Compensation shall include CMRTA, Transdev Services, Inc.

Discussion: The reviewers examined several insurance documents to include the following:

- Group Health
 - Blue Cross Blue Shield (Health)
 - United Healthcare (Health)
 - Vision Service (Vision)
 - Mutual of Omaha (Dental/Supplemental)

- General Liability/Auto/Worker’s Compensation
 - Gateway Insurance
 - Guarantee Insurance
 - Accident Fund Insurance

During a review of the insurance enrollment forms, the reviewers randomly selected April-June 2018, for dental; February 2018 for health benefits. There were several areas of concern as noted below:

- All enrollment forms for health care coverage were not signed
- Changes on enrollment forms were not initialed by the employee
- Some enrollment forms did not always match the coverage on the invoice from the insurance company
 - A few employees selected the silver option, but the gold option listed on invoice
 - A few employees selected the gold option, but the silver option listed on invoice
 - An employee chose employee/family with gold option, but invoice reflected employee/spouse with silver option
- An employee selected employee/family, but employee only reflected on insurance invoice
- An employee selected to waive dental, but it was listed on the insurance invoice
- No dental coverage reflected on invoice, but employee signed up for it
- No enrollment form for several employees to indicate whether they waived or chose insurance coverage

A letter was sent from March & McLennan Agency representing United Healthcare on January 16, 2018 to address health coverage for employees. It was stated that Transport Care Services experienced a temporary suspension of the policy in early December 2017. **It was also stated that during this timeframe, employees with a claim for a doctor’s appointment or fulfilling a prescription were informed that their coverage was not active.** Once the urgent issue was brought to the attention of management, it was shared that United Healthcare and Transport Care worked on a rapid resolution that was resolved within 24 hours. As of the date of the letter, United Healthcare indicated that there was no current lapse or missing coverage for members. United Healthcare indicated that plans were underway to look at adjustments and improvements within their system for providers to verify coverage for members. Table 8 reflects a review of insurance documentation.

Table 8 - Insurance Payment Status

	<u>Agency</u>	<u># Time Paid 30 days after Date Billed or Late</u>	<u>Comments</u>
Health	United Healthcare	11	<ul style="list-style-type: none"> • Reflects documents for 10/2017-6/2018 • Adjustments to employee’s coverage

			should require signoff and confirmation
Health	Blue Cross Blue Shield		No records available to review
Dental/Supplemental	Mutual of Omaha	20	
Vision	Group	13 2015-16(6); 2016-17 (4); 2017-18 (3)	
<i>Source: Transport Care Services, Compilation of Documents from Insurance Company</i>			

Corrective Action Schedule (Response Due Date-11/30/18):

- Delegate the handling of insurance matters to a person involved with human resource functions
- Ensure that information on open enrollment is communicated to all employees, and insurance forms are completed and signed by each employee.
- Immediately take steps to thoroughly review enrollment forms of all employees to ensure benefit information is coded accurately so employees will receive coverage they selected during enrollment period, and not be surprised once they need the service and it is not available to them.
- Create a mechanism to allow each employee an opportunity to verify the information submitted for their insurance coverage.
- Ensure bill is paid within reasonable time to ensure no lapse of coverage.
- Reimburse any employees if monies were deducted from their paycheck for insurance they did not select or approve the adjustment.
- Strongly consider reimbursing employees who had medical expenses that were not covered because insurance was incorrectly coded by TCS.

Requirement: DART Rider's Guide/No Show Policy

- Provider will routinely assign same day and add-on trips in accordance with the requirements of the CMRTA contract.
- Provider shall also take and process calls regarding the status of paratransit trips ("where's my ride calls") and shall administer a program of documenting and responding to rider no-shows and late cancellations (said program shall be consistent with CMRTA requirements).
- Provider shall receive, investigate and respond to all paratransit related complaints, in accordance with the CMRTA Contract.
- Data on trip denial rate, on-time performance rate, number of missed trips, and number of excessively long trips for ADA complementary paratransit service for the current and previous three years.
- No-show/late cancellation policy and records of actions taken (suspensions, appeals)

Table 9a - No-Shows - 2015

	Jul	Aug	Sept	Oct	Nov	Dec
No-Shows	94	128	95	79	96	82
Cancellations	1875	1605	2020	2156	1944	2108
Missed Trips	0	1	0	0	0	0

Source: Transport Care Services, Trapeze Reports

Table 9b - No-Shows - 2016

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
No-Shows	82	68	69	75	80	60	84	67	103	118	74	94
Cancellations	1466	1475	1463	1773	1624	1706	2009	1780	1758	1814	1706	1488
Missed Trips	0	0	0	0	0	0	0	0	0	1	0	0

Source: Transport Care Services, Trapeze Reports

Table 9c - No-Shows - 2017

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
No-Shows	89	57	45	40	46	28	62	47	34	54	48	63
Cancellations	1735	1850	2090	1995	2098	2205	1892	1927	2144	2021	2096	1654
Missed Trips	0	0	0	0	0	0	0	0	0	0	0	0

Source: Transport Care Services, Trapeze Reports

Table 9d - No-Shows - 2018

	Jan	Feb	Mar	Apr	May	Jun
No-Shows	69	64	82	42	44	60
Cancellations	2329	1866	1992	1988	2272	1773
Missed Trips	0	0	0	0	0	0

Source: Transport Care Services, Trapeze Reports

Discussion:

During a conversation with Transport Care Services, the reviewers were informed that there are no-shows so a process is not in place to handle the no-shows. Currently, there is no way to determine if there are actual no-shows to implement the policy starting with the first violation of a verbal warning. The Trapeze report reflected that no-shows are occurring monthly. During the interview with drivers, it was revealed that individuals who are no-shows when the drivers arrive for pick up indicate that contact was made with the agency to cancel the appointment in advance. Once the driver confirms the cancellation via the dispatcher, the no-show is not documented as a no-show to the passenger but an error on the agency's end. Also, customers can make reservations 14 days in advance which attributes to some of the cancellations...

Corrective Action Schedule (Response Due Date-12/19/18):

- Establish a process to handle all no-shows to include coding and an approach to determine whether there is a repeat pattern from a passenger to ensure appropriate action is taken in accordance with The COMET's No-Show Policy.

Requirement: On-Time Performance

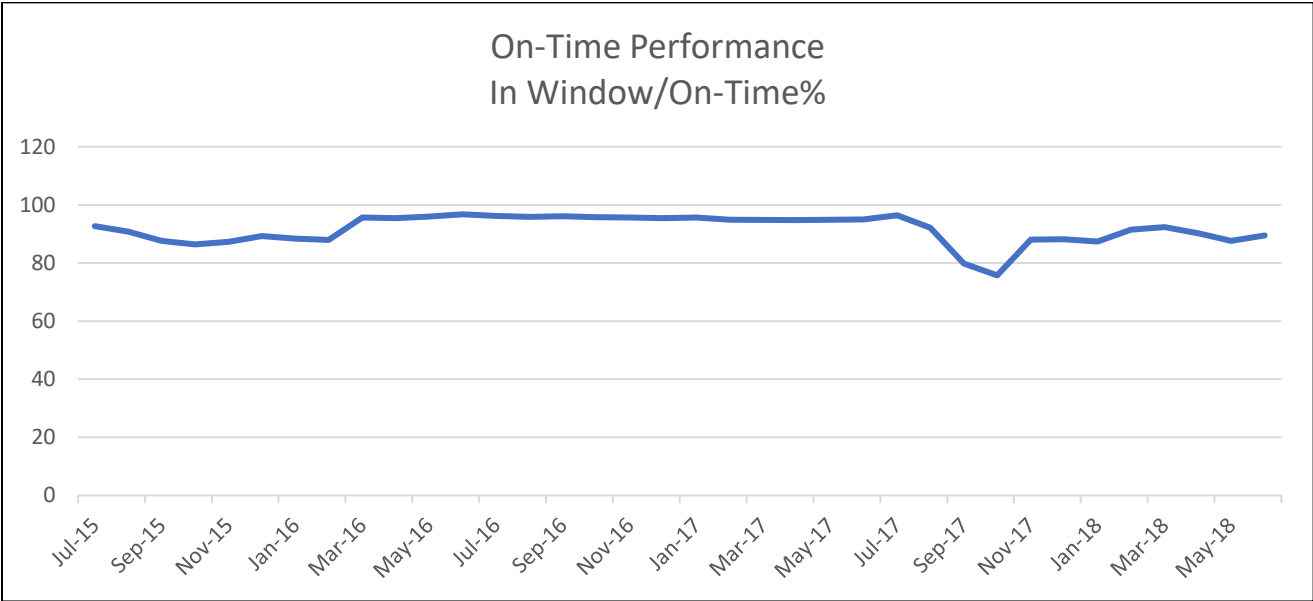
Performing all scheduled trips, as monitored by the existing on-board technology and supervisory staff; maintaining on time performance throughout the day employing techniques to maintain on-

time performance without overly inconveniencing passengers (i.e., frequently exiting one vehicle for another) or skipping trip segments.

Discussion:

On-time performance was monitored using the Trapeze On-time Performance Reports since the start of the contract. In accordance with the contract requirement, at least 90% of trips must be within 0-30 minutes prior to the appointment time or beyond the appointment time, and at least 95% of trips should be in or before the window of 15 minutes. Of the 37 months reviewed, the data reflected that 37% of the trips on-time performance was less than 90%, and the remaining 63% were within the ready window. Table 10 reflects the on-time percentage for each month since the start of the contract.

Table 10 - On-Time Performance, Transport Care Services, Trapeze Report



Corrective Action Schedule (Response Due Date-12/10/18):

- Analyze routes on a regular basis and focus on those that are arriving late or early to enhance on-time performance.

Requirement: Denials and Missed Trips

Regarding capacity constraints, the Federal regulations require that an entity not limit the availability of complementary paratransit service to ADA paratransit eligible individuals by any operational pattern or practice that significantly limits the availability of service to ADA paratransit eligible persons. This includes substantial number of trip denials or missed trips; and substantial number of trips with excessive trip length.

Discussion: Based on a review of the Missed Trip Report, only one trip was recorded as missed in 2015 and one in 2016. DART definition of a missed trip is a passenger not ready outside of “ready window”. An example on a return trip could be a change because the dialysis patient was not ready when a driver returned after the appointment time for pick up.

The Denial Report reflected that during the contract period, a total of 5 individuals were denied service due to capacity. During a conversation with DART, it was explained that they were not able to negotiate a pickup and/or drop-off time; and 5 individuals were denied service because of eligibility requirements. In the case of eligibility requirements, DART explained that the individual could have been a DART customer in the past and their recertification was not renewed.

During interaction with Able South Carolina, the contractor for The COMET that handles paratransit eligibility revealed that several customers were scheduled rides using DART but never picked up. As a result, appointments were missed, and it created a longer waiting period for individuals to complete their functional assessments.

Corrective Action Schedule (Response Due Date-12/10/18) :

- Ensure correct coding of missed trips and a mechanism is in place to capture trips reserved for functional assessments.

Requirement: Trip Lengths

Regarding capacity constraints, the Federal regulations require that an entity not limit the availability of complementary paratransit service to ADA paratransit eligible individuals by any operational pattern or practice that significantly limits the availability of service to ADA paratransit eligible persons. This includes substantial number of trip denials or missed trips; and substantial number of trips with excessive trip length.

Discussion:

The reviewers examined trip lengths from July 1, 2015 to June 30, 2018. The COMET’s paratransit guide indicates that the maximum trip length is 90 minutes. Based on a review of the Trip Length Report, no trips were reported as been excessively long, and no routes were listed as being more than 90 minutes.

During the interview process of talking to several employees, it was noted that there are some individuals who may experience a longer wait time. These may be isolated cases where this is not the norm for the agency, and the route for the customer was not the most effective scheduling.

Corrective Action Schedule (Response Due Date-12/10/18) :

- Ensure trips are scheduled to not alleviate a customer staying on the vehicle for more than 90 minutes.

Requirement: Telephone Hold Time

Regarding capacity constraints, the Federal regulations require that an entity not limit the availability of complementary paratransit service to ADA paratransit eligible individuals by any operational pattern or practice that significantly limits the availability of service to ADA paratransit eligible persons. This includes substantial number of trip denials or missed trips; and substantial number of trips with excessive trip length.

Discussion: Reviewers had an opportunity to examine several reports retrieved from the system. The reports were not useful because it reflected “0” for most periods. The reviewers’ follow-up consisted of observing the dispatcher during the week of September 2018. Based on the observation, telephones were answered within the first few rings, and individuals on hold was only done for approximately one minute.

Corrective Action Schedule (Response Due Date-12/10/18):

- Research and discuss with appropriate persons a telephone system that will capture telephone time for customers scheduling appointments.

Requirement: Service Area Compliance

The geographic area to be served under this contract shall be the ADA service area as established by CMRTA and any additional areas specified by CMRTA for receipt of paratransit services or similar services.

Discussion:

The regulations state that complementary paratransit shall be provided to origins and destinations within corridors with a width of three-fourths of a mile on each side of each fixed route. The corridor shall include an area with a three-fourths of a mile radius at the ends of each fixed route. The regulations also state that an entity may designate corridors with widths from three-fourths of a mile up to one and one-half miles on each side of a fixed route, based on local circumstances.

Transport Care Services follows the routes established by The COMET in delivery of paratransit services. During December 2017, the former Interim Director of The COMET requested Transdev to issue a notice to each passenger who currently use paratransit services indicating that effective January 1st all DART trips must originate and terminate within the COMET DART three-quarters of a mile service area. Additionally, the DART trip must also coordinate with bus service times within three-fourths of a mile service area. It was noted that this was done to ensure compliance with the Federal Transit Administration Guidelines.

At the time the notice was issued, approximately 79 passengers were residing outside of the three-fourths mile service area. Individuals were notified of the requirement and services were discontinued for customers impacted by the guidelines.

In an effort to determine if these guidelines were followed after the notice, a cursory analysis of origins revealed the following:

- Between January 1st and May 6th, Transport Care Services provided 427 trips originating outside of the DART service area. This represents 1.9% of all trips provided during this period (22,684 trips).
- Between May 7th and August 31st, Transport Care Services provided 347 trips originating outside of the DART service area. This represents 1.7% of all trips provided during this period (20,784 trips).
- The majority of the trips identified (163 between January 1st and May 6th and 189 between May 7th and August 31st) originated within the Route 62 flex zone. Since that route already has a dedicated vehicle, the initial pick-up should have been made by the vehicle assigned to Route 62 and then transferred to a DART vehicle.

How was the review was conducted for origin and destination analysis?

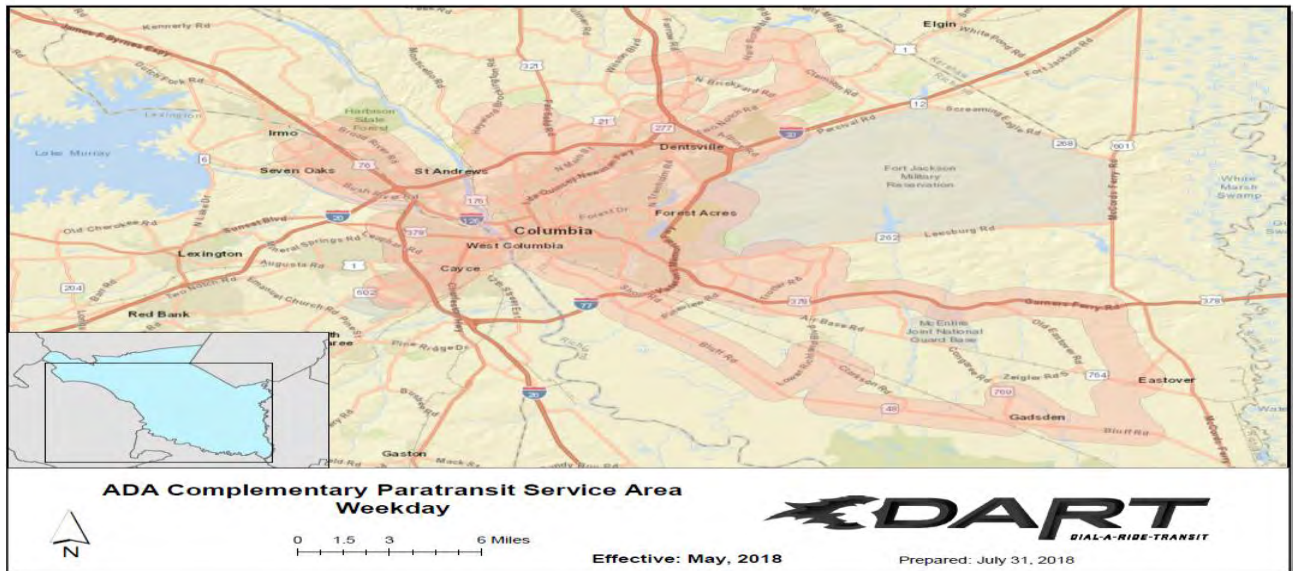
The review covered January 1 to August 31 of 2018. The Planning Section of The COMET conducted the review using the origin and destination data provided by a Time and Distance Report. The team also utilized the Ridership By Jurisdiction Report to add the city of origin and destination to each trip. The trip origins were geocoded using ArcGIS.

The trips originating outside of the service area were identified by comparing it with the weekday layer of the DART service area which displays the 3/4-mile service corridor. Since the review period covers two service changes, The COMET Planning team divided the list of trip origins on two period group: trips originating between January 1st and May 6th were compared with the weekday DART service area in effect after the January 2018 service change, while trips originating between May 7th and August 31st were compared with the weekday DART service area in effect after the May 2018 service change.

Limitations

Due to severe time limitations, this is not an extensive review of the service area. The review did not evaluate trip destinations, trips originating or ending within the span of service, or if trips provided during Saturday or Sunday originated or ended within the DART service area. As such, the partial findings should not be accepted as definitive conclusions until a more comprehensive review can be conducted.

Figure 5 - Service Area Map



Corrective Action Schedule (Response Due Date-12/21/18) :

- Revisit the Flexroute and make necessary adjustments to ensure trips are provided within the service area.

Requirement: Reliability of Data

Track routine measures of reliability with an emphasis on “pull-outs”.

Discussion: During an interview with Transdev’s Maintenance Manager, he indicated that “pull-outs” are tracked on a daily log, and a report is submitted to The COMET to reflect any equipment problems.

Corrective Action Schedule (Response Due Date-n/a):

No recommendations in this area.

Requirement: Section 11e-Provider Invoice

- Invoice Transdev for services provided under this Agreement on a monthly basis (subject to the advance payment mechanisms applicable to paratransit services as specified above).
- The monthly invoice shall be subdivided to indicate payments due for paratransit services, parts services and utility services as specified above.
- Transdev shall pay invoices submitted by Provider within seven (7) days after receipt of the payment by CMRTA for Provider’s services but in no case more than thirty (30) calendar days from receipt of subject invoice whether or not payment has been made by CMRTA.

- If any advance payment from Transdev exceeds the end of month invoice, Provider will remit the difference to Transdev. Any delay or postponement of payment among the parties may take place only for good cause and with CMRTA prior written approval.

Discussion: Currently, Transport Care Services submit invoices to Transdev several times throughout the month. Payroll is submitted twice monthly and invoices for repair parts are submitted three times each month. Based on review of invoices from September 2017 to June 2018, Transdev paid Transport Care Services approximately 60% of invoices less than 7 days of receipt and the remaining 40% were paid within 18 days of receipt. Payment is made prior to Transdev receiving payment from The COMET via wire transfer. Transdev indicated that the wire transfer is expensive, and another payment method would be considered like direct deposit which is the electronic mode utilized to submit payments to other DBE firms. (See Invoicing Section)

Corrective Action Schedule (Response Due Date-n/a):

- Advisory Comment – coordinate with Transdev to determine if multiple invoices during the month is the preferred and best approach for both agencies

Requirement: Invoicing

- Submit, along with the monthly invoice for service, a statistical ridership report for paratransit services.
- Maintain record of the following information to be available if requested by The COMET:
 - Each month, Provider shall be paid a monthly advance payment equal to 2/26 of the annual estimated payroll costs to be incurred by Provider.
 - On months having three payrolls pay periods, the advance payment will be 3/26 of said annual amount.
- Provider shall be compensated on a cost-plus fixed fee basis.
- Not later than seven (7) days following the completion of a calendar month, Provider shall submit an invoice to Transdev detailing the direct and indirect costs incurred by Provider in the delivery of services under this agreement, including (but not limited to) insurance premiums and insurance deductibles incurred by Provider.
- The total amount due Provider will be reconciled against the advance payment made by Transdev and Transdev shall pay to Provider the difference after deducting any additional prior payment and any amounts due and payable from Provider to Transdev (including any liquidated damages).

Discussion: Currently, Transport Care Services submit invoices to Transdev several times throughout the month. Payroll is submitted two to three times each month and invoices for repair parts are submitted three to four times each month. Based on review of invoices from September 2017 to June 2018, Transdev paid Transport Care Services approximately 60% of invoices less than 7 days of receipt and the remaining 40% were paid within 18 days of receipt. Payment is made prior to Transdev receiving payment from The COMET via wire transfer. Transdev indicated that

the wire transfer is expensive, and another payment method would be considered like direct deposit which is the electronic mode utilized to pay other DBE firms.

Corrective Action Schedule (Response Due Date-12/3/18):

No recommendations in this area.

- Advisory Comment – coordinate with Transdev to determine if multiple invoices during the month is the preferred and best approach for both agencies.

Requirement: Accounts Payable

- The Offeror agrees to pay each vendor under this Contract for satisfactory performance of its contract no later than seven (7) days from the receipt of each payment the Offeror receives from the CMRTA.
- The Offeror agrees further to release retainage payments (if applicable) to each vendor within seven (7) calendar days after the vendor's work is satisfactorily completed and final payment has been made to the vendor.
- Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval from the CMRTA.

Discussion: Based on a review of this section of the contract, it appears that the “offeror” is Transdev and not Transport Care Services. This section was not tailored to Transport Care Services paying their vendors.

Several invoices were randomly examined to see a pattern of paying vendors. As reflected in Table 11, the majority of late payments occurred in 2016. A tremendous improvement was made in 2018 with 4 percent of late payments.

Table 11- Payment to Vendors

	2015	2015	2016	2016	2017	2017	2018	2018
Vendor	# On time	# Late	# On time	# Late	# On time	# Late	# On time	# Late
Blue Cross Blue Shield	3	3	2	8	0	0	0	0
Cintas	0	0	0	0	0	0	21	3
Central Glass	0	0	0	0	20	4	29	0
Diamond Glass	7	0	13	0	21	6	32	0
Total	10	3	15	8	41	10	82	3
	23%		35%		20%		4%	

Source: Reviewers Compilation of Invoices from Transport Care Services

Corrective Action Schedule (Response Due Date-12/10/18):

- Request modification of agreement with Transdev to be clear on role of Transport Care Services regarding payment to their vendors.
- Ensure payments are made within a reasonable timeframe of due dates.

Requirement: Fleet Utilization

Vehicles being assigned to routes to evenly distribute the mileage.

Discussion:

There are 23 vehicles in the fleet assigned to 24 routes from 2016-2017. During 2015-2016, there were 39 vehicles in service, whereby 16 of these vehicles are no longer in service. The mileage for three fiscal years ranged from 213 to 59,248. The average mileage of vehicles in 2015-2016 was 18,988. Of the 39 vehicles in service, approximately 14 vehicles had mileage less than the average. In 2016-2017, the average mileage was 37,722. Of the 23 vehicles, 10 had mileage less than the average. In 2017-2018, the average mileage was 36,656. Of the 23 vehicles in service, seven vehicles had a mileage less than the average mileage for all vehicles. It appears that several vehicles are not being evenly distributed to routes as reflected in Table 12.

Table 12: Fleet Distribution

	2015-16	2016-17	2017-18
Total Vehicles In Service	39	23	23
Total Mileage	740,527	867,596	843,098
Average Mileage	18,988	37,722	36,656
Vehicles Less Than Average Mileage	14	10	7
<i>Source: Transdev Maintenance Manager, Columbia, SC</i>			

Corrective Action Schedule (Response Due Date-12/7/18):

- Develop a process to ensure vehicles are evenly distributed to routes.

Appendix A

Summary Table of Compliance Review Findings

ADA Paratransit Compliance Review 2018

Contract Requirement	Observation	Corrective Action	Response Date	Closed (Yes or No)
<p>Section 3- Services to be Provided</p>	<p>⇒ Trip information for passengers is not always accurate</p>	<p>⇒ Revisit the process of transferring/sharing riders information between reservationists and dispatchers to ensure accurate and timely information is passed along to drivers.</p> <p>⇒ Seek input from passengers to determine the reason for a change in schedule to determine if anything should be handled differently by the agency.</p> <p>⇒ Ensure adequate attention is given to cleaning vehicles prior to delivery of services.</p>	<p>12/21/18</p>	
<p>Section 4 - Employment/ Training</p>	<p>⇒ Missing information from some of the personnel files including annual background checks</p> <p>⇒ Some job descriptions do not reflect the duties and/or experience of the employee</p> <p>⇒ Training programs are not available for all positions</p> <p>⇒ Training records should contain more detailed information</p>	<p>⇒ Hire or assign an individual other than the Operations Manager to perform all human resource and payroll matters to ensure consistency and adherence to all personnel requirements. This will allow the Operations Managers to delegate the administrative duties such as human resource/payroll to focus more on tasks relevant to operations and service delivery.</p> <p>⇒ Review position descriptions to ensure job duties and experience requirements are up-to-date.</p> <p>⇒ Clearly define the role of the Dispatch Supervisor and Road Supervisor to alleviate confusion in performing job tasks.</p> <p>⇒ Consider adding Service Line Technician Assistant for individuals who do not drive vehicles nor meet the requirements for possessing a CDL license with a passenger endorsement.</p> <p>⇒ Use the customer service training program as a model in developing and implementing a training program for all other positions (receptionists, dispatchers, drivers, service line employees, and safety/compliance)</p>	<p>12/7/18</p>	

		<ul style="list-style-type: none"> ⇒ Maintain a database or other electronic tool to track training completed by each employee. ⇒ Ensure background checks are performed on an annual basis as reflected in the contract and include this information in the employee's file. 		
Section 5-Provider Policies and Procedures	⇒ Customer Service has an excellent training program in place which can serve as a model for other positions	⇒ Use the customer service training program as a model in developing and implementing a training program for all other positions (receptionists, dispatchers, drivers, and service line employees)	12/7/18	
Section 8 - Accidents	⇒ Adequate notification was not provided to Transdev regarding incidents regardless of amount of damage	<ul style="list-style-type: none"> ⇒ Provide a copy of the written accident report to Transdev within 24 hours after telephone notification of an accident. ⇒ Provide a copy of any claim or action for damages to Transdev with 24 hours of receipt. ⇒ Coordinate with Transdev regarding all accidents to determine the manner to handle repairs made in-house. ⇒ Provide training to ensure all involved individuals are aware of proper way to report and complete accident forms. ⇒ Re-train individuals of timeline to notify insurance company about accidents/incidents. 	12/14/18	
Section 9 - Fare Policy	⇒ No issues identified in this area	⇒ n/a	n/a	
Section 10-Fare Collection	<ul style="list-style-type: none"> ⇒ The manifest documents did not match ⇒ Information is not provided to Transdev 	<ul style="list-style-type: none"> ⇒ Create a more use-friendly and detailed manifest cover sheet to reflect passenger data, and payment type. ⇒ Provide training to Dispatch Supervisors and drivers on completing the manifest cover sheet. ⇒ Require Dispatch Supervisors to verify fares collected after each trip to match manifest. ⇒ Revise manifest to include a way for drivers to document collection and remittance of fares as an internal control mechanism. 	12/21/18	

Section 11c- Performance of Paratransit Services	⇒ Riders are not initialing or verifying payment	<ul style="list-style-type: none"> ⇒ Obtain passenger initial on manifest document to verify payment and ridership. ⇒ Provide the fare collected and dispatcher log to Transdev within 48 hours of completion of the service day. ⇒ Create better way to track tokens requested and delivered to customers. 	12/21/18	
Section 13 - Drug and Alcohol Testing	⇒ All appropriate paperwork is not on file	<ul style="list-style-type: none"> ⇒ Submit to Transdev the Annual Certification to using the "Substance Abuse Certifications" in the "Annual List of Certifications and Assurances for Federal Transit Administration Grants and Cooperative Contracts". ⇒ Ensure employees are tested all quarters of each year and appropriate paperwork is maintained on file. 	12/3/18	
Section 15 - Complaints	⇒ A more effective tracking code to determine complaints relevant to Transport Care	<ul style="list-style-type: none"> ⇒ The LISTEN system should include a field to specify how complaints were resolved rather than making a statement that it was resolved appropriately. ⇒ Establish a process to ensure all complaints are provided to Transdev and The COMET for monitoring which could include access to view complaint in the LISTEN system. ⇒ Track complaints by categories (Safety, Reliability, Friendliness, Cleanliness & Comfort, Planning/Service Requests) as listed in the contract to ensure complaints are channeled appropriately. ⇒ Ensure ADA related complaints are channeled to The COMET's Compliance and Civil Rights Officer. 	12/14/18	
Attachment III - General Provisions	⇒ Insurance forms completed by some employees are inaccurate causing the inability to file claim form for medical needs	<ul style="list-style-type: none"> ⇒ Delegate the handling of insurance matters to a person involved with human resource functions ⇒ Ensure that information on open enrollment is communicated to all employees, and insurance forms are completed and signed by each employee. ⇒ Immediately take steps to thoroughly review enrollment forms of all employees to ensure benefit information is coded accurately so employees will receive coverage they 	11/30/18	

		<p>selected during enrollment period, and not be surprised once they need the service and it is not available to them.</p> <p>⇒ Create a mechanism to allow each employee an opportunity to verify the information submitted for their insurance coverage.</p> <p>⇒ Ensure bill is paid within reasonable time to ensure no lapse of coverage.</p> <p>⇒ Reimburse any employees if monies were deducted from their paycheck for insurance they did not select or approve the adjustment.</p> <p>⇒ Strongly consider reimbursing employees who had medical expenses that were not covered because insurance was incorrectly coded by TCS.</p>		
No Show Policy	⇒ Data is not analyzed to determine actual "no-show"	⇒ Establish a process to handle all no-shows to include an approach to determine whether there is a repeat pattern from a passenger to ensure appropriate action is taken in accordance with the no-show policy.	12/19/18	
On-Time Performance	⇒ Several of the months had trips below the 90% on-time performance	⇒ Analyze routes on a regular basis and focus on those that are arriving late or early to enhance on-time performance.	12/10/18	
Denials and Missed Trips	⇒ All trips labels as "missed trips" may not be coded accurately	⇒ Ensure correct coding of missed trips and a mechanism is in place to capture trips reserved for functional assessments.	12/10/18	
Trip Lengths	⇒ Some trips may not be scheduled for shorter travel time	⇒ Ensure trips are scheduled to not alleviate a customer staying on the vehicle for more than 90 minutes.	12/10/18	
Telephone Hold Time	⇒ A better system is needed to track telephone hold time	⇒ Research and discuss with appropriate persons a telephone system that will capture telephone time for customers scheduling appointments.	12/10/18	
Service Area Compliance	⇒ An analysis by The COMET's Planning	⇒ Revisit the Flexroute and make necessary adjustments to ensure trips are provided within the service area.	12/21/18	

	Department revealed that several trips were made outside of service area after January 1, 2018			
Reliability of Data	⇒ No issues identified in this area	n/a	n/a	
Section 11e- Provider Invoice	⇒ Language in this section refers to Transdev's requirement with <u>The COMET</u>	⇒ Advisory Comment - coordinate with Transdev to determine if multiple invoices during the month is the preferred and best approach for both agencies	12/3/18	
Invoicing		⇒ No recommendation	n/a	
Accounts Payable	Tracking system should be in place to alert of invoices due dates	⇒ Request modification of agreement with Transdev to be clear on role of Transport Care Services regarding payment to their vendors. ⇒ Ensure payments are made within a reasonable timeframe of due date.	12/10/18	
Fleet Utilization	Ensure vehicles are utilized to distribute usage equally among route	⇒ Develop a process to ensure vehicles are evenly distributed to routes.	12/7/18	



January 23, 2019

Agenda Item # 11B

To: Central Midlands Regional Transit Authority Board of Directors
From: Virginia Goodson, Procurement Specialist
Subject: AUTHORIZE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A CONTRACT FOR MARKETING SERVICES WITH FLOCK AND RALLY

Requested Action: Staff recommends that the Board of Directors approve the recommendation from the evaluation committee to award the Marketing Services contract to Flock and Rally based on successful negotiations.

Background and Summary: At the February 28, 2018, Board of Directors meeting, a motion was made and passed unanimously to have staff develop an Request for Proposals (RFP) to procure marketing services. An RFP was issued on August 6, 2018 for Marketing Services. Four proposals were received on October 2, 2018. The evaluation committee met on December 17, 2018 at 10:00 a.m. for discussions and to finalize scoring. A summary of the scores are below:

Table with 2 columns: Vendor Name and Score. Rows include Flock and Rally (213.98), Lost Art (206.00), Rawle Murdy (205.57), and Affirm (203.98).

It is the recommendation of the evaluation committee that the contract be awarded to Flock and Rally.

Founded in 2010 and certified as a SLBE and DBE, Flock and Rally is a full- service, women-owned creative agency based in Columbia, South Carolina, offering branding, public relations, marketing, advertising, social media, and event planning services to accomplish this mission for their clients.

The firm excels at developing and managing large-scale integrated communications campaigns in the Midlands and across South Carolina incorporating marketing, PR, advertising, branding and more. At any given time, Flock and Rally represents roughly 25 clients across South Carolina, with a focus on clients operating in the Midlands region. In particular, Flock and Rally’s work tends to focus on the intersection of economic development and tourism. The more livable our region becomes, and the more people know about quality of life in our region, the more attractive it becomes to businesses and residents who want to locate here and/or or stay here.

The DBE goal is 2% for this contract.

Central Midlands Regional Transit Authority
3613 Lucius Road, Columbia, SC 29201
P 803 255 7133 F 803 255 7113
CATCHTHECOMETSC.GOV
Gleaton
info@catchthecomet.org

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Geraldine Robinson

Fiscal Impacts: The proposed budget for Flock and Rally's work is below:

Pricing Analysis							
Number	Task	Year 1	Year 2	Year 3	Year 4	Year 5	Unit
1	Marketing Plan	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	Per Year
2	Graphic Design	\$ 145.00	\$ 149.00	\$ 153.00	\$ 158.00	\$ 163.00	Per Hour
3	Internet Presence	\$ 24,000.00	\$15,000.00	\$15,444.00	\$15,912.00	\$16,380.00	Per Year
4	Social Media	\$ 24,000.00	\$15,000.00	\$15,444.00	\$15,912.00	\$16,380.00	Per Year
5	Community Events	\$ 145.00	\$ 149.00	\$ 153.00	\$ 158.00	\$ 163.00	Per Hour
6A	Advertising Placement	15%	15%	15%	15%	15%	Gross Sales
6B	Radio	\$ 7,000.00	\$ 7,210.00	\$ 7,426.00	\$ 7,649.00	\$ 7,878.00	Advertisement
7	Television	\$ 10,000.00	\$10,300.00	\$10,609.00	\$10,927.00	\$11,255.00	Advertisement
8	Monthly Report	\$ 15,000.00	\$15,450.00	\$15,913.00	\$16,390.00	\$16,882.00	Per Year
	Annual Budget	\$ 25,000,000.00					
	2% of Annual Budget	\$ 500,000.00					
	1% of Annual Budget	\$ 250,000.00					
	Current Budget	\$ 90,000.00					

Normally, transit best practices support a marketing and printing budget of 1 to 2% of the annual budget. The marketing plan prepared will help The COMET better budget for marketing and promoting transit services to the community. Through the mid-year budget amendment, staff is recommending that the overall marketing budget be increased from \$90,000 to at the minimum \$250,000 to a high of \$500,000.

Recommended Motion: That the Board of Directors approve the recommendation to contract Marketing Services from Flock and Rally for a three-year contract starting February 1, 2019 to January 31, 2022 with two one-year options based on successful negotiations.

Legal Counsel Review: None.

Attachments: Scoresheet and Flock and Rally Proposal. All other proposals available upon request.

For information regarding this staff report, please contact Virginia Goodson, Procurement Specialist at (803) 255-7137 or email virginia.goodson@CatchTheCOMET.org.

Approved for Submission,



John Andoh, Executive Director/CEO

Company Name	Maximum Value	AFFIRM			Flock & Rally			Lost Art			Rawle Murdy		
Experience with Transit Agencies	10	10	9	10	8	8	5	7	9	10	9	7	5
DBE - Utilization of Small, Women and Minority Owned Businesses. The Offeror with the highest percentage of small, women, DBE and local participation shall receive the maximum points available for this evaluation criterion.	10	0	0	0	10	10	10	10	10	10	0	0	0
References	15	15	13	15	15	15	15	5	5	5	3	3	5
Qualifications	40	40	32	40	30	40	40	20	20	20	35	32	40
Pricing - to be added by the Procurement Officer after technical scores have been inserted by Evaluator. The Proposal with the lowest hourly rate will receive the maximum points available for price. The other Proposal shall get a pro rata number of pricing points.	25	6.66	6.66	6.66	2.66	2.66	2.66	25	25	25	22.19	22.19	22.19
Evaluator Totals		71.66	60.66	71.66	65.66	75.66	72.66	67	69	70	69.19	64.19	72.19
Total of All Evaluators		204			214			206			205.6		
<u>DBE score detail</u>													
Flock and Rally is a SC DOT certified firm so they received the full 10 points.													
Lost Art proposed use of a SC DOT certified firm so they received the full 10 points.													
The other two of the firms proposed firms that were not on the SC DOT DBE directory so they received 0 points.													
<u>Pricing score detail</u>													
Lost Arts' price was the lowest. Everyone else was prorated													

APPENDIX E

Cost Proposal

2018 Marketing Services

Task/Description	Cost				
	Year 1	Year 2	Year 3	Year 4	Year 5
1. Develop a marketing plan to include The COMET online presence, printed materials, community events/shows and advertising.	\$10,000	\$5,000	\$5,000	\$5,000	\$5,000
2. Graphic Design	\$ 145	\$ 149	\$ 153	\$ 158	\$ 163 /hour
3. Internet presence	\$ 2000	\$ 1250	\$ 1287	\$ 1326	\$ 1365 /month
4. Social media	\$ 2000	\$ 1250	\$ 1287	\$ 1326	\$ 1365 /month
5. Community Events	\$ 145	\$ 149	\$ 153	\$ 158	\$ 163 /hour
6A Advertising Placement	15 %	15 %	15 %	15 %	15 % Gross Sales
6B. Prepare & Produce Radio Advertisement	\$ 7,000	\$ 7210	\$ 7424	\$ 7649	\$ 7878 /Advertisement
7 Prepare & Produce Television Advertisement	\$ 10,000	\$ 10,300	\$ 10,609	\$ 10,927	\$ 11,255 /Advertisement
8. Monthly Reports	\$ 15,000	\$ 15,450	\$ 15,913	\$ 16,390	\$ 16,882 /year

Additional line items per addendum
 Website redesign would be approximately \$150,000 depending on scope

Name of Company Flock & Rally

Email Deb@FlockandRally.com

Phone 803-348-8861

Authorized Signature

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January 23, 2019

Agenda Item # 11C

To: Central Midlands Regional Transit Authority Board of Directors
 From: Virginia Goodson, Procurement Specialist
 Subject: AUTHORIZE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A CONTRACT FOR PUBLIC RELATIONS SERVICES WITH CHERNOFF NEWMAN

Requested Action: Staff recommends that the Board of Directors approve the recommendation from the evaluation committee to award the Public Relations Services contract to Chernoff Newman based on successful negotiations.

Background and Summary: At the February 28, 2018, Board of Directors meeting, a motion was made and passed unanimously to have staff develop an Request for Proposals (RFP) to procure marketing services. In order to separate marketing and public relations activities, staff issued two requests for proposals. An RFP was issued on October 2, 2018 for Public Relations Services. Two proposals were received on November 13, 2018; however, one firm missed the posted deadline. The second firm that attempted to propose was Flock and Rally. Their proposal arrived at 1:55 p.m. on November 13, 2018, and per the RFP, they were due at 10:00 a.m. The proposal was shredded as a result, at their request.

The evaluation committee met on December 20, 2018 at 11:30 a.m. for discussions of the one qualifying firm. The committee made sure that Chernoff Newman's proposal met all the requires of the RFP and voted to proceed with the recommendation.

It is the recommendation of the evaluation committee that the contract be awarded to Chernoff Newman.

Chernoff Newman is a local firm based in Columbia, South Carolina and is an integrated marketing communications firm. They operate with an omni-channel approach, focusing on consumer engagement across multiple platforms for each of their clients. Since 1998, we have worked with The COMET, providing government affairs, media relations, crisis management, and reputation and branding expertise. One of their greatest assets is access to the community. Whether its business, civic, political, related to diversity or all of the above, no other agency comes close to having the access and reach of Chernoff Newman and Banco Bannister Company.

Between 2008 through 2012, they worked closely with The COMET which at the time was facing serious threat of insolvency and closure. They helped create an environment that was supportive and helped to enable the passage of the Transportation Penny. Since the initial contract of 2005, Chernoff Newman has provided marketing, public relations, strategic planning and community outreach for The COMET.

Central Midlands Regional Transit Authority
 3613 Lucius Road, Columbia, SC 29201
 P 803 255 7133 F 803 255 7113
[CATCHTHECOMETSC.GOV](mailto:info@catchthecomet.org)
 Gleaton
info@catchthecomet.org

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Chernoff Newman will use a DBE firm to assist with projects from time to time, that being Banco Bannister Company. The DBE goal is 2% for this contract. Banco Bannister is certified with the Small & Minority Business Contracting & Certification but not the SC DOT meaning they will not count toward our Federal goal.

Banco Bannister is a local company based in Columbia, SC that specializes in grassroots efforts with a heavy emphasis public involvement and coalition building among key stakeholders.

The Scope of Services includes four major components: Government Affairs, Media Relations, Crisis Management, and Reputation and Branding. This agreement will be for one (1) year with two (2) 1-year optional renewals.

1. Execute targeted public relations campaigns to generate feature articles, event listings, and related publicity for events, promotions, and activities targeting publicity in print, TV, radio and online outlets.
2. Propose and implement a regional media-relations strategy that elevates the exposure of The COMET to identified audiences via local and regional news and media organizations.
3. Coordinate messaging with third party partners of The COMET and arranging media interviews.
4. The public relations firm must have a developed (excellent rated) relationship with local and regional media outlets, to include print, online and broadcast.
5. Tracking coverage and measuring overall efforts, delivering weekly reports and comprehensive reports monthly (including estimated number of impressions and media value).
6. Proactively identify opportunities for media coverage, both locally and regionally, and work to facilitate that coverage.
7. Schedule media interviews for identified personnel and/or board members of The COMET
8. Produce and edit high quality printed and broadcasted communications materials that meet The COMET public relations and outreach objectives.
9. Provide daily news monitoring services for coverage relating to The COMET and their stakeholders
10. Recommend media format and target media groups that best address the goals of The COMET
11. Recommend public relations strategies with compelling messaging for generating publicity, promotional or communications opportunities, involving traditional, online and social media
12. Develop, write and format talking points, news releases, speeches and other messaging as requested.
13. Coordinate new conferences and staging when appropriate to drive coverage
14. Advise on strategy and approach in response to new opportunities, communication strategy and crisis outbreak.
15. Work with and form relationships with local, state and Federal governments in advocating The COMET's position relating to the provision of transit services in the Central Midlands.
16. Request, secure and coordinate meetings with local, State and Federal officials regarding The COMET.
17. Provide strategic consulting regarding governmental affairs and Board of Directors relations.
18. Other related duties as requested by the Executive Director/CEO.

The goal was that multiple awards to different firms may be made due to the extensive number of public relations firms in the area.

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 3613 Lucius Road, Columbia, SC 29201
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 Gleaton
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Fiscal Impacts: Monthly, Chernoff Newman will invoice \$9,500 monthly for a grand total of \$114,000 per year. This exceeded staff estimates of \$50,000 to \$75,000 per year. In addition, Chernoff Newman would bill \$225.00 per hour for strategic consulting services. Any Public Relations and Social Media work would be \$150.00 per hour. Other staff that can assist include a Senior Copywriter at \$125.00 per hour, Senior Art Director at \$125.00.

Options For A Recommended Motion: That the Board of Directors approve the recommendation to contract Public Relations Services from Chernoff Newman for a one-year contract starting February 1, 2019 to January 31, 2020 with the option for two additional one-year extensions based on successful negotiations.

OR

Direct the Executive Director to re-procure these services and seek more vendors to bid.

Legal Counsel Review: None.

Attachments: Chernoff Newman Proposal (separate attachment), Chernoff Newman Pricing.

For information regarding this staff report, please contact Virginia Goodson, Procurement Specialist at (803) 255-7137 or email virginia.goodson@CatchTheCOMET.org.

Approved for Submission,



John Andoh, Executive Director/CEO

Agency fees will be billed to the client at the end of each month. The Agency agrees to provide detailed invoices to the Client on a monthly basis and the Client agrees to pay invoices within 30 days of receipt to ensure the timely payment of all media and suppliers. Monthly invoices will be accompanied by a report summarizing year-to-date expenditures against budgets.

In addition to the fee the Agency will receive the standard commission of 15% on media that is placed and the standard agency mark-up of 20% on outside production. These commissions and mark-ups shall be in exchange for services including production supervision, media research, media planning, preparation of media strategy, media buying and negotiating rates and payment to media vendors.

The RFP addendum indicates that the contract allows for hourly rates for projects. Chernoff Newman proposes the following hourly rates.

SCHEDULE OF HOURLY RATES

Strategic Consulting	225.00
Account Supervision	175.00
Interactive Strategy	175.00
Senior Account Manager	150.00
Creative Direction	150.00
Public Relations and Social Media	150.00
Senior Art Director	125.00
Senior Copywriter	125.00





January 23, 2019

Agenda Item # 11D

To: Central Midlands Regional Transit Authority Board of Directors
 From: Virginia Goodson, Procurement Specialist
 Subject: AUTHORIZE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A CONTRACT FOR BUS SHELTERS AND AMENITIES WITH TOLAR MANUFACTURING

Requested Action: Staff recommends that the Board of Directors approve the recommendation from the evaluation committee to award the Bus Shelter and Amenities contract to Tolar Manufacturing based on successful negotiations.

Background and Summary: The current contract with Brasco International for bus shelter and amenities has expired. As a result, the Executive Director/CEO direct staff to prepare a Request for Proposals (RFP) to procure bus shelters and amenities. An RFP was issued on September 10, 2018 for bus shelters and amenities. One proposal was received on October 22, 2018. The evaluation committee met on December 5, 2018 at 12:30 p.m. for discussions.

The committee made sure that Tolar Manufacturing's proposal met all the requires of the RFP and voted to proceed with the recommendation. It is the recommendation of the evaluation committee that the contract be awarded to Tolar Manufacturing.

In 1991, following his success as a senior executive in the metal fabrication industry, Gary Tolar established Tolar Manufacturing Company, Inc. (Tolar), to make and market a range of durable and distinctive transit shelters and related street furniture. His new company rapidly won a number of contracts with transit authorities and outdoor advertising companies in Southern California and Tolar Quickly established a reputation for Quality workmanship and uncompromising customer service. From the first contract to our latest innovative Bus Rapid Transit (BRT) projects, Tolar has grown steadily due to our consistent high Quality and the high confidence our customers have in our workmanship and materials.

Tolar Manufacturing will use a DBE firm for delivery, that firm being Davis Freight Management. The DBE goal is 2% for this contract.

The proposed shelter design is below:

Central Midlands Regional Transit Authority
 3613 Lucius Road, Columbia, SC 29201
 P 803 255 7133 F 803 255 7113
[CATCHTHECOMETSC.GOV](mailto:info@catchthecomet.org)
 Gleaton
info@catchthecomet.org

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Signature Sunset



Signature Empire

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P 803 255 7133 F 803 255 7113
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Gleaton
info@catchthecomet.org

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Skip Jenkins, Debbie Summers, Bobby Horton, Kevin Reeley,
Geraldine Robinson



Euro

Fiscal Impacts:

Pricing varies based on the type of amenity procured as defined below. It will take approximately 90 days to procure the amenity as explained below. A separate contractor would install the amenity procured.

Item	Signature Sunset		Signature Empire		Euro	
	Unit Cost	Delivery (Days)	Unit Cost	Delivery (Days)	Unit Cost	Delivery (Days)
Shelter, 30-foot Class	\$25,785.00	90 Days	\$27,455.00	90 Days	\$20,370.00	90 Days
Shelter, 16-foot Class	\$14,460.00	90 Days	\$14,840.00	90 Days	\$11,655.00	90 Days
Shelter, small footprint	\$10,305.00	90 Days	\$12,320.00	90 Days	\$10,380.00	90 Days
Shelter part: panel	\$635.00 (*1)	90 Days	\$845.00 (*2)	90 Days		
Shelter part: column	\$225.00	90 Days	(*3)			
Bench	\$1,615.00	90 Days	(*3)			
Bench with ad back	\$1,505.00	90 Days	(*3)			
Sign mount seats	\$620.00	90 Days	(*3)			
Sign mount trash can	\$205.00	90 Days	(*3)			
Bike rack	\$200.00	90 Days	(*3)			
Shelter Ad Box panel	\$1,435.00	90 Days	(*3)			
Shelter map box	\$400.00	90 Days	(*3)			
Message center	\$3,910.00	90 Days	(*3)			
Shopping cart corral	\$1,290.00	90 Days	(*3)			

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Recommended Motion: That the Board of Directors approve the recommendation to contract for Bus Shelter and Amenities with Tolar Manufacturing for a three-year contract starting February 1, 2019 to January 31, 2022 with the option for two one-year options based on successful negotiations.

Legal Counsel Review: None.

Attachments: Tolar Manufacturing Proposal (separate attachment).

For information regarding this staff report, please contact Virginia Goodson, Procurement Specialist at (803) 255-7137 or email virginia.goodson@CatchTheCOMET.org.

Approved for Submission,



John Andoh, Executive Director/CEO

ORIGINAL

APPENDIX E

Cost Proposal



Item	Signature Sunset		Signature Empire		Euro	
	Unit Cost	Delivery (Days)	Unit Cost	Delivery (Days)	Unit Cost	Delivery (Days)
Shelter, 30-foot Class	\$25,785.00	90 Days	\$27,455.00	90 Days	\$20,370.00	90 Days
Shelter, 16-foot Class	\$14,460.00	90 Days	\$14,840.00	90 Days	\$11,655.00	90 Days
Shelter, small footprint	\$10,305.00	90 Days	\$12,320.00	90 Days	\$10,380.00	90 Days
Shelter part: panel	\$635.00 (*1)	90 Days	\$845.00 (*2)	90 Days		
Shelter part: column	\$225.00	90 Days	(*3)			
Bench	\$1,615.00	90 Days	(*3)			
Bench with ad back	\$1,505.00	90 Days	(*3)			
Sign mount seats	\$620.00	90 Days	(*3)			
Sign mount trash can	\$205.00	90 Days	(*3)			
Bike rack	\$200.00	90 Days	(*3)			
Shelter Ad Box panel	\$1,435.00	90 Days	(*3)			
Shelter map box	\$400.00	90 Days	(*3)			
Message center	\$3,910.00	90 Days	(*3)			
Shopping cart corral	\$1,290.00	90 Days	(*3)			

Name of Company Tolar Manufacturing Company, Inc.Email swilliams@tolarmfg.comPhone 951-808-0081

Scott Williams, Business Development Manager

Authorized Signature 

(*1 - Glass panel with logo)

(*2 - Perforated metal panel with logo)

(*3 - Freight not included in unit pricing for individual amenities. No freight will be charged for these items if shipped with shelters. If ordered separately, freight for these items will be quoted at time of order, and shipped at cost without mark-up.)

FORM CAN BE DUPLICATED IS MORE THAN THREE STYLES ARE PROPOSED.

Page 1 of 1



January 23, 2019

Agenda Item # 11E

To: Central Midlands Regional Transit Authority Board of Directors
 From: Virginia Goodson, Procurement Specialist
 Subject: AUTHORIZE EXECUTIVE DIRECTOR RETROACTIVELY EXECUTE A CONTRACT FOR AUDIT SERVICES WITH HARPER, POSTON & MOREE, CPAS, P.A.

Requested Action: Staff recommends that the Board of Directors retroactively execute a contract for audit services with Harper, Poston & Moree, CPAs, P.A.

Background and Summary: The current contract with Mauldin & Jenkins for auditor services has expired. The Board of Directors in January 2018 direct staff to prepare a Request for Proposals (RFP) to procure auditor services. An RFP was issued on May 24, 2018 for bus shelters and amenities. Zero proposals were received on June 28, 2018. Due to lack of a response of proposals, the Executive Director/CEO directed staff to contact Charleston Area Regional Transportation Authority (CARTA) and auditors in the southeast to seek quotations. The following vendors were reached out to:

- Clark Eustace Wagner, PA -they stated that they have no CAFR experience.
- Robert Milhous, C.P.A., PA - the firm CARTA awarded to, was too busy.
- Mauldin & Jenkins, LLC - they were unable to bid due to their merger.
- Love Bailey & Associates, LLC - was too busy.
- Harper, Poston & Moree, P.A. -submitted a proposal.
- RSM US LLP - did not respond.

Harper, Poston & Moree, P.A. is based in Georgetown, South Carolina with offices also in Pawleys Island. They have a professional staff consisting of six members with two additional support staff. The firm is a member of the AICPA and the S.C. Association of Certified Public Accountants. Two principals of the firm and one professional staff member will be employed on this engagement on a full-time basis. The engagement will be performed from our Georgetown office. Robin B. Poston, CPA will be the primary audit contact.

Their audit services are primarily in the governmental and not-for-profit audit field. The principals of the firm have obtained the Governmental Accounting and Auditing "Certificate of Educational Achievement" sponsored by the AICPA. We have performed governmental audits which have received the Government Finance Officers Association "Certificate of Achievement Award" and also the Government Finance Officers Association "Distinguished Budget Presentation Award." The principals of the firm have also obtained certification from the AICPA to perform and conduct peer reviews of other accounting and auditing firms enrolled in the AICPA Peer

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 Gleaton
info@catchthecomet.org

John Andoh, CCTM, CPM Executive Director/CEO
 Ron Anderson, Chair, John V. Furgess, Sr, Vice Chair
 Andy Smith, Secretary, Dr. Robert Morris, Treasurer
Board Members: Jacqueline Boulware, Lill Mood, Carolyn

Leon Howard, Derrick Huggins, Roger Leaks, Joyce Dickerson,
 Skip Jenkins, Debbie Summers, Bobby Horton, Kevin Reeley,
 Geraldine Robinson

Review Monitoring Program. They have has performed over 300 governmental and not-for-profit audits since 1977 which consist of county governments, cities and towns, school districts, councils on aging, special purpose quasi-governmental districts which operate water and sewer utilities, and charitable organizations which receive federal and state funding.

Based on the current Procurement and Contract Administration Policy, staff reviewed Harper, Poston & Moree, P.A. and determined that they met the requirements of The COMET for audit services and complied with the sole source procurement requirements. It is the recommendation of the Executive Director/CEO that the contract be awarded to Harper, Poston & Moree, P.A.

Fiscal Impacts:

The first year is \$22,750 to prepare a CAFR. Years two and three is \$22,000 each. This is within the Executive Director/CEO's authority, however, since the Board of Directors specifically requested this RFP, staff is retroactively seeking Board of Directors approval.

Recommended Motion: That the Board of Directors approve the recommendation to contract Audit Services with Harper, Poston & Moree, P.A. for a one-year contract starting retroactively from to August 24, 2018 to July 31, 2019 with the option for two one-year options.

Legal Counsel Review: McNair Attorneys reviewed the professional services agreement.

Attachments: Harper, Poston & Moree, P.A. Proposal (separate attachment).

For information regarding this staff report, please contact Virginia Goodson, Procurement Specialist at (803) 255-7137 or email virginia.goodson@CatchTheCOMET.org.

Approved for Submission,



John Andoh, Executive Director/CEO



Executive Director/CEO Report December 2018 & January 2019

Executive Office Activities (Missey Lawlor, John Andoh)

- Finalizing the reorganization. As of the 16th - Finance, FTA Compliance and Planning & Development has transitioned in their new roles and new offices. The new titles for those positions are defined below:
 - Rosalyn Andrews, Director of Finance/CFO
 - Crystal Wills, Financial Accountant
 - Virginia Goodson, Procurement Specialist
 - Arlene Prince, Director of FTA Compliance & Civil Rights Officer
 - Michelle Ransom, Grants and Regional Coordination Manager
 - Brittany Higgins, Mobility Management Specialist (in partnership with Able-SC)
 - Luis Ortiz Sanchez, Planning & Development Specialist

The balance will transition between February 1, 2019 and February 16, 2019. This is the Administration & Operations Department.

- The COMET On The Go! Partnership with Uber and Lyft has begun with great success.
- Books on the Go! Partnership with Richland Library will begin in January.
- Listening Sessions in Downtown, Waverly, Forest Acres, Eau Claire and Eastover has been held.
- Presentations and Meetings to various groups, organizations, City of Columbia, Richland County, Richland County Delegation and City of Newberry, Senator Shealy has occurred.
- Continued work on the Lexington County Funding MOU.
- Finalized funding relationship with Amazon.
- Working to address concerns with Richland One not promoting the transit relationship.
- Eastover and Springdale will be joining the Board of Directors. Blythewood is under review by Town Attorney.
- Transitioning Board related duties to Pam.
- Working on action plan for Emergency Services.
- Renovation project at Transit Center - paint samples, roofing, air vents, window graphics.
- Working on obtaining a pick-up box for United States Postal Service for the Transit Center.
- Working with City Center Partnership and the Yellow Shirt Ambassador at the Transit Center.
- Attended workshops and webinars on Agency Safety Plan.
- Attended Safety Management System Training
- Obtained and signed contract for ATM Services at Transit Center.
- Working with Columbia Fire on an Evacuation Plan for Transit Center.
- Hosting Developing a Transit Emergency Plan on January 17th and 18th.
- Stuff The Bus was successful over two Fridays at three different Walmart locations, each Friday.
- Provided holiday bus promotion with three buses with Christmas lights rotating the service area.
- Implemented promotional event with Famously New Year and provided free service after 8 p.m.

Planning and Development Activities (Samuel L. Scheib, Tiffany James, Luis Ortiz, Brittany Higgins)

- Preparing schedules, stop work, other activities for January 2019 service changes.

- Coordination for March Madness (NCAA tournament) games to be held in Columbia.
- Participation in Stuff-A-Bus.
- Coordination with Chernoff Newman and stakeholders for The COMET Visitors' Guide.
- Coordination with USC.
- Evaluation of Columbia Place Mall super stop and coordination with Richland County on permissions to place the facility.
- DART ADA appeals.
- Participation in Community Listening Sessions.
- Travel Trainings.
- Luis Ortiz attended trainings on construction management (Stockton, CA) and Environmental Justice (New York).
- The primary effort has been preparing for service changes including multiple edits to the run cut, updating Transloc, GTFS, and Clever Devices information, and editing schedules and the system map.
- Updating the website to ensure information is current.
- Listening sessions in the Forest Drive area and Eastover.
- Intra-agency Preliminary Planning for CMMN.
- Travel trainings.
- Coordination with Vista, Five-Points, and Main Street on Soda Cap Connector;
- Coordination with AOS, Richland County, and Transdev on bus stop work and facilities.

Administration (LeRoy DesChamps and Pamela Canty)

- Worked with the Executive Director Evaluation Ad-Hoc Committee in revising Executive Director/CEO evaluation and process. Coordinated the distribution, collection and summary of Board Member's Executive Director/CEO FY 2018-2019 annual evaluation.
- Coordinated and hosted event with Costco representative to promote membership to employees.
- Submitted final draft of employee handbook to Legal for review and recommendations.
- In the final stage of working with vendor and leasing company on equipment for the Fitness studio. Working with Legal on employee waiver.
- Working with Executive Director/CEO on review of job descriptions and organizational structure.
- Participated in Stuff A Bus.
- Attended Service and Finance Committee meetings and recorded minutes.
- Held training sessions for Transport Care Services customer service representatives for the transition of COMET ID's.
- Attended Listening sessions and recorded minutes.

Grants and Procurement (Michelle Ransom, Virginia Goodson)

- Developed and submitted Lexington County CDBG grant application.
- Developed and submitted City of Columbia CDBG grant application.
- Attended Active Shooter Training at CMRTA.
- Met with auditing consultant for the Transdev contract.
- Attended December CMCOG Board meeting.
- Participated in Stuff-A-Bus.

- Provided additional information and submitted the FY 2016 5307 grant application to FTA.
- Continue to develop FY 2017 and FY 2018 5307 grant application as well as 5339 applications to FTA.
- Participated in data collection for the FYE audit.
- Collected invoices eligible for FTA grant reimbursement and input data in appropriate grant-related spreadsheets for future drawdown of fund.
- Drew down federal funds for authorized grant expenditures.
- Collected data for quarterly TrAMS reporting due January 30.
- Prepared SCDOT Vehicle Replacement application.
- Prepared evaluation committee recommendations from the Public Relations, Marketing and Bus Shelter and Amenities committees to go to the board for approval.
- Issued IFB for demolition of the building across the street.
- Issued RFP for armored truck services.
- Collected data required legal for the penny tax lawsuit.

Compliance and Civil Rights (Arlene Prince)

- Prepared and submitted to the Federal Transit Administration [FTA] the *Uniform Report of DBE Commitments/Awards and Payments* due on December 2018. Since no new awards were made during the June 1 and December 1 reporting period, the agency did not achieve its Overall Annual DBE Goal of 5%. All payments to DBEs were based on existing and on-going contracts. The December 1st reporting period reflected that 55% of on-going payments were made to DBEs in comparison to total dollars paid using federal funds. A Shortfall Analysis to reflect specific steps and corrective action for the new fiscal year is required if the DBE Goal is not achieved. This document was prepared prior to the deadline of December 30, 2018. Since The COMET is not identified by FTA as one of the 50 largest public transit agencies, the Shortfall Analysis is kept on file at the COMET and available for FTA at their request during an on-site review.
- Prepared the contents of the ADA Paratransit Eligibility Request for Proposal [RFP] for submission to the agency's Procurement Officer. The current contract with ABLE South Carolina will expire on March 18, 2019.
- Prepared the agency's **Reasonable Modification Policy** for review. This document is under review by The COMET's Executive Director/CEO, Transdev's General Manager, and Transport Care Services Operations Manager. This policy will allow the agency to consider and make reasonable accommodations in policies, practices, or procedures when necessary without altering the nature of the service, program, activity or result in an undue financial and administrative burden.
- Met with Transdev to review the responses from Transport Care Services relevant to the ADA Paratransit Compliance Review Report. Follow-up comments were provided to Transport Care Services requesting a definitive timeframe for training and completion of written processes.
- Attended a meeting on Tuesday, January 15, 2019 hosted by SCOOT to discuss the Final Rule regarding development of a **Public Transportation Agency Safety Plan** which will become effective on July 19, 2019. Public Transit Agencies that receive Section 5307 federal financial assistance will be required to have a safety plan that meets the federal requirements by July 20, 2020. SCOOT will work with agencies as a group to complete the Safety Plan by December 2019.

- Scheduled to attend a class on January 24-25, 2019 to learn about **Advanced Mobility Device Securement**. This training will be held at The COMET facility on 3613 Lucius Road.
- Scheduled to attend a course sponsored by the National Transit Institute [NTI] regarding **Paratransit Management and Operations**. This training will be held in Atlanta, Georgia from January 30-31, 2019.

Finance (Rosalyn Andrews and Crystal Willis)

- Working to close out NTD.
- FYE 18 Audit.
- Begin calendar year end process.
- Billing of new customer from contracts.

Motion	Committee	Status	Next Steps	Open or Closed	Completion Date
28-Feb-18					
A motion to have staff through the Finance Committee to look for efficiencies not related to service or personnel Motion passed unanimously	Finance	Memo was presented to Finance Committee in March 2018	Finance Committee reviewed memo and would like more information by February 2019	Open	
28-Nov-18					
Review Penny Model	Finance	Presentation to be made in February 2019		Open	
Review Transdev Contract	Finance	Presentation to be made in January 2019	Presentation was made.	Closed	1/9/2019

Motion	Committee	Status	Next Steps	Open or Closed	Completion Date
20-Dec-17					
Motion to direct staff and Service Committee to develop a long-term service plan primarily in Richland County	Service	Staff received approved by CMCOG to prepare a Short Range Transit Plan which will update the 2010 Comprehensive Operational Analysis. This will be started in FY 2019.	RFP has been released	Open	
Motion to direct staff and Service Committee to work with SCDOT to develop a plan for Park and Ride Service, as an alternative plan primarily along the I-26 corridor for the 10-year construction period designated for the Carolina Crossroads project	Service	Awaiting next steps with CMCOG. Staff met with Carolina Crossroads Project and provided feedback about Transit Signal Priority, park and ride lots, bus stop enhancements, HOV lanes, buses on shoulders and mitigation funding for buses and service for routes in the corridor.	RFP has been released	Open	
28-Nov-18					
Soda Cap Connector Marketing Plan	Service	Discussion to occur in February 2019		Open	
Develop Streetscape Plan for Harden & Taylor Streets, plus SuperStop	Service	Discussion to occur in March 2019		Open	

Motion	Committee	Status	Next Steps	Open or Closed	Completion Date
25-Jan-17					
To have the Executive Director and Executive Committee evaluate the bus advertising policy and come back with a recommendation in May or June on how to proceed	Executive	This was approved by the Board of Directors at the June 2018 Board of Directors Meeting	Update Advertising Policy, release RFP to sell advertising, coordinate with City of Columbia regarding ordinance changes to advertise on benches and shelters	Open	
21-Jun-17					
Motion to have the Executive Director develop a program to invite community leaders to have a behind the scenes tour, lunch and bus ride	N/A	Executive Director will develop a program by March 2019		Open	
Amend the staff reimbursement/travel policy to include Board Members	N/A	Approved on 7/26/2017 and implemented immediately	Need to update formal policies and procedures	Open	
26-Jul-17					
Adopt Federal rates for mileage and per diem rates	N/A	Approved on 7/26/2017 and incorporated into Travel Policy	Need to update formal policies and procedures	Open	
Procure an architectural engineering assessment to mediate the water intrusion problem at the Lucius Road facility	N/A	Project completed	None	Closed	1/15/2019
29-Nov-17					
To direct chair to form a subcommittee to begin working with the City of Columbia and legal to figure out a legal structure and review details of making the recommendation included in the report of the Transit Center feasibility study location feasible. Amendment to Motion Mr. Anderson amended his motion to have Ms. Dickerson come back to the board with a report after she talks with the CMCOG Seconded by Ms. Mood	N/A	Presentation made to CMCOG, City of Columbia and Richland County. Presentation to Board to be made in January 2019	All presentations completed	Closed	12/10/2018
20-Dec-17					
Motion to direct staff and Service Committee to develop a long-term service plan primarily in Richland County	Service	Staff received approved by CMCOG to prepare a Short Range Transit Plan which will update the 2010 Comprehensive Operational Analysis This will be started in FY 2019	RFP has been released	Open	
Motion to direct staff and Service Committee to work with SCDOT to develop a plan for Park and Ride Service, as an alternative plan primarily along the I-26 corridor for the 10-year construction period designated for the Carolina Crossroads project	Service	Awaiting next steps with CMCOG. Staff met with Carolina Crossroads Project and provided feedback about Transit Signal Priority, park and ride lots, bus stop enhancements, HOV lanes, buses on shoulders and mitigation funding for buses and service for routes in the corridor.	RFP has been released	Open	

28-Feb-18					
A motion for staff to develop a bench and shelter minimum rider standard	N/A	The existing policy was presented to Service Committee in January 2019. Service Committee directed staff to develop a policy that 15% of the bus stops have bus shelters in the next 3 to 5 years.		Open	
A motion to have staff look at the possibility of the COMET purchasing property where we would like to put shelters and benches and have been unable to place them	N/A	Staff will discuss with Davis & Floyd.		Open	
A motion to have staff through the Finance Committee to look for efficiencies not related to service or personnel Motion passed unanimously	Finance	Memo was presented to Finance Committee in March 2018	Finance Committee reviewed memo and would like more information by February 2019	Open	
27-Jun-18					
A motion to authorize amendment to check signing policy and authorize Executive Director, Finance Director and Members of Executive Committee to sign checks	N/A	Official policy documents need to be updated		Open	
A motion to adopt amendment to Credit Card Policy	N/A	Official policy documents need to be updated		Open	
A motion to authorize amendment to Advertising Policy	N/A	Official policy documents need to be updated		Open	
25-Jul-18					
Adoption of the Tuition Reimbursement Policy	N/A	Policy distributed to employees. Funding will come out of training budget.	Need to update formal policies and procedures	Open	
Approve the adoption of the amended Operating Reserve Policy	N/A	Need to update policies and procedures document		Open	
Approve the adoption of the investment Policy and to participate in Local Government Investment Fund	N/A	Need to update policy and procedures document	Funds have been provided to LGIF	Open	
Approve Change Order #2 Regarding Bus Stop Sign Installation Work	N/A	Change Order #2 signed		Closed	12/5/2018
22-Aug-18					
Approve Pay for Performance Policy and Executive Director Goals	N/A	Policy to be updated and incorporated in the Policy and Procedure Manual		Open	
Approve Amendment Terms of Employment Policy	N/A	Policy to be updated and incorporated in the Policy and Procedure Manual		Open	
Approve Amended Fixed Assets Policy	N/A	Policy to be updated and incorporated in the Policy and Procedure Manual		Open	
Approve Amended Financial Instructions Policy	N/A	Policy to be updated and incorporated in the Policy and Procedure Manual		Open	
Approve Amended Payroll Policy	N/A	Policy to be updated and incorporated in the Policy and Procedure Manual	Payroll is on the 5th and 20th of the month	Open	
Approved Amended Purchasing Thresholds Based off FTA Recommendations	N/A	Policy to be updated and incorporated in the Policy and Procedure Manual		Open	

26-Sep-18					
Approved Service Enhancements over 25% for FY 2018-2019 to be implemented in October 2018, January 2019 and May 2019.	N/A	Changes to Routes 13, 26, 28, 31, 44X, 46, 47, 63, 88, 92X, 93X, 97, The 101, The 801, Gamecock Express, Soda Cap Connector 1, 2, 3 and Holiday Schedule	January 2019 service changes are underway,	Open	
22-Oct-18					
Approve new fare policy effective January 1, 2019	N/A	Approved, Working to implement in January 2019.		Open	
Adopt new service standards and performance measures P-25	N/A	Policy to be updated and incorporated in the Policy and Procedure Manual	Planning to start reporting on new data metrics in December	Open	
Adopt new Special Service Policy E-40	N/A	Policy to be updated and incorporated in the Policy and Procedure Manual		Open	
Adopt new Charter Service Policy C-5 and eliminate C-10	N/A	Policy to be updated and incorporated in the Policy and Procedure Manual		Open	
Authorize Blythewood, Springdale and Eastover to participate on the CMRTA Board of Directors in a advisory role	N/A	Approved. Starting discussions with Town of Eastover, Springdale and Blythewood	Springdale and Eastover designated a member. Working on the identification of a member in Blythewood	Open	
28-Nov-18					
Implement The 801 bus service to Midlands Technical College Harbison Campus	N/A	Developing schedule and route now	Implementation will be February 11, 2019	Open	
Release RFP for Trolley Vehicles	N/A	RFP to be released in January		Open	
Adopt ADA Complaint Procedures	N/A	Policy to be updated and incorporated in the Policy and Procedure Manual		Open	
Adopt ADA Appeals Procedure	N/A	Policy to be updated and incorporated in the Policy and Procedure Manual		Open	
Adopt ADA No-Show and Late Cancellations Procedure	N/A	Policy to be updated and incorporated in the Policy and Procedure Manual		Open	
Amend Compensatory and Holiday Policy	N/A	Policy to be updated and incorporated in the Policy and Procedure Manual		Open	
Approve Fare and Service Change Policy S-30	N/A	Policy to be updated and incorporated in the Policy and Procedure Manual		Open	
Setting Bond Amount	N/A	Board set Policy at \$1 Million for Employees and Directors and Officers		Closed	11/28/2018
Soda Cap Connector Marketing Plan	Service	Discussion to occur in February 2019		Open	
Develop Streetscape Plan for Harden & Taylor Streets, plus SuperStop	Service	Discussion to occur in March 2019		Open	
Review Penny Model	Finance	Presentation to be made in February 2019		Open	
Review Transdev Contract	Finance	Presentation to be made in January 2019	Presentation was made.	Closed	1/9/2019



TRANSDEV MONTHLY SAFETY AND OPERATIONS SUMMARY NOVEMBER 2018

Mission—

“provide safe, reliable, efficient, and customer friendly mobility service throughout the Midland’s region, and stimulate economic development and enhance quality of life.”

SAFETY

-Priority 2 Focus

- Preventable accident for the month
 - 4 preventable accidents for the month of November
 - Updated Columbia Safety Action Plan
- Prepared for Active Shooter Training

OPERATIONS

- Had a successfully implemented service change November 4th.
- Graduated an 8 operator new hire training class.
- Hosted a Roadeo at the Lucius Road facility.
 - **2 Comet members placed in the 35- foot bus entry:**
 - **1st Place-Tresi Bias**
 - **3rd place-Kershaw Loynes**
- Submitted revised EEO Plan to the COMET.
- Introduced the route 28 going to the Airport. Attended the ribbon cutting.



TRANSDEV MONTHLY MAINTENANCE SUMMARY NOVEMBER 2018

FACILITY MAINTENANCE

-Priority 4

“Improve Transit Center and Facilities”

- Had electrical outlets installed at the transit center for snack and coffee vending machines.
- Door blowers installed at the transit center to retract flies.
- Continues patching and painting the Lucius Road facility.

Fleet Maintenance

Core Values –

“Safety, Reliability, Friendliness. Cleanliness & Comfort and Cost Effectiveness”

- Installed the Route holders in all Cutaway vehicles
- Removed all the seats out of the “Command Bus”
- TOTAL ROADCALLS/SWAP OUTS - 39
- TOTAL MECHANICAL - 19
- TOTAL NON MECHANICAL - 20
- TOTAL MILES - 297,812 MILES
- MBRC -MECHANICAL - 15,674 MILES
- MBRC - NON-MECHANICAL - 14,890 MILES
- MBRC COMBINES - 7,636 MILES

*** THIS INCLUDES FIXED AND DART



TRANSDEV MONTHLY IT SUMMARY NOVEMBER 2018

-Priority 3

“Leverage Technology to Enhance Customer Experience”

- Trained new TCS personnel on the LISTEN complaints tracking system.
- Trouble shot Transloc repairs.
- Updated the internal company electronic board with new operational and safety messages.
- Programmed the head signs for the stuff a bus and Christmas buses.

CUSTOMER SERVICE SUMMARY NOVEMBER 2018

Para Transit

Trips Scheduled	5731
Trips Completed	5278
Ridership	5701
On Time Performance	90%
Late Cancellations (Operator showed-trip not made)	61
Advance Cancellations	1911
Misc. other cancellations	1057
Total Cancelled Trips	2968

		November			
		2017	2018	Trend	12 month totals/ averages
Safety					
Contract § #	Incidents				
H.1.a	Gate-to-gate accidents/injuries per 100,000 revenue miles	2.19	3.07	⊗	0.88
H.1.b	Non-Gate-to-gate accidents/injuries per 10,000 revenue miles	1		⊙	-1
H.1.c/d*	Total Accidents /Injuries	5	7	⊗	2
H.1.c/d*	Total Accidents/Injuries per 100,000 vehicle miles	1.52	2.15	⊗	0.63
H.1.e	Employee injuries per 200,000 labor hours	10.96	20.09	⊗	9.13
H.1.f	DOT reportable accidents	0	1	⊗	1
H.1.h	Number of drug/alcohol tests	4	18	⊗	14
Verifications					
H.1.g	DOT reportable drug and alcohol tests	0	1	⊙	1
H.1.i	Average hours of safety training per employee	1	1	⊙	0
H.1.j	Employee attendance percent at safety meetings	32.14	23.2	⊗	-8.94
H.1.k	Total "Behind-the-wheel" observations per safety sensitive employee	7	9	⊙	2
H.1.l	Total "Trail check" observations per safety sensitive employee	30	34	⊙	4
H.1.m	Present copies of all posted safety memos and operational policies including minutes of safety meetings and similar groups				
Customer Service					
	Totals				Average
H.3.a	Total calls to customer service received	16032	143	⊙	-15889
H.3.b.I	1) Safety complaints per 10,000 revenue hours	2.94	2.35	⊙	-0.59
H.3.b.II	1) Safety complaints per 100,000 revenue miles	2.35	1.88	⊙	-0.47
H.3.b.I	2) Reliability complaints per 10,000 revenue hours	12.35	3.52	⊙	-8.83
H.3.b.II	2) Reliability complaints per 100,000 revenue miles	9.87	2.82	⊙	-7.05
H.3.b.I	3) Friendliness complaints per 10,000 revenue hours	5.88	2.35	⊙	-3.53
H.3.b.II	3) Friendliness complaints per 100,000 revenue miles	4.7	1.88	⊙	-2.82
H.3.b.I	4) Cleanliness & Comfort complaints per 10,000 revenue hours	0	0.59	⊗	0.59
H.3.b.II	4) Cleanliness & Comfort complaints per 100,000 revenue miles	0	0.47	⊗	0.47
H.3.b.I	5) Planning & Service requests per 10,000 revenue hours	29.4	1.18	⊙	-28.22
H.3.b.II	5) Planning & Service requests per 100,000 revenue miles	23.5	9.21	⊙	-14.29
H.3.c	All other requests per 10,000 revenue hours	0	5.88	⊗	5.88
H.3.c	All other requests per 100,000 revenue miles	0	4.7	⊗	4.7
Cleanliness & Comfort					
Repairs and replacements					
H.4.a*	Number of bus trade outs	26	0	⊙	-26
H.4.b*	Number of field repairs made	5	0	⊙	-5
H.4.c	Total number of days a vehicle operated with DoD component	0	0	⊙	0
H.4.c	Out of order type: Destination sign	0	0	⊙	0
H.4.c	Out of order type: wheelchair lift/ramp	0	18	⊗	18
H.4.c	Out of order type: kneel	0	6	⊗	6
H.4.c	Out of order type: AVL	0	0	⊙	0
H.4.c	Out of order type: on-board enunciator (talking bus)	0	0	⊙	0
H.4.c	Out of order type: on-board visual (LED) panel	0	0	⊙	0
H.4.c	Out of order type: radio	0	0	⊙	0
H.4.c	Out of order type: climate control	0	0	⊙	0
Upkeep					
H.e.f	Number of vehicles receiving a preventive maintenance inspection	71	67	⊗	-4
H.4.f	Number of vehicles receiving deep cleaning	71	141	⊙	70

Reliability											
Totals											
H.2.a	Miss outs-no report per total reports on the run cut						0	0	0	11	
H.2.b	Total call-in absences (unplanned)						116	116	0	2397	
H.2.c*	Number of late gate departures (measured by AVL)						3	0	-3	0	
H.2.d	Number of trips performed by non-operator (attach list of instances)†						3	142	139	262	
H.2.k	Number of early departures						0	1	1	50	
H.2.g	Number of service delays						3	6	3	11	
H.2.g	Number of missed trips						5	1	-4	5	
H.2.g	Number of road calls						38	39	1	595	
H.2.m	Number of vehicles towed*						3	2	-1	18	
H.2.n	Number of paratransit no shows						170	58	-112	1223	
H.2.n	Number of paratransit missed trips						0	0	0	0	
H.2.h	By day of week, weekday and weekend	M	T	W	R	F	Sa	Su	WD	WE	
H.2.h	Number of Service delays	0	0	1	0	4	0	0	5	0	
H.2.h	Number of missed trips	0	0	2	0	0	0	0	2	0	
H.2.h	Number of road calls	4	4	9	9	6	6	1	39	7	
H.2.i	By weekday peak & off-peak						Peak [6-9/3-6]	Off-Peak			
H.2.i	Number of Service delays							5	0		
H.2.i	Number of missed trips							2	0		
H.2.i	Number of road calls							16	23		
Averages and Percentages											
H.2.c	Percentage of late gate departures per total departures						0%	20%	20%	90%	
H.2.e	Average daily available vehicles for revenue service at 1st report						64.0	63.0	-1.0	63.9	
H.2.g	Average on-time performance* DART						83.0	94.0	11.0	0.8	
H.2.h	By day of week, weekday and weekend	M	T	W	R	F	Sa	Su	WD	WE	
H.2.h	Average on-time performance fixed**	57	58	59	56	56	61	64	61	63	
H.2.i	By weekday peak & off-peak						Peak [6-9/3-6]	Off-Peak			
H.2.i	Average on-time performance							57	57		

*Provide supplemental details on separate page according to the contract.

†Includes supervisors completing trips in lieu of a fixed-route revenue vehicle

On-time performance for The COMET is a vehicle arriving no more than one full minute before a published time or departing more than three full minutes after the published time.

h.1.m Copies of all posted safety memos and operational policies, including minutes of employee safety committees or similar workgroups

**working with AVL to correct hardware to better reflect true O TP

Heavy Duty Bus Mileage				November			Year to Date	Life To Date	Miles since last PM Inspection on vehicles receiving inspection (\$ #H.4.e)	This year - Dates of vehicles receiving deep cleaning (\$ #H.4.f)
				2017	2018	Trend				
Contract #	Vehicle #	Year	Make	UPDATE IN "ANNUAL VEHICLE DATA" TAB						
H.4.d	318	2010	NEW FLYER	5,147	4,731	(416)	41,538	402,493	5,800	12-Nov-18
H.4.d	319	2010	NEW FLYER	5,091	3,683	(1,408)	33,287	352,975	5,440	12-Nov-18
H.4.d	320	2010	NEW FLYER	3,894	3,997	103	41,622	377,763	5,990	00-Jan-00
H.4.d	321	2010	NEW FLYER	3,928	3,411	(517)	40,581	412,172	0	00-Jan-00
H.4.d	322	2010	NEW FLYER	3,296	1,307	(1,989)	32,959	340,494	5,410	00-Jan-00
H.4.d	323	2010	NEW FLYER	6,420	438	(5,982)	25,503	394,055	0	00-Jan-00
H.4.d	324	2010	NEW FLYER	5,585	4,014	(1,571)	32,819	383,911	1,790	00-Jan-00
H.4.d	325	2010	NEW FLYER	3,696	4,484	788	35,707	349,825	0	00-Jan-00
H.4.d	17701	2017	NEW FLYER	4,973	5,678	705	46,434	91,605	6,800	00-Jan-00
H.4.d	17702	2017	NEW FLYER	6,092	3,856	(2,236)	58,181	101,046	5,750	13-Nov-18
H.4.d	17703	2017	NEW FLYER	6,006	5,824	(182)	60,908	99,778	5,530	13-Nov-18
H.4.d	17704	2017	NEW FLYER	3,932	6,362	2,430	60,814	93,372	5,540	11-Nov-18
H.4.d	17705	2017	NEW FLYER	5,958	5,290	(668)	64,675	101,889	5,480	13-Nov-18
H.4.d	17706	2017	NEW FLYER	6,413	4,292	(2,121)	58,956	98,790	5,730	14-Nov-18
H.4.d	17707	2017	NEW FLYER	6,338	4,850	(1,488)	61,524	97,466	6,070	14-Nov-18
H.4.d	17708	2017	NEW FLYER	6,568	5,163	(1,405)	61,901	94,980	5,480	14-Nov-18
H.4.d	17709	2017	NEW FLYER	7,436	5,749	(1,687)	59,981	98,784	5,640	14-Nov-18
H.4.d	17710	2017	NEW FLYER	6,275	6,333	58	68,365	93,889	0	13-Nov-18
H.4.d	17711	2017	NEW FLYER	6,744	2,496	(4,248)	65,708	100,187	5,670	13-Nov-18
H.4.d	17712	2017	NEW FLYER	5,965	5,329	(636)	66,214	94,338	5,600	13-Nov-18
H.4.d	17713	2017	NEW FLYER	6,353	6,765	412	68,012	88,987	5,910	13-Nov-18
H.4.d	17714	2017	NEW FLYER	5,894	6,241	347	56,749	81,919	5,620	13-Nov-18
H.4.d	17715	2017	NEW FLYER	6,027	6,009	(18)	68,341	94,983	5,500	11-Nov-18
H.4.d	17716	2017	NEW FLYER	9,454	4,624	(4,830)	66,579	100,007	5,600	13-Nov-18
H.4.d	17717	2017	NEW FLYER	7,701	4,398	(3,303)	72,579	100,416	5,870	14-Nov-18
H.4.d	17718	2017	NEW FLYER	6,256	6,727	471	70,681	99,658	6,030	14-Nov-18
H.4.d	17719	2017	NEW FLYER	1,692	1,343	(349)	17,560	22,442	4,580	00-Jan-00
H.4.d	17720	2017	NEW FLYER	1,481	1,287	(194)	18,786	23,842	5,570	00-Jan-00
H.4.d	17721	2017	NEW FLYER	1,547	2,144	597	17,354	23,078	5,500	00-Jan-00
H.4.d	17722	2017	NEW FLYER	1,486	2,095	609	17,225	22,575	5,510	11-Nov-18
H.4.d	17723	2017	NEW FLYER	586	1,517	931	17,784	20,671	5,500	00-Jan-00
H.4.d	17801	2017	NEW FLYER	245	4,537	4,292	55,098	64,607	5,560	12-Nov-18
H.4.d	17802	2017	NEW FLYER	-	4,462	4,462	44,588	53,101	5,500	12-Nov-18
H.4.d	17803	2017	NEW FLYER	-	6,353	6,353	57,379	64,057	5,650	15-Nov-18
H.4.d	17804	2017	NEW FLYER	-	4,691	4,691	57,378	61,917	5,550	15-Nov-18
H.4.d	17805	2017	NEW FLYER	-	5,536	5,536	48,970	54,317	5,500	15-Nov-18
H.4.d	17806	2017	NEW FLYER	-	4,528	4,528	55,880	60,986	5,590	15-Nov-18
H.4.d	17807	2017	NEW FLYER	-	5,582	5,582	55,648	61,145	5,710	15-Nov-18
H.4.d	17808	2017	NEW FLYER	-	5,976	5,976	53,647	59,272	5,670	15-Nov-18
									#REF!	07-Nov-18

Non-Heavy Duty Bus Mileage															07-Nov-18	
H.4.d	14501	2014	FORD	-	3,267	3,267		10,531	149,754	4690	00-Jan-00					
H.4.d	14502	2014	FORD	2,745	3,628	883		11,055	157,499	4500	00-Jan-00					
H.4.d	14503	2014	FORD	3,043	3,091	48		10,927	174,879	1340	07-Nov-18					
H.4.d	14504	2014	FORD	1,549	320	-1,229		6,067	173,874	4580	07-Nov-18					
H.4.d	14505	2014	FORD	3,239	3,486	247		10,280	167,584		07-Nov-18					
H.4.d	14506	2014	FORD	3,305	3,577	272		9,869	198,178	1080	00-Jan-00					
H.4.d	14507	2014	FORD	2,752	2,437	-315		8,665	122,993		00-Jan-00					
H.4.d	14508	2014	FORD	2,841	1,247	-1,594		9,835	191,726	4540	00-Jan-00					
H.4.d	14509	2014	FORD	3,134	4,008	874		14,686	67,483	4480	07-Nov-18					
H.4.d	14510	2014	FORD	4,256	2,862	-1,394		13,193	191,928		06-Nov-18					
H.4.d	14511	2014	FORD	3,396	4,095	699		10,658	164,471	2850	06-Nov-18					
H.4.d	15301	2015	DODGE	1,673	1,267	-406		3,310	65,304		06-Nov-18					
H.4.d	15302	2015	DODGE	7,386	-	-7,386		0	74,541		06-Nov-18					
H.4.d	16303	2016	FORD	5,274	1,425	-3849		11,111	130,221		06-Nov-18					
H.4.d	16304	2016	FORD	4,300	4,489	189		15,106	129,227	4640	06-Nov-18					
H.4.d	16305	2016	FORD	3,891	4,328	437		17,045	105,677	4620	06-Nov-18					
H.4.d	16306	2016	FORD	4,295	5,092	797		16,357	114,688		06-Nov-18					
H.4.d	16307	2016	FORD	3,196	4,559	1,363		11,035	103,241	3200	06-Nov-18					
H.4.d	16308	2016	FORD	466	4,156	3690		13,544	104,999	4510	06-Nov-18					
H.4.d	16309	2016	FORD	1,820	715	-1,105		1,431	97,906	780	06-Nov-18					
H.4.d	16310	2016	FORD	341	4,856	4,515		14,739	78,165	4580	06-Nov-18					
H.4.d	16311	2016	FORD	-	4,858	4,858		14,642	104,229	4500	06-Nov-18					
H.4.d	16312	2016	FORD	3,413	5,079	1,666		15,076	111,113	4560	06-Nov-18					
H.4.d	16313	2016	FORD	5,512	4,088	-1,424		14,180	135,345	4640	06-Nov-18					
H.4.d	16314	2016	FORD	5,381	3,892	-1,489		12,272	139,660	4570	06-Nov-18					
H.4.d	16315	2016	FORD	4,617	3,210	-1,407		11,516	100,687	4940	06-Nov-18					
H.4.d	16316	2016	FORD	4,948	4,166	-782		13,516	134,871	4830	06-Nov-18					
H.4.d	16317	2016	FORD	4,685	3,386	-1,299		12,981	126,779	4620	06-Nov-18					
H.4.d	16318	2016	FORD	5,772	2,354	-3,418		11,921	132,191	4630	06-Nov-18					
H.4.d	16319	2016	FORD	3,690	3,265	-425		14,443	118,135	4590	06-Nov-18					
H.4.d	16320	2016	FORD	4,989	4,535	-454		14,068	99,934	4560	06-Nov-18					
H.4.d	16321	2016	FORD	5,410	4,782	-628		15,008	138,242		06-Nov-18					
H.4.d	16322	2016	FORD	4,372	829	-3,543		9,318	82,614		07-Nov-18					
H.4.d	16323	2016	FORD	4,714	1,177	-3,537		9,442	114,282	4910	07-Nov-18					
H.4.d	17512	2017	FORD	544	7,951	7,407		25,299	74,089	4640	07-Nov-18					
H.4.d	17513	2017	FORD	339	5,205	4,866		21,755	74,853	4610	07-Nov-18					
H.4.d	17514	2017	FORD	449	5,737	5,288		22,719	74,497	4550	07-Nov-18					
H.4.d	17515	2017	FORD	455	5,785	5,330		28,428	77,127	4710	07-Nov-18					
H.4.d	17516	2017	FORD	-	1,811	1,811		7,018	45,509	4840	07-Nov-18					
H.4.d	17517	2017	FORD	304	6,561	6,257		23,344	66,683	4800	07-Nov-18					
H.4.d	17518	2017	FORD	-	5,827	5,827		21,980	73,680	4690	27-Apr-00					
H.4.d	17519	2017	FORD	460	5,630	5,170		22,966	73,986		00-Jan-00					



COMET Customer Service Report

For the Period 11/01/2018 thru 11/30/2018

Number of Complaints for November:

Complaint Detail:

Complaint Categories	August Totals	% of Total Complaints	% of Total Calls (565)
Driver-Early	0	0.00%	0.0%
Driver-Lack of Knowledge	1	1.49%	0.18%
Driver-Running Late	3	20.90%	0.53%
Driver-Missed Transfer	2	1.49%	0.35%
Driver-Pass up	1	14.93%	0.18%
Driver-No Show	1	4.48%	0.18%
Driver-Attitude,Conduct, Rude	4	10.45%	0.71%
Driver-Careless,reckless driving	1	1.49%	0.18%
Call Center- Incorrect Info	3	0.00%	0.53%
Call Center- Staff Rude	0	0.00%	0.00%
Paratransit-Wait Time	3	1.49%	0.53%
Paratransit-Reservation Error	1	1.49%	0.18%
Paratransit-Update	1	5.97%	0.18%
Paratransit Res. Center-Staff Rude	0	1.49%	0.00%
Fares dispute	3	10.45%	0.53%
Refund Request	4	4.48%	0.71%
Personal Injury	0	1.49%	0.00%
New Routes	2	2.99%	0.35%
Stop/Shelter-Cleanliness	1	1.49%	0.18%
Vehicle Maintenance	1	2.99%	0.18%
Monthly Total	32	100.00%	7.43%
Complaints per 10k Passengers*	0.61	N/A	N/A



FIXED ROUTE RIDERSHIP NOVEMBER 2018

Route Detail:

Route	November Totals	Ridership	Complaints/10K Passengers
SODA CAP 1	1	2,390	5.90
SODA CAP 2	0	1,231	0.00
SODA CAP 3	0	29	0.00
ROUTE 6	0	6,541	0.00
ROUTE 11	1	8,478	1.13
ROUTE 12	0	10,261	0.97
ROUTE 501	0	24,522	0.00
ROUTE 17	0	1,588	0.00
ROUTE 26	0	1,797	0.00
ROUTE 28	0	1,291	0.00
ROUTE 31	0	3,047	0.00
ROUTE 32	0	4,917	0.00
ROUTE 801	0	23,080	0.00
ROUTE 84	0	6,098	0.00
ROUTE 42	0	6,853	0.00
ROUTE 45	0	12,295	3.25
ROUTE 46	0	2,201	0.00
ROUTE 47	0	3,137	0.00
ROUTE 52	0	393	0.00
ROUTE 53	2	778	3.29
ROUTE 55	0	6,150	0.00
ROUTE 57L	0	1,053	0.00
ROUTE 62	0	383	0.00
ROUTE 63	0	1,542	0.00
ROUTE 75	2	9,236	3.29
ROUTE 76	0	693	0.00
ROUTE 77	0	1,765	0.00
ROUTE 82X	1	1,359	1.13
ROUTE 83L	0	1,763	0.00
ROUTE 88	0	3,181	0.00
ROUTE 101	1	21,611	1.13
ROUTE 201	0	8,216	0.00
ROUTE 301	0	14,697	0.00
ROUTE 401	1	19,959	1.13
ROUTE 601	1	11,365	1.13
ROUTE 701	3	23,014	3.59

Monthly Total	18	245,955	0.73
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TRANSDEV MONTHLY SAFETY AND OPERATIONS SUMMARY DECEMBER 2018

Mission—

“provide safe, reliable, efficient, and customer friendly mobility service throughout the Midland’s region, and stimulate economic development and enhance quality of life.”

SAFETY

-Priority 2 Focus

- Preventable accident for the month
 - 4 preventable accidents for the month of December
- Continued with live monthly operator safety meetings to increase awareness.
- Graduated three (3) new hires from class.

OPERATIONS

- Assisted with making the Toys for Tots a success
- Trained operators and put a New Flyer electric bus into service.
- Performed “weekend pulse” to monitor how many buses could safely be deployed from the transit center.
- Attended ADA Compliance Training at the Lucius Road facility.
- Discussed upcoming COMET on the go, COMET to the Market, LYFT, and UBER.



TRANSDEV MONTHLY MAINTENANCE SUMMARY DECEMBER 2018

FACILITY MAINTENANCE

-Priority 4

“Improve Transit Center and Facilities”

- Received quotes for exterior lights attached to the Lucius Road facility.
- Touched up the interior of Lucius Road facility.
- Security pad repair Lucius Rd facility.

Fleet Maintenance

Core Values –

“Safety, Reliability, Friendliness. Cleanliness & Comfort and Cost Effectiveness”

TOTAL ROADCALLS/SWAP OUTS - 49

TOTAL MECHANICAL - 33

TOTAL NON MECHANICAL - 16

TOTAL MILES - 302,345 MILES

MBRC -MECHANICAL - 9,161 MILES

MBRC - NON-MECHANICAL - 18, 896 MILES

MBRC COMBINES - 6,170 MILES

***** THIS INCLUDES FIXED AND DART**



TRANSDEV MONTHLY IT SUMMARY DECEMBER 2018

-Priority 3

“Leverage Technology to Enhance Customer Experience”

- Continued training associates in the LISTEN complaints tracking system
- Performed the Apollo software updates necessary for the service changes.
- Identified router issue with Apollo (non- static IP addresses)
 - Narrowed down to four (4) vehicles with hardware issues.
- Programmed the head signs for the stuff a bus and Christmas buses.
- Troubleshooting with Transloc hardware.

CUSTOMER SERVICE SUMMARY DECEMBER 2018

Para Transit

Trips Scheduled	8218
Trips Completed	5143
Ridership	5143
On Time Performance	80.67%
Late Cancellations (Operator showed-trip not made)	55
Advance Cancellations	1456
Misc. other cancellations	1280
Total Cancelled Trips	2736

		December			12 month totals/ averages
		2017	2018	Trend	
Safety					
Contract § #	Incidents				
H.1.a	Gate-to-gate accidents/injuries per 100,000 revenue miles	2.19	1.93	✓ -0.26	1.6
H.1.b	Non-Gate-to-gate accidents/injuries per 10,000 revenue miles	1	0.29	✓ -0.71	0.0
H.1.c/d*	Total Accidents /Injuries	5	6	✗ 1	6.0
H.1.c/d*	Total Accidents/Injuries per 100,000 vehicle miles	1.52	2.15	✗ 0.63	0.1
H.1.e	Employee injuries per 200,000 labor hours	10.96	20.09	✗ 9.13	0.8
H.1.f	DOT reportable accidents	0	2	✗ 2	0.0
H.1.h	Number of drug/alcohol tests	4	10	✗ 6	6.0
Verifications					
H.1.g	DOT reportable drug and alcohol tests	0	2	✓ 2	0
H.1.i	Average hours of safety training per employee	1	1	⚠ 0	1
H.1.j	Employee attendance percent at safety meetings	32.14	23.2	✗ -8.94	80
H.1.k	Total "Behind-the-wheel" observations per safety sensitive employee	7	9	✓ 2	24
H.1.l	Total "Trail check" observations per safety sensitive employee	30	34	✓ 4	20
H.1.m	Present copies of all posted safety memos and operational policies including minutes of safety meetings and similar groups				
Customer Service					
Totals					Average
H.3.a	Total calls to customer service received	16032	143	✓ -15889	13140.9
H.3.b.I	1) Safety complaints per 10,000 revenue hours	2.94	2.35	✓ -0.59	2.2
H.3.b.II	1) Safety complaints per 100,000 revenue miles	2.35	1.88	✓ -0.47	1.6
H.3.b.I	2) Reliability complaints per 10,000 revenue hours	12.35	3.52	✓ -8.83	14.5
H.3.b.II	2) Reliability complaints per 100,000 revenue miles	9.87	2.82	✓ -7.05	9.7
H.3.b.I	3) Friendliness complaints per 10,000 revenue hours	5.88	2.35	✓ -3.53	7.2
H.3.b.II	3) Friendliness complaints per 100,000 revenue miles	4.7	1.88	✓ -2.82	5.1
H.3.b.I	4) Cleanliness & Comfort complaints per 10,000 revenue hours	0	0	⚠ 0	0.9
H.3.b.II	4) Cleanliness & Comfort complaints per 100,000 revenue miles	0	0.48	✗ 0.48	0.6
H.3.b.I	5) Planning & Service requests per 10,000 revenue hours	29.4	1.18	✓ -28.22	3.6
H.3.b.II	5) Planning & Service requests per 100,000 revenue miles	23.5	9.21	✓ -14.29	3.3
H.3.c	All other requests per 10,000 revenue hours	0	5.88	✗ 5.88	1.2
H.3.c	All other requests per 100,000 revenue miles	0	4.7	✗ 4.7	0.7
Cleanliness & Comfort					
Repairs and replacements					
H.4.a*	Number of bus trade outs	26	0	✓ -26	509
H.4.b*	Number of field repairs made	5	0	✓ -5	49
H.4.c	Total number of days a vehicle operated with OoO component	0	0	⚠ 0	0
H.4.c	Out of order type: Destination sign	0	0	⚠ 0	0
H.4.c	Out of order type: wheelchair lift/ramp	0	18	✗ 18	0
H.4.c	Out of order type: kneel	0	6	✗ 6	0
H.4.c	Out of order type: AVL	0	0	⚠ 0	0
H.4.c	Out of order type: on-board enunciator (talking bus)	0	0	⚠ 0	0
H.4.c	Out of order type: on-board visual (LED) panel	0	0	⚠ 0	0
H.4.c	Out of order type: radio	0	0	⚠ 0	0
H.4.c	Out of order type: climate control	0	0	⚠ 0	0
Upkeep					
H.e.f	Number of vehicles receiving a preventive maintenance inspection	71	67	✗ -4	
H.4.f	Number of vehicles receiving deep cleaning	71	141	✓ 70	

Reliability										
Totals										
H.2.a	Miss outs-no report per total reports on the run cut						0	0	0	11
H.2.b	Total call-in absences (unplanned)						116	84	-32	2397
H.2.c*	Number of late gate departures (measured by AVL)						3	0	-3	0
H.2.d	Number of trips performed by non-operator (attach list of instances)†						3	142	139	262
H.2.k	Number of early departures						0	1	1	50
H.2.g	Number of service delays						3	6	3	11
H.2.g	Number of missed trips						5	1	-4	5
H.2.g	Number of road calls						38	39	1	595
H.2.m	Number of vehicles towed*						3	2	-1	18
H.2.n	Number of paratransit no shows						170	58	-112	1223
H.2.n	Number of paratransit missed trips						0	0	0	0
H.2.h	By day of week, weekday and weekend	M	T	W	R	F	Sa	Su	WD	WE
H.2.h	Number of Service delays	0	2	2	0	0	0	0	4	0
H.2.h	Number of missed trips	1	0	2	0	0	0	0	3	0
H.2.h	Number of road calls	11	1	9	8	11	5	4	49	9
H.2.i	By weekday peak & off-peak						Peak (6-9/3-6)	Off-Peak		
H.2.i	Number of Service delays							1	3	
H.2.i	Number of missed trips							3	0	
H.2.i	Number of road calls							3	46	
Averages and Percentages										
H.2.c	Percentage of late gate departures per total departures						0%	20%	20%	90%
H.2.e	Average daily available vehicles for revenue service at 1st report						64.0	63.0	-1.0	63.9
H.2.g	Average on-time performance*						83.0	80.0	-3.0	0.8
H.2.h	By day of week, weekday and weekend	M	T	W	R	F	Sa	Su	WD	WE
H.2.h	Average on-time performance	55	59	57	58	63	63	64	59	63
H.2.i	By weekday peak & off-peak						Peak (6-9/3-6)	Off-Peak		
H.2.i	Average on-time performance							60	60	

*Provide supplemental details on separate page according to the contract.

†Includes supervisors completing trips in lieu of a fixed-route revenue vehicle

On-time performance for The COMET is a vehicle arriving no more than one full minute before a published time or departing more than three full minutes after the published time.

h.1.m Copies of all posted safety memos and operational policies, including minutes of employee safety committees or similar workgroups

December

Change this month each month

2017 2017 2017 2018 2018 2018 2018 2018 2018 2018 2018 2018 2018 2018 2018 2018
 October November December January February March April May June July August September October November December
 Oct-17 Nov-17 Dec-17 Jan-18 Feb-18 Feb-00 Apr-18 May-18 Jun-18 Jul-18 Aug-18 Sep-18 Oct-18 Nov-18 Dec-18

Safety

Contract \$ #Incidents

H.1.a	Gate-to-gate accidents/injuries per 100,000 revenue miles	2.19	0.49	2.48	2.82	3.6	0.93	1.94	2.72	1.57	2.55	3.64	3.98	3.07	3.45	1.93
H.1.b	Non-Gate-to-gate accidents/injuries per 10,000 revenue miles	0	0	0	0.22	0.22	0.38	0	0	0.02	0.42	0.37	0	0	0	0.29
H.1.c	Total Accidents /Injuries*	5	1	5	7	8	4	4	6	6	4	14	8	7	7	6
H.1.c	Total Accidents/Injuries per 100,000 vehicle miles*	1.52	0.46	1.62	2.82	1.43	0.27	1.4	0.12	0.12	0.03	0.18	0.12	2.15	2.35	0.29
H.1.e	Employee injuries per 200,000 labor hours	10.96	0	0	0	0	0	0	0	0.8	0.64	0.05	0.01	20.09	10.23	#####
H.1.f	DOT reportable accidents	0	0	0	0	0	1	0	2	0	0	0	0	1	0	2
H.1.h	Number of drug/alcohol tests	4	8	6	5	9	11	4	6	8	9	6	9	18	14	10
Verifications																
H.1.g	DOT reportable drug and alcohol tests	0	0	0	0	1	1	0	2	0	0	0	0	1	0	2
H.1.i	Average hours of safety training per employee	1	1	1	1	1	2	2	1	1	1	1.5	1	1	1	1
H.1.j	Employee attendance percent at safety meetings	32.14	51.78	33.4	100	23.4	36	64	33.14	80	13	45	22	23.2	65.96	37
H.1.k	Total "Behind-the-wheel" observations per safety sensitive employee	7	3	9	8	12	68	29	6	24	33	15	7	9	6	25
H.1.l	Total "Trail check" observations per safety sensitive employee	30	16	6	18	46	23	3	8	20	41	90	32	34	19	32
H.1.m	Present copies of all posted safety memos and operational policies including minutes of safety meetings and similar groups															

Reliability

Totals

H.2.a	Miss outs-no report per total reports on the run cut	0	2	4	0	0	0	0	0	0	0	3	2	0	0	0
H.2.b	Total call-in absences (unplanned)	116	134	241	176	143	160	155	167	228	234	179	144	204	116	84
H.2.c	Number of late gate departures (measured by AVL)	3	0	0	0	0	0	0	0	0	0	0	0	0	1	2
H.2.d	Number of trips performed by non-operator (attach list of instances)†	3	7	8	2	11	7	6	3	3	7	9	57	142	136	#####
H.2.k	Number of early departures	0	0	4	2	3	7	8	4	8	9	3	2	0	1	0
H.2.g	Number of service delays	3	2	0	0	0	0	0	0	1	0	1	1	6	0	4
H.2.g	Number of missed trips	5	3	0	0	0	0	0	0	0	0	1	0	1	0	3
H.2.g	Number of road calls	38	48	29	48	33	44	31	20	60	62	52	43	48	39	49
H.2.m	Number of vehicles towed*	3	2	0	2	0	2	3	4	3	0	0	0	2	2	5
H.2.n	Number of paratransit no shows	170	197	183	262	64	82	145	44	60	43	50	35	58	55	101
H.2.n	Number of paratransit missed trips	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
H.2.h	By day of week, weekday and weekend	M	T	W	T	F	Sa	Su	WD	WE						
H.2.h	Number of Service delays		2	2					4	0					5	4
H.2.h	Number of missed trips	1		2					3	0					2	2
H.2.h	Number of road calls	11	1	9	8	11	5	4	49	9					39	49
H.2.i	By weekday peak & off-peak						Peak [6-9/3-6]	Off-Peak								
H.2.i	Number of Service delays							1	3						4	
H.2.i	Number of missed trips							3							3	
H.2.i	Number of road calls							3	46						39	49
Averages and Percentages																
H.2.c	Percentage of late gate departures per total departures		0.53	0.1	0.25	0.93	0.34	0.5	0.6	0.93	0.8	0.5	0.6	0.2	0	0.01
H.2.e	Average daily available vehicles for revenue service at 1st report	64	64	64	64	64	64	64	64	64	64	64	64	63	63	63
H.2.g	Average on-time performance*	83	92	93	93	95	96	95	95	96	94	93	92	80	85.04	#####
H.2.h	By day of week, weekday and weekend	M	T	W	R	F	Sa	Su	WD	WE						
H.2.h	Average on-time performance	55	59	57	58	63	63	64	59	63	63	61	62	61	57	60
H.2.i	By weekday peak & off-peak						Peak [6-9/3-6]	Off-Peak								
H.2.i	Average on-time performance						60	60			63	61	62	61	57	60

enter this data manually
 except WD and WE

Customer Service		90	73	82	88											
Totals																
H.3.a	Total calls to customer service received	16,032	#####	15,292	15,704	#####	13,868	20,846	#####	17,330	9,960	11,130	0	143	32	#####
H.3.b.I	1) Safety complaints per 10,000 revenue hours	2.94	4.26	3.15	2.98	3.25	2.93	0.61	1.25	1.89	1.89	0.59	0	2.35	1.3	0
H.3.b.II	1) Safety complaints per 100,000 revenue miles	2.35	3.41	2.49	2.35	2.57	2.32	0.48	0.63	0.94	0.94	0.3	0	1.88	0.99	2.41
H.3.b.I	2) Reliability complaints per 10,000 revenue hours	12.35	7.3	9.44	16.66	18.83	25.81	14.1	7.53	23.21	23.21	27.17	0	3.52	6.55	#####
H.3.b.II	2) Reliability complaints per 100,000 revenue miles	9.87	5.85	7.46	13.14	14.91	20.44	11.15	3.77	11.63	11.63	13.94	0	2.82	5.92	16.4
H.3.b.I	3) Friendliness complaints per 10,000 revenue hours	5.88	8.52	13.21	5.95	9.09	5.87	7.35	7.53	11.92	11.92	4.13	0	2.35	5.19	6.14
H.3.b.II	3) Friendliness complaints per 100,000 revenue miles	4.7	6.82	10.45	4.69	7.2	6.5	5.82	3.77	5.97	5.97	2.12	0	1.88	3.95	5.79
H.3.b.I	4) Cleanliness & Comfort complaints per 10,000 revenue hours	0	0	0	2.98	0.65	0.59	1.23	0.63	2.51	2.51	0.3	0	0.59	0.65	0
H.3.b.II	4) Cleanliness & Comfort complaints per 100,000 revenue mile	0	0	0	2.35	0.51	0.46	0.97	0.31	1.26	1.26	0	0	0.47	0.49	0.48
H.3.b.I	5) Planning & Service requests per 10,000 revenue hours	29.4	3.04	3.78	0.6	1.3	0.59	0	0	3.13	3.13	0	0	1.18	0.65	0
H.3.b.II	5) Planning & Service requests per 100,000 revenue miles	23.5	2.44	2.99	0.47	1.03	0.46	0	0	1.57	1.57	0	0	9.21	0.49	0.48
H.3.c	All other requests per 10,000 revenue hours	0	0	0	0	0	0	0	0.62	4.39	4.39	0	0	5.88	2.73	0
H.3.c	All other requests per 100,000 revenue miles	0	0	0	0	0	0	0	0.31	2.2	2.2	0	0	4.7	2.47	3.86
Cleanliness & Comfort																
Repairs and replacements																
H.4.a	Number of bus trade outs*	26	41	27	18	31	42	27	45	60	60	49	42	41	35	49
H.4.b	Number of field repairs made*	5	7	3	6	2	1	4	4	5	2	2	1	7	4	2
H.4.c	Total number of days a vehicle operated with OOS component	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
H.4.c	Out of order type: Destination sign	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
H.4.c	Out of order type: wheelchair lift/ramp	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
H.4.c	Out of order type: kneel	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
H.4.c	Out of order type: AVL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
H.4.c	Out of order type: on-board enunciator (talking bus)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
H.4.c	Out of order type: on-board visual (LED) panel	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
H.4.c	Out of order type: radio	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
H.4.c	Out of order type: climate control	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Upkeep																
Number of vehicles receiving a preventive maintenance inspection		71	84	82	84	83	82	98	93	94	88	81	81	83	67	70
Number of vehicles receiving deep cleaning		77	91	11	33	50	127	134	103	142	147	106	145	0	141	131

On-time performance for The COMET is a vehicle arriving no more than one full minute before a published time or departing more than three full minutes after the published time.

December 2018 CUSTOMER SERVICE SUMMARY

Customer Service

Breakdown of Complaints

- Complaints per 10,000 passengers for the month of December was 6.87
- There were 74 complaints on the fixed route service for the month of December
- The highest % of complaints reported for the month of December was Driver-Pass up coming in at 17.57%
- Route 101 had the highest number of complaints with twelve (12)

December 2018 LISTEN Analysis	Totals
Information Request	866
Commendation	1
Service Request	19
Suggestion	51
Other	38
Complaints	127
Total	1,102

Key for Other/Misc.: Bathroom dirty, no toilet paper, someone bothering me, etc.... not route related



COMET Customer Service Report

For the Period 12/01/2018 thru 12/31/2018

Number of Complaints for December: **74**

Complaint Detail:

Complaint Categories	December Totals	% of Total Complaints	% of Total Calls (10,571)
Driver-Early	8	10.81%	0.08%
Driver-Lack of Knowledge	1	1.35%	0.01%
Driver-Running Late	7	9.46%	0.07%
Driver-Missed Transfer/Connection	3	4.05%	0.03%
Driver-Pass up	13	17.57%	0.12%
Driver-No Show	2	2.70%	0.02%
Driver-Attitude,Conduct, Rude	12	16.22%	0.11%
Driver-Careless,reckless driving	1	1.35%	0.01%
Driver - Length of Trip	1	1.35%	0.01%
Call Center- Incorrect Info	0	0.00%	0.00%
Call Center- Staff Rude	0	0.00%	0.00%
Paratransit-Wait Time	5	6.76%	0.05%
Paratransit-Reservation Error	0	0.00%	0.00%
Paratransit-Update	0	0.00%	0.00%
Paratransit Res. Center-Staff Rude	2	2.70%	0.02%
Fares dispute	2	2.70%	0.02%
Refund Request	2	2.70%	0.02%
Personal Injury	0	0.00%	0.00%
New Routes	2	2.70%	0.02%
Stop/Shelter-Cleanliness	1	1.35%	0.01%
Call Center - Hold Time	1	1.35%	0.01%
Speeding	1	1.35%	0.01%
Timetables/Schedules, Incorrect/Outdated	1	1.35%	0.01%
Website Design	0	0.00%	0.00%
Other	8	10.81%	0.08%
Facebook Complaint	1	1.35%	0.01%
Personal Safety	0	0.00%	0.00%

Monthly Total	74	100.00%	0.70%
Complaints per 10k Passengers*	6.87	N/A	N/A



FIXED ROUTE RIDERSHIP December 2018

Route Detail:

Route	December Totals	Ridership	Complaints/10K Passengers
SODA CAP 1	0	1,468	0.00
SODA CAP 2	1	901	11.10
SODA CAP 3	0	12	0.00
ROUTE 6	1	5,312	1.88
ROUTE 11	2	4,922	4.06
ROUTE 12	3	8,005	3.75
ROUTE 501	3	16,435	1.83
ROUTE 17	0	0	0.00
ROUTE 22	0	921	0.00
ROUTE 26	0	1,530	0.00
ROUTE 28	2	5,311	3.77
ROUTE 31	1	906	11.04
ROUTE 32	0	3,744	0.00
ROUTE 801	4	143	279.72
ROUTE 84	2	5,224	3.83
ROUTE 42	3	5,849	5.13
ROUTE 45	2	10,400	1.92
ROUTE 46	0	1,593	0.00
ROUTE 47	1	2,332	4.29
ROUTE 52	0	197	0.00
ROUTE 53	3	821	36.54
ROUTE 55	6	4,571	13.13
ROUTE 57L	4	837	47.79
ROUTE 62	0	196	0.00
ROUTE 63	1	92	108.70
ROUTE 74	0	1,143	0.00
ROUTE 75	3	4,568	6.57
ROUTE 76	0	686	0.00
ROUTE 77	0	1,005	0.00
ROUTE 82X	1	1,378	7.26
ROUTE 83L	0	1,787	0.00
ROUTE 88	0	2,560	0.00
ROUTE 101	12	21,190	5.66

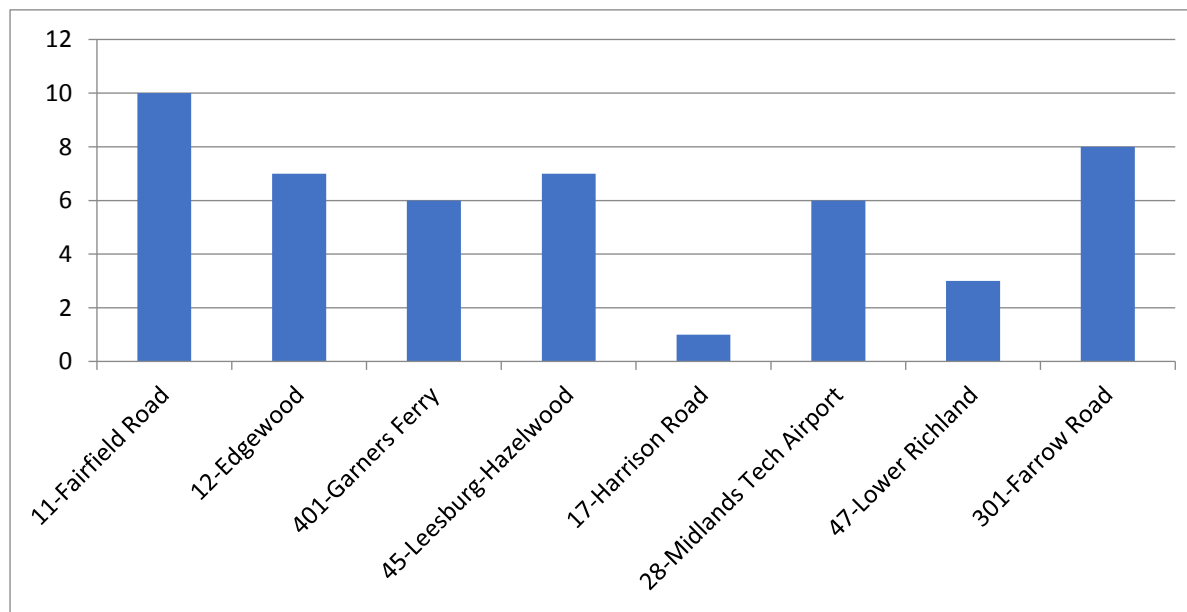
ROUTE 201	4	442	90.50
ROUTE 301	3	144	208.33
ROUTE 401	3	304	98.68
ROUTE 601	6	81	740.74
ROUTE 701	10	967	103.41
Monthly Total	81	117,977	6.87



Route Complaint Analysis for December 2018

11-Fairfield Road	10
12-Edgewood	7
401-Garners Ferry	6
45-Leesburg-Hazelwood	7
17-Harrison Road	1
28-Midlands Tech Airport	6
47-Lower Richland	3
301-Farrow Road	8
Total	48

Route Complaints December 2018

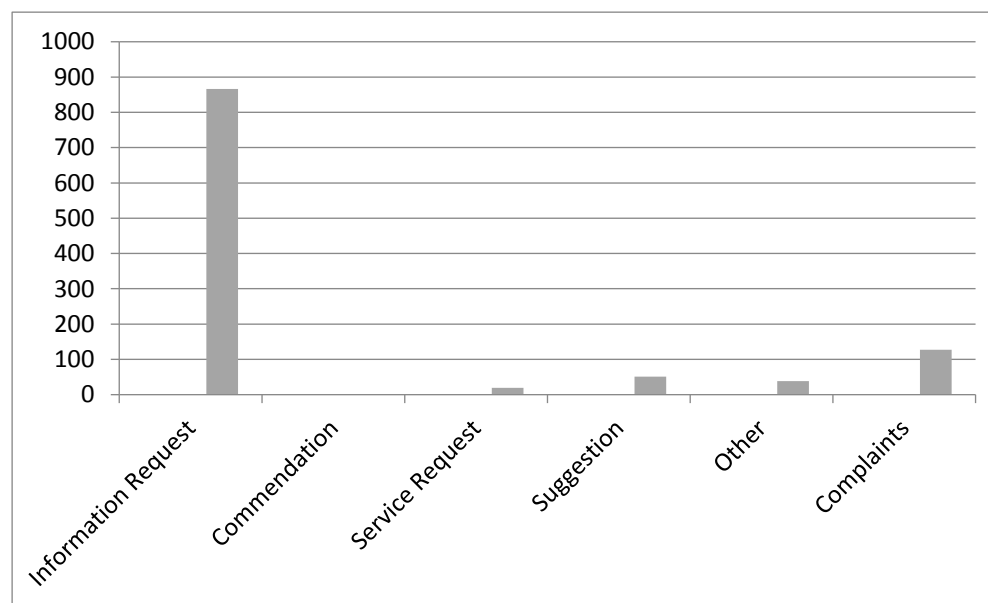




Total Listen Analysis

December 2018 LISTEN Analysis	
Information Request	866
Commendation	1
Service Request	19
Suggestion	51
Other	38
Complaints	127
Total	1,102

LISTEN Analysis December 2018





Financial Highlights FY 2019

Month End Nov 2018

41.67% of fiscal year completed

✦ Net Income (Loss)

- Month ~ (\$283K) YTD ~ (\$808K)

✦ Total Revenue:

- YTD ~ \$8.58M compared 5/12th of annual budget at ~\$10.32M; total YTD collections average ~35% of annual budgeted amount
 - ✓ Includes accrual for penny sales tax income: ~\$1.53M

✦ Total Expenses:

- YTD ~ \$9.40M compared to 5/12th of annual budget of \$11.28M; total YTD expenditures average ~ 35% of annual budget
 - YTD paid to Contract Operator since 7/1/2015 – current mo. ~\$44,952,685
 - ✓ Professional Contract services:
 - Audit ~\$ 4,000
 - Legal (McNair, Sowell Gray et al) ~\$22,255
 - Marketing
 - Chernoff ~\$46,580
 - Consultants
 - ABLE (disability certification) ~\$ 3,290
 - P.J. Noble ~\$10,905
 - VTC (bus inspection for new fleet) ~\$40,500
 - Central Midlands COG
 - Training videos ~\$21,000
 - ✓ Board Expenses:
 - Board Meeting Lunch ~\$ 207
 - L. Mood – Urban League ~\$ 200
 - R.Leaks – mileage ~\$ 360
 - ✓ Employee Training: ~\$ 5,430
(includes per diem, flight, hotel, registration fees & related expenses)
 - Denver Rural Bus Conference
 - APTA Annual Conference - Nashville

✦ Cash:

- Wells Fargo - Operating: ~\$ 6.15M
- OPTUS Bank Reserve Funds: ~\$ 4.86M
 - ✓ See Condensed Financial Summary for breakdown details
- Local Government Investment Pool (LGIP): ~\$10.61M
 - ✓ See Condensed Financial Summary for breakdown details
- Total collections of Penny Revenue since 2013:
 - ✓ thru Oct 1, 2018: \$89,907,950 of \$300,991,000 allocation

✦ Total assets

- ~\$55.07M which consists of cash, cash equivalents, accounts receivables, inventory, prepaid expenses and PPE

Central Midlands Regional Transit Authority
Condensed Statement of Financial Position
Period Ended 11/30/18

	Actual PTD 11/30/2018	Actual YTD 11/30/2018	Budget YTD FY 2019
Revenues:			
Passenger Fares/Revenue Contracts	153,955	1,100,013	1,167,083
Special (Advertising, Interest, Rental, Etc)	1,118	21,930	15,500
Admin/Misc	6,899	27,009	25,208
Local (The Penny)	1,537,925	7,291,818	7,523,872
State (SCDOT)	-	-	312,509
Federal	-	143,319	1,273,285
Total Revenue	\$ 1,699,898	\$ 8,584,090	\$ 10,317,458

Expenses:			
Contract Operator	1,160,204	5,873,411	6,311,703
Federal	102,715	266,717	1,599,748
Depreciation	239,232	1,194,455	1,083,333
Fuel	124,351	755,623	731,250
Salaries and Fringes	107,445	500,391	495,471
Professional Services	160,105	459,182	262,500
Utilities	10,812	52,405	61,667
Other Operating Expenses	77,857	290,220	198,442
Total Expenses	\$ 1,982,721	\$ 9,392,404	\$ 10,744,113
Net Income (Loss) From Operations:	\$ (282,823)	\$ (808,314)	\$ (426,655)

Cash:			
Wells Fargo			
Petty Cash		261	
Operating Acct		6,151,919	
South Carolina Community Bank			
Operating Reserve Funds	2,181,827		
Capital Reserve Funds	2,679,593	4,861,420	
Local Gov't Investment Pool			
Emergency Reserve	5,305,628		
Operating Reserve Funds	5,305,628	10,611,256	
Total Cash		\$ 21,624,594	

Total Assets	\$ 55,070,462
Total Liabilities	\$ 2,004,724

Central Midlands Regional Transit Authority
Statement of Income vs Budget
Period Ended November 30, 2018

Fiscal Year % complete = 41.67%

	<i>Actual PTD</i>	<i>Actual YTD</i>	<i>Budgeted YTD (\$)</i>	<i>Variance (\$)</i>	<i>Annual Budgeted</i>	<i>(\$ of Budget remaining)</i>	<i>(%) of Budget</i>
	<i>11/30/2018</i>		<i>11/30/2018</i>	<i>Actual YTD vs Budget YTD</i>	<i>Amount</i>	<i>Actual YTD vs Annual Budget</i>	<i>Actual YTD vs Annual Budget</i>
Revenue:							
Passenger Revenue	153,494.74	902,327.09	1,020,833.35	118,506.26	2,450,000	1,547,672.95	37%
Advertising Revenue	-	3,228.75	3,000.00	(228.75)	7,200	3,971.29	45%
In Kind Revenue (Transit Center)*	5,000.00	25,000.00	25,000.00	-	60,000	35,000.00	42%
Contracted Services Revenue	460.25	74,732.78	62,500.00	(12,232.78)	150,000	75,267.22	50%
Local Revenue - Lexington Cty	-	122,953.30	83,750.00	(39,203.30)	201,000	78,046.70	61%
Interest Income	318.25	17,151.55	12,500.00	(4,651.55)	30,000	12,848.45	57%
1% Sales Taxes Revenue Earned	1,537,925.00	7,291,818.00	7,523,872.10	232,054.10	18,057,293	10,765,475.00	40%
OPT/SMTF 5339	-	-	251,452.10	251,452.10	603,485	603,485.00	0%
OPT Rural Program 5311 Revenue	-	-	61,056.65	61,056.65	146,536	146,535.96	0%
Federal Revenue - Capital: Non Prev Maint	-	98,485.00	659,818.75	561,333.75	1,583,565	1,485,080.00	6%
Federal Revenue - Capital: Prev. Maint	-	37,857.00	608,333.35	570,476.35	1,460,000	1,422,143.08	3%
Federal Revenue - Salaried Positions	-	6,977.00	5,133.35	(1,843.65)	12,320	5,343.08	57%
Rental Income	800.00	1,550.00	-	(1,550.00)	-	(1,550.00)	0%
Gain(Loss) Sale of Asset	1,605.50	1,605.50	-	(1,605.50)	-	(1,605.50)	#DIV/0!
Miscellaneous Income	293.88	403.88	208.35	(195.53)	500	96.16	81%
Total Revenues:	\$ 1,699,897.62	\$ 8,584,089.85	\$ 10,317,458.00	1,733,368.15	24,761,899	\$ 16,177,809.39	35%

Expenses:							
Salaries (Staff/Intern) & Other Paid Wages	82,886.15	384,292.79	379,730.85	(4,561.94)	911,354	527,061.25	42%
Fringe Benefits	24,558.42	116,098.57	115,740.40	(358.17)	277,780	161,681.39	42%
Dues/Subscriptions/Memberships	125.00	28,072.00	12,500.00	(15,572.00)	30,000	1,928.00	94%
Employee Training	4,790.32	29,490.60	20,833.35	(8,657.25)	50,000	20,509.44	59%
Marketing/Advertising/Promotional Material	5,085.30	38,712.42	33,333.35	(5,379.07)	80,000	41,287.62	48%
Office Expense	1,347.70	4,963.64	5,000.00	36.36	12,000	7,036.36	41%
Postage & Shipping	369.07	3,645.24	1,250.00	(2,395.24)	3,000	(645.24)	122%
Printing	31,300.96	46,056.75	4,166.65	(41,890.10)	10,000	(36,056.79)	461%

Central Midlands Regional Transit Authority
Statement of Income vs Budget
Period Ended November 30, 2018

Fiscal Year % complete = 41.67%

	<i>Actual PTD</i>	<i>Actual YTD</i>	<i>Budgeted YTD (\$)</i>	<i>Variance (\$)</i>	<i>Annual Budgeted</i>	<i>(\$ of Budget remaining</i>	<i>(%) of Budget</i>
	<i>11/30/2018</i>		<i>11/30/2018</i>	<i>Actual YTD vs Budget YTD</i>	<i>Amount</i>	<i>Actual YTD vs Annual Budget</i>	<i>Actual YTD vs Annual Budget</i>
Board/Committee	766.70	2,261.02	6,250.00	3,988.98	15,000	12,738.98	15%
Transit Academy	1,000.00	3,215.77	1,250.00	(1,965.77)	3,000	(215.77)	107%
Contractor-Fixed Route	980,844.80	4,990,811.76	5,186,702.50	195,890.74	12,448,086	7,457,274.24	40%
Contractor-DART	179,359.30	882,599.04	1,125,000.00	242,400.96	2,700,000	1,817,400.96	33%
Contractor-Service Enhancements	-	-	540,774.15	540,774.15	1,297,858	1,297,857.96	0%
5311 Rural Expenses	-	-	35,391.25	35,391.25	84,939	84,939.00	0%
Propane	57,936.53	328,978.22	350,000.00	21,021.78	840,000	511,021.78	39%
Vehicle Fuel	66,414.75	426,644.92	381,250.00	(45,394.92)	915,000	488,355.08	47%
Insurance - Vehicle	6,272.43	30,885.53	18,750.00	(12,135.53)	45,000	14,114.47	69%
Insurance - Facility	1,246.37	5,884.45	6,066.65	182.20	14,560	8,675.51	40%
Insurance-Tort Liability	1,503.98	6,717.74	3,833.35	(2,884.39)	9,200	2,482.30	73%
Insurance-Officers & Directors	438.00	2,190.00	1,666.65	(523.35)	4,000	1,809.96	55%
Professional Contract Services	155,020.19	420,469.91	229,166.65	(191,303.26)	550,000	129,530.05	76%
Fare Collection Service & Supplies	1,577.55	7,777.13	29,166.65	21,389.52	70,000	62,222.83	11%
Tickets & Transfers	1,181.65	9,708.52	12,500.00	2,791.48	30,000	20,291.48	32%
Facility Renovations	-	1,400.00	-	(1,400.00)	-	(1,400.00)	#DIV/0!
Natural Gas	899.42	1,139.79	3,333.35	2,193.56	8,000	6,860.25	14%
Electric	8,121.79	38,449.33	50,833.35	12,384.02	122,000	83,550.71	32%
Water & Sewer	1,790.44	12,815.48	7,500.00	(5,315.48)	18,000	5,184.52	71%
Telecommunications	8,606.08	42,903.53	29,166.65	(13,736.88)	70,000	27,096.43	61%
Misc Fees: Fines, Taxes, etc.	4,767.22	8,892.81	5,000.00	(3,892.81)	12,000	3,107.19	74%
Banking Fees	1,798.92	7,486.29	8,333.35	847.06	20,000	12,513.75	37%
Payroll Processing Fees	157.00	804.20	1,041.65	237.45	2,500	1,695.76	32%
Furniture, Fixtures, & Equipment < \$5000	715.16	3,480.80	2,083.35	(1,397.45)	5,000	1,519.24	70%
Federal Expense: (PM)	72,310.11	296,497.63	760,416.65	463,919.02	1,825,000	1,528,502.33	16%
Federal Expense: Capital (Non PM)	34,282.37	(17,289.88)	803,940.00	821,229.88	1,929,456	1,946,745.88	-1%
Office Equipment - Lease & Rental	1,015.00	4,445.00	4,583.35	138.35	11,000	6,555.04	40%
Transit Center Facility Expense Realized*	5,000.00	25,000.00	25,000.00	-	60,000	35,000.00	42%
Depreciation Expense	239,232.09	1,194,454.50	1,083,333.35	(111,121.15)	2,600,000	1,405,545.54	46%
Total Expenses:	\$ 1,982,720.77	\$ 9,392,403.84	\$ 11,284,887.50	1,892,483.66	27,083,733	17,691,329.16	35%
Net Income From Operations:	\$ (282,823.15)	\$ (808,313.99)	\$ (967,429.50)				

Central Midlands Transit Cash Budget Analysis*

Fiscal Year 2019

*Based on actual figures thru current reporting month and budgeted for future months

Reporting Month: November-18

Twelve Month Projection

	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19
Beginning Balance	\$ 11,731,702	\$ 11,158,898	\$ 10,959,080	\$ 11,517,323	\$ 11,206,214	\$ 10,923,393	\$ 10,866,898	\$ 10,810,402	\$ 10,753,906	\$ 10,697,410	\$ 10,640,914	\$ 10,584,418
+Projected Cash Inflow	\$ 1,358,589	\$ 1,748,079	\$ 1,947,472	\$ 1,830,053	\$ 1,699,898	\$ 2,181,732	\$ 2,181,732	\$ 2,181,732	\$ 2,181,732	\$ 2,181,732	\$ 2,181,732	\$ 2,181,732
Cash Available	\$ 13,090,291	\$ 12,906,977	\$ 12,906,552	\$ 13,347,376	\$ 12,906,112	\$ 13,105,125	\$ 13,048,630	\$ 12,992,134	\$ 12,935,638	\$ 12,879,142	\$ 12,822,646	\$ 12,766,150
-Projected Cash Outflow	\$ 1,931,392	\$ 1,947,897	\$ 1,389,229	\$ 2,141,162	\$ 1,982,719	\$ 2,238,228	\$ 2,238,228	\$ 2,238,228	\$ 2,238,228	\$ 2,238,228	\$ 2,238,228	\$ 2,238,228
Net Cash Available	\$ 11,158,898	\$ 10,959,080	\$ 11,517,323	\$ 11,206,214	\$ 10,923,393	\$ 10,866,898	\$ 10,810,402	\$ 10,753,906	\$ 10,697,410	\$ 10,640,914	\$ 10,584,418	\$ 10,527,923
Xfer of Funds												
Ending Balance	\$ 11,158,898	\$ 10,959,080	\$ 11,517,323	\$ 11,206,214	\$ 10,923,393	\$ 10,866,898	\$ 10,810,402	\$ 10,753,906	\$ 10,697,410	\$ 10,640,914	\$ 10,584,418	\$ 10,527,923

Revenues (Cash Inflow)

Title	Budgeted Appropriation	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Total		
														Revenues to Date	Total Budget to Actual	
Passenger Fares	\$ 2,450,000	\$ 191,785.00	\$ 200,843.00	\$ 133,190.00	\$ 223,014.00	\$ 153,495.00	\$ 204,166.67	\$ 204,166.67	\$ 204,166.67	\$ 204,166.67	\$ 204,166.67	\$ 204,166.67	\$ 204,166.67	\$ 204,166.67	\$ 2,331,494	\$ (118,506)
Special (Advertising, Interest, Etc) Revenue	\$ 37,200	\$ 1,104.00	\$ 1,479.00	\$ 6,214.00	\$ 11,267.00	\$ 318.00	\$ 3,100.00	\$ 3,100.00	\$ 3,100.00	\$ 3,100.00	\$ 3,100.00	\$ 3,100.00	\$ 3,100.00	\$ 3,100.00	\$ 42,082	\$ 4,882
Contractual	\$ 150,000	\$ 8,750.00	\$ 2,817.00	\$ 60,923.00	\$ 1,782.00	\$ 460.00	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ 162,232	\$ 12,232
Local (The Penny) Revenue	\$ 18,057,293	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,504,774.42	\$ 1,504,774.42	\$ 1,504,774.42	\$ 1,504,774.42	\$ 1,504,774.42	\$ 1,504,774.42	\$ 1,504,774.42	\$ 1,504,774.42	\$ 10,533,421	\$ (7,523,872)
State (SCDOT) Revenue	\$ 750,021	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 62,501.75	\$ 62,501.75	\$ 62,501.75	\$ 62,501.75	\$ 62,501.75	\$ 62,501.75	\$ 62,501.75	\$ 62,501.75	\$ 437,512	\$ (312,509)
Partnership Revenue (Lex Co)	\$ 201,000	\$ 11,802.00	\$ -	\$ 60,901.00	\$ 50,250.00	\$ -	\$ 16,750.00	\$ 16,750.00	\$ 16,750.00	\$ 16,750.00	\$ 16,750.00	\$ 16,750.00	\$ 16,750.00	\$ 16,750.00	\$ 240,203	\$ 39,203
Federal Revenue	\$ 4,474,769	\$ 1,140,118.00	\$ 1,537,925.00	\$ 1,681,244.00	\$ 1,537,925.00	\$ 1,537,925.00	\$ 372,897.42	\$ 372,897.42	\$ 372,897.42	\$ 372,897.42	\$ 372,897.42	\$ 372,897.42	\$ 372,897.42	\$ 372,897.42	\$ 10,045,419	\$ 5,570,650
Admin/Misc Revenue	\$ 500	\$ 30.00	\$ 15.00	\$ -	\$ 815.00	\$ 2,700.00	\$ 41.67	\$ 41.67	\$ 41.67	\$ 41.67	\$ 41.67	\$ 41.67	\$ 41.67	\$ 41.67	\$ 3,852	\$ 3,352
In Kind Revenue: Transit Center	\$ 60,000	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 60,000	\$ -	
Totals	\$ 26,180,783	\$ 1,358,589	\$ 1,748,079	\$ 1,947,472	\$ 1,830,053	\$ 1,699,898	\$ 2,181,732	\$ 2,181,732	\$ 2,181,732	\$ 2,181,732	\$ 2,181,732	\$ 2,181,732	\$ 2,181,732	\$ 2,181,732	\$ 23,856,214	\$ (2,324,569)

Central Midlands Transit Cash Budget Analysis*

Fiscal Year 2019

*Based on actual figures thru current reporting month and budgeted for future months

Expenditures (Cash Outflow)																
Title	Budgeted Appropriation	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Total Expenditures		Total Budget to Actual
														To Date		
Salaries	\$ 911,354	\$ 80,967	\$ 69,877	\$ 75,429	\$ 75,134	\$ 82,886	\$ 75,946	\$ 75,946	\$ 75,946	\$ 75,946	\$ 75,946	\$ 75,946	\$ 75,946	\$ 75,946	\$ 915,916	\$ (4,562)
Fringe Benefits	\$ 277,780	\$ 24,131	\$ 21,670	\$ 22,902	\$ 22,836	\$ 24,558	\$ 23,148	\$ 23,148	\$ 23,148	\$ 23,148	\$ 23,148	\$ 23,148	\$ 23,148	\$ 23,148	\$ 278,136	\$ (356)
Mmbrshp, Dues, Subsc	\$ 30,000	\$ 19,150	\$ 725	\$ 6,000	\$ 2,072	\$ 125	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 45,572	\$ (15,572)
Employee Training	\$ 50,000	\$ 5,702	\$ 7,611	\$ 5,957	\$ 5,430	\$ 4,790	\$ 4,167	\$ 4,167	\$ 4,167	\$ 4,167	\$ 4,167	\$ 4,167	\$ 4,167	\$ 4,167	\$ 58,657	\$ (8,657)
Mktg/Adv/Promotion	\$ 80,000	\$ 8,711	\$ 4,163	\$ 6,148	\$ 14,604	\$ 5,085	\$ 6,667	\$ 6,667	\$ 6,667	\$ 6,667	\$ 6,667	\$ 6,667	\$ 6,667	\$ 6,667	\$ 85,378	\$ (5,378)
Office Supplies	\$ 12,000	\$ 739	\$ 678	\$ 1,922	\$ 277	\$ 1,348	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 11,964	\$ 36
Postage & Shipping	\$ 3,000	\$ 2,614	\$ (72)	\$ 411	\$ 323	\$ 369	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 5,395	\$ (2,395)
Printing	\$ 10,000	\$ 2,128	\$ 4,925	\$ 3,586	\$ 4,117	\$ 31,301	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 51,890	\$ (41,890)
Board Member Expenses	\$ 15,000	\$ 288	\$ 330	\$ 607	\$ 270	\$ 767	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 11,012	\$ 3,988
Transit Academy	\$ 3,000	\$ -	\$ -	\$ -	\$ 2,216	\$ 1,000	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 4,966	\$ (1,966)
Contractor: Fixed Route	\$ 12,448,086	\$ 1,042,835	\$ 1,084,752	\$ 793,825	\$ 1,088,556	\$ 980,845	\$ 1,037,341	\$ 1,037,341	\$ 1,037,341	\$ 1,037,341	\$ 1,037,341	\$ 1,037,341	\$ 1,037,341	\$ 1,037,341	\$ 12,252,196	\$ 195,890
Contractor: DART	\$ 2,700,000	\$ 154,582	\$ 182,779	\$ 152,110	\$ 213,768	\$ 179,359	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 2,457,598	\$ 242,402
Contractor: Special Services	\$ 1,297,858	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 108,155	\$ 108,155	\$ 108,155	\$ 108,155	\$ 108,155	\$ 108,155	\$ 108,155	\$ 108,155	\$ 757,084	\$ 540,774
5311: Rural Expenses	\$ 84,939	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,078	\$ 7,078	\$ 7,078	\$ 7,078	\$ 7,078	\$ 7,078	\$ 7,078	\$ 7,078	\$ 49,548	\$ 35,391
Vehicle Fuel - Propane	\$ 840,000	\$ 60,392	\$ 72,224	\$ 61,608	\$ 76,817	\$ 57,937	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 818,978	\$ 21,022
Vehicle Fuel - Diesel	\$ 915,000	\$ 114,282	\$ 80,572	\$ 71,910	\$ 93,466	\$ 66,415	\$ 76,250	\$ 76,250	\$ 76,250	\$ 76,250	\$ 76,250	\$ 76,250	\$ 76,250	\$ 76,250	\$ 960,395	\$ (45,395)
Insurance - Vehicle	\$ 45,000	\$ 6,318	\$ 5,750	\$ 6,272	\$ 6,272	\$ 6,272	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 57,134	\$ (12,134)
Insurance - Lucius Rd Bldg	\$ 14,560	\$ 1,073	\$ 1,073	\$ 1,246	\$ 1,246	\$ 1,246	\$ 1,213	\$ 1,213	\$ 1,213	\$ 1,213	\$ 1,213	\$ 1,213	\$ 1,213	\$ 1,213	\$ 14,377	\$ 183
Insurance - Tort Liability	\$ 9,200	\$ 1,103	\$ 1,103	\$ 1,504	\$ 1,504	\$ 1,504	\$ 767	\$ 767	\$ 767	\$ 767	\$ 767	\$ 767	\$ 767	\$ 767	\$ 12,085	\$ (2,885)
Insurance - Officers & Directors	\$ 4,000	\$ 438	\$ 438	\$ 438	\$ 438	\$ 438	\$ 333	\$ 333	\$ 333	\$ 333	\$ 333	\$ 333	\$ 333	\$ 333	\$ 4,523	\$ (523)
Professional Contracted Services	\$ 550,000	\$ 69,281	\$ 37,549	\$ 110,095	\$ 48,525	\$ 155,020	\$ 45,833	\$ 45,833	\$ 45,833	\$ 45,833	\$ 45,833	\$ 45,833	\$ 45,833	\$ 45,833	\$ 741,303	\$ (191,303)
Fare Collection Svcs/Supplies:	\$ 70,000	\$ 1,416	\$ 1,534	\$ 1,491	\$ 1,759	\$ 1,578	\$ 5,833	\$ 5,833	\$ 5,833	\$ 5,833	\$ 5,833	\$ 5,833	\$ 5,833	\$ 5,833	\$ 48,611	\$ 21,389
Tickets & Transfers	\$ 30,000	\$ 2,845	\$ 1,271	\$ 832	\$ 3,579	\$ 1,182	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 27,209	\$ 2,791
Natural Gas	\$ 8,000	\$ 60	\$ 55	\$ 56	\$ 69	\$ 899	\$ 667	\$ 667	\$ 667	\$ 667	\$ 667	\$ 667	\$ 667	\$ 667	\$ 5,806	\$ 2,194
Electricity	\$ 122,000	\$ 8,926	\$ 4,559	\$ 8,652	\$ 8,191	\$ 8,122	\$ 10,167	\$ 10,167	\$ 10,167	\$ 10,167	\$ 10,167	\$ 10,167	\$ 10,167	\$ 10,167	\$ 109,617	\$ 12,383
Water & Sewer	\$ 18,000	\$ 2,628	\$ 3,461	\$ 2,535	\$ 2,401	\$ 1,790	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 23,315	\$ (5,315)
Telecommunications	\$ 70,000	\$ 6,287	\$ 9,969	\$ 9,012	\$ 9,029	\$ 8,606	\$ 5,833	\$ 5,833	\$ 5,833	\$ 5,833	\$ 5,833	\$ 5,833	\$ 5,833	\$ 5,833	\$ 83,736	\$ (13,736)
Other Misc Expenses	\$ 12,000	\$ 1,205	\$ 294	\$ 1,180	\$ 2,847	\$ 4,767	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 17,293	\$ (5,293)
Banking Fees	\$ 20,000	\$ 1,074	\$ 1,249	\$ 1,793	\$ 1,570	\$ 1,799	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 19,152	\$ 848
Payroll Processing Fees	\$ 2,500	\$ 192	\$ 154	\$ 170	\$ 131	\$ 157	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 2,262	\$ 238
Ofc Equip & Furn <\$5000	\$ 5,000	\$ -	\$ 2,653	\$ 112	\$ -	\$ 715	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 6,397	\$ (1,397)
Federal Expense PM	\$ 1,825,000	\$ 21,915	\$ 48,505	\$ 41,685	\$ 66,698	\$ 64,079	\$ 152,083	\$ 152,083	\$ 152,083	\$ 152,083	\$ 152,083	\$ 152,083	\$ 152,083	\$ 152,083	\$ 1,307,465	\$ 517,535
Federal Expense: Capital-NonPM	\$ 1,929,456	\$ 45,760	\$ 53,485	\$ (245,130)	\$ 142,146	\$ 42,513	\$ 142,038	\$ 142,038	\$ 142,038	\$ 142,038	\$ 142,038	\$ 142,038	\$ 142,038	\$ 142,038	\$ 1,033,040	\$ 896,416
Office Equipment: Lease/Rental	\$ 11,000	\$ 805	\$ 1,015	\$ 805	\$ 805	\$ 1,015	\$ 917	\$ 917	\$ 917	\$ 917	\$ 917	\$ 917	\$ 917	\$ 917	\$ 10,862	\$ 1,138
Facility Rental Expense Realized	\$ 60,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 60,000	\$ -
Depreciation Expense	\$ 2,600,000	\$ 238,545	\$ 238,546	\$ 239,066	\$ 239,066	\$ 239,232	\$ 216,667	\$ 216,667	\$ 216,667	\$ 216,667	\$ 216,667	\$ 216,667	\$ 216,667	\$ 216,667	\$ 2,711,122	\$ (111,122)
Totals	\$ 27,083,733	\$ 1,931,392	\$ 1,947,897	\$ 1,389,229	\$ 2,141,162	\$ 1,982,719	\$ 2,238,228	\$ 2,238,228	\$ 2,238,228	\$ 2,238,228	\$ 2,238,228	\$ 2,238,228	\$ 2,238,228	\$ 2,238,228	\$ 25,059,993	\$ 1,238,307
Surplus/(Short Fall)	\$ (902,950)	\$ (572,803)	\$ (199,818)	\$ 558,243	\$ (311,109)	\$ (282,821)	\$ (56,496)	\$ (56,496)	\$ (56,496)	\$ (56,496)	\$ (56,496)	\$ (56,496)	\$ (56,496)	\$ (56,496)	\$ (1,203,779)	\$ (1,086,262)
Cumulative	\$	\$ (572,803)	\$ (772,621)	\$ (214,378)	\$ (525,487)	\$ (808,308)	\$ (864,804)	\$ (921,300)	\$ (977,796)	\$ (1,034,291)	\$ (1,090,787)	\$ (1,147,283)	\$ (1,203,779)	\$	\$	\$

Central Midlands Regional Transit Authority
Balance Sheet
As of November 30, 2018

Assets**Current Assets**

Petty Cash	261.05	
Cash: Operating (Wells Fargo)	6,151,918.64	
Cash: OPTUS Bank	2,181,827.15	
CD: Capital Reserve Funding (OPTUS)	2,679,592.62	
Emergency Reserve Fund (LGIP)	5,305,627.90	
Operating Reserve Fund (LGIP)	5,305,627.90	
Accts Receivable: Local Gov't	111,150.73	
Accts Receivable: Ticket Sales	87,688.50	
Accts Receivable: Contract Services Revenue	16,595.62	
Accts Receivable - Deferred 1% Sales Tax	3,074,062.59	
Accts Receivable: 1% Sales Tax Est. Revenue	1,768,887.13	
Accts Receivable: Interest Revenue Earned	19,865.27	
Inventory	9,019.92	
Prepaid Insurance	95,493.71	
Prepaid Expenses	84,493.77	
Total Current Assets:	\$ 26,892,113	

Fixed Assets

Land	1,772,521.78	
Building	14,244,042.99	
DART Vehicles	1,802,347.00	
Buses	18,705,946.88	
Automobiles	120,914.82	
Equipment	5,385,503.59	
Furniture & Fixtures	222,902.50	
Accumulated Depr.: Furniture & Fixtures	(143,925.78)	
Accumulated Depr.: Equipment	(3,017,176.72)	
Accumulated Depr.: Buildings	(5,778,799.61)	
Accumulated Depr.: Vehicles	(5,439,528.94)	
Accumulated Depr.: Land Improvements	(166.66)	
Total Fixed Assets:	\$ 27,874,582	

Deferred Outflows of Resources

Deferred Outflows on Pensions	303,767.88	
Total Deferred Outflows of Resources:	\$ 303,768	

Total Assets	\$ 55,070,462
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Central Midlands Regional Transit Authority
Balance Sheet
As of November 30, 2018

Liabilities**Current Liabilities**

Accounts Payable	281,490.32	
Salaries Payable	45,511.69	
State Health: Employee	(1,767.77)	
Dental: Employee	(20.58)	
Dental Plus: Employee	(349.66)	
Optional Life	(65.37)	
Dependent Life: Employee	2.25	
Supplemental LTD	(27.88)	
Optional Life Pretax	(40.20)	
State Tobacco Prem	20.00	
State Vision Plan	(86.53)	
MoneyPlus Admin: Employee	17.82	
Colonial Life Supplemental	(190.01)	
Accrued Annual Leave	37,698.23	
Total Current Liabilities		\$ 362,192

Deferred Inflows of Resources

Deferred Inflows on Pensions	105,512.00	
Total Deferred Inflows of Resources		\$ 105,512

Non Current Liabilities

Net Pension Liability	1,536,948.00	
Total Net Pension Liability:		\$ 1,536,948
Total Liabilities		\$ 2,004,652

Fund Balance

Fund Balance	52,789,844.88	
Net Assets-Current Year	(808,242.71)	
Fund Balance: Restricted for Vehicle	224,808.00	
Prior Period Adjustment	77,858.75	
Prior Period Adjustment Grant #210	1,400,156.00	
Prior Period Adjustment Restricted Cash	(618,615.00)	
Total Fund Balance:		\$ 53,065,810
Total Liabilities & Fund Balance:		\$ 55,070,462



Nov-18

MONTHLY FUEL GAUGE REPORT

	<u>Diesel</u>	<u>Propane</u>
FY 2019 YTD		
July 2018 - June 2019		
Budgeted Cost Per Gallon	\$ 2.32	\$ 2.12
Average Price per Gallon	\$ 2.36	\$ 2.17
Net Gallons Purchased	180,829	151,943
Total Cost	\$ 426,644.92	\$ 328,978.22
Total Savings per Gallon Average (\$)	\$ (0.04)	\$ (0.05)
Total Savings This Budget Period Average	\$ (7,230.66)	\$ (7,043.30)
FY 2018 YTD		
July 2017 - Jun 2018		
Budgeted Cost Per Gallon	\$ 1.80	\$ 1.55
Average Price per Gallon	\$ 2.17	\$ 1.98
Net Gallons Purchased	415,466	333,169
Total Cost	\$ 900,591.84	\$ 659,734.53
Total Savings per Gallon Average (\$)	\$ (0.36)	\$ (0.43)
Total Savings This Budget Period Average	\$ (151,410.71)	\$ (142,417.29)
FY 2017 YTD		
July 2016 - Jun 2017		
Budgeted Cost Per Gallon	\$ 1.76	1.55
Average Price per Gallon	\$ 1.69	\$ 1.45
Net Gallons Purchased	495,253	287,665
Total Cost	\$ 834,631.20	\$ 417,441.53
Total Savings per Gallon Average (\$)	\$ 0.07	\$ 0.10
Total Savings This Budget Period Average	\$ 34,566.83	\$ 28,246.77



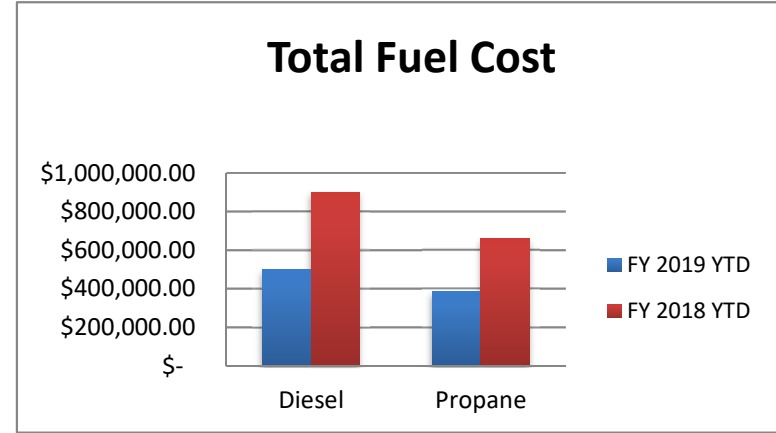
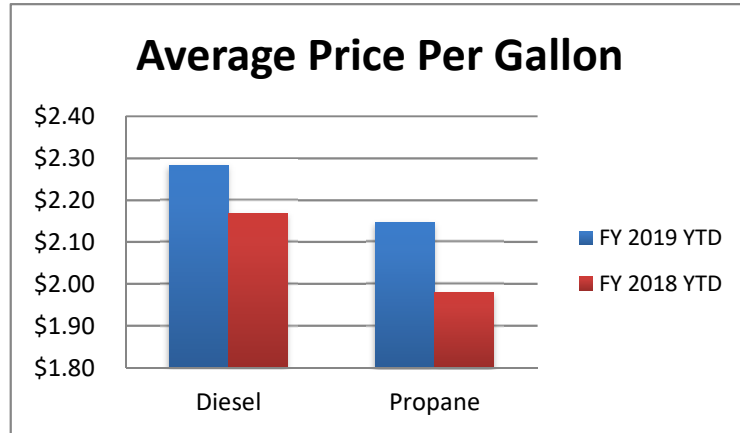
Dec-18

MONTHLY FUEL GAUGE REPORT

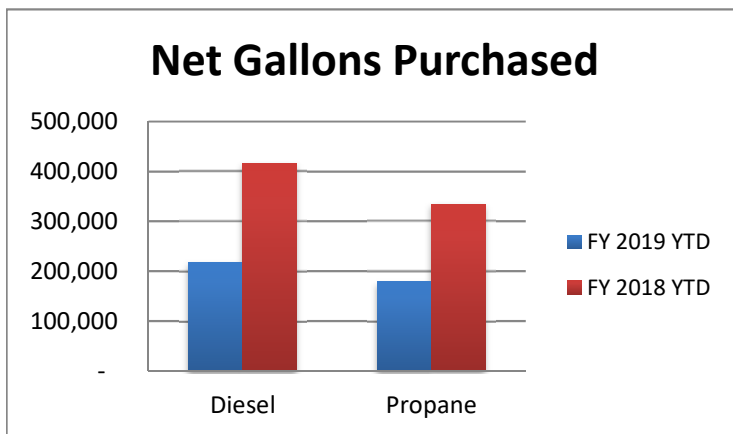
	<u>Diesel</u>	<u>Propane</u>
FY 2019 YTD		
July 2018 - June 2019		
Budgeted Cost Per Gallon	\$ 2.32	\$ 2.12
Average Price per Gallon	\$ 2.28	\$ 2.15
Net Gallons Purchased	218,487	179,495
Total Cost	\$ 498,932.53	\$ 385,275.78
Total Savings per Gallon Average (\$)	\$ 0.04	\$ (0.03)
Total Savings This Budget Period Average	\$ 7,827.81	\$ (4,962.18)
FY 2018 YTD		
July 2017 - Jun 2018		
Budgeted Cost Per Gallon	\$ 1.80	\$ 1.55
Average Price per Gallon	\$ 2.17	\$ 1.98
Net Gallons Purchased	415,466	333,169
Total Cost	\$ 900,591.84	\$ 659,734.53
Total Savings per Gallon Average (\$)	\$ (0.36)	\$ (0.43)
Total Savings This Budget Period Average	\$ (151,410.71)	\$ (142,417.29)
FY 2017 YTD		
July 2016 - Jun 2017		
Budgeted Cost Per Gallon	\$ 1.76	1.55
Average Price per Gallon	\$ 1.69	\$ 1.45
Net Gallons Purchased	495,253	287,665
Total Cost	\$ 834,631.20	\$ 417,441.53
Total Savings per Gallon Average (\$)	\$ 0.07	\$ 0.10
Total Savings This Budget Period Average	\$ 34,566.83	\$ 28,246.77

	<u>Diesel</u>	<u>Propane</u>
FY 2019 YTD	\$ 2.28	\$ 2.15
FY 2018 YTD	\$ 2.17	\$ 1.98

	<u>Diesel</u>	<u>Propane</u>
FY 2019 YTD	\$498,932.53	\$385,275.78
FY 2018 YTD	\$900,591.84	\$659,734.53



	<u>Diesel</u>	<u>Propane</u>
FY 2019 YTD	218,487	179,495
FY 2018 YTD	415,466	333,169





DBE Compliance Invoice Review

Contractor: Transdev Services, Inc.

Transdev Invoice Period: 11/1/18 to 11/30/18

Committed DBEs:

DBE Firm	Description of Work Performed	Invoice Amount	Percentage Counted Towards DBE Goal	Amount Counted Towards DBE Goal
Alpha Business Essentials	Office Supplies	\$2,757.41 <i>Payment Issued 11/9/18-11/16/18</i>	60% (supplies)	\$1,654.45
Influence, LLC	Mystery Rider Program	\$3,000 <i>Payment Issued 11/9/18</i>	100%	\$3,000.00
Julietta Landscape Management	Landscaping	\$5,250.00 <i>Payment Issued 11/9/18-11/30/18</i>	100%	\$5,250.00
New Age Protection	Security	\$33,994.95 <i>Payment Issued 11/30/18</i>	100%	\$33,994.95
Capital Building Services	Janitorial	\$16,033.00 <i>Payment Issued 11/16/18-11/30/18</i>	100%	\$16,033.00
Transport Care Services	DART/Paratransit	\$173,843.03 <i>Payment Issued 11/30/18-</i>	100%	\$173,843.03
Transport Care Services	Repair Parts	\$48,037.45 <i>Payment Issued 11/30/18</i>	60% (supplies)	\$28,822.47
	Total amount counted towards Contract Goal for this invoice			\$262,597.90
	Total amount paid to committed DBEs as of November 2018 Invoice Period			\$11,286,932.15
	Total invoices paid by The COMET as of November 2018 Invoice Period			\$44,857,094*
	Percentage towards Contract Goal for monthly invoices as of November 2018 Invoice Period			25.2%

Note: * The total paid by The COMET reflects the actual payments to Transdev during receipt and review of Transdev's invoice for the November 2018 reporting period.

Reviewed by The COMET-Compliance & Civil Rights Officer: *Arlene Prince* Review Date: 12/11/18



DBE Compliance Invoice Review

Contractor: Transdev Services, Inc.

Transdev Invoice Period: 12/1/18 to 12/31/18

Committed DBEs:

DBE Firm	Description of Work Performed	Invoice Amount	Percentage Counted Towards DBE Goal	Amount Counted Towards DBE Goal
Alpha Business Essentials	Office Supplies	\$1,122.41 <i>Payment Issued 12/21/18</i>	60% (supplies)	\$673.45
Influence, LLC	Mystery Rider Program	\$3,000 <i>Payment Issued 12/14/18</i>	100%	\$3,000.00
Julietta Landscape Management	Landscaping	\$5,000.00 <i>Payment Issued 12/14/18</i>	100%	\$5,000.00
New Age Protection	Security	\$32,875.44 <i>Payment Issued 1/4/19</i>	100%	\$32,875.44
Capital Building Services	Janitorial	\$19,898.00 <i>Payment Issued 12/14/18</i>	100%	\$19,898.00
Transport Care Services	DART/Paratransit	\$421,876.52 <i>Payment Issued 12/10/18-12/31/18</i>	100%	\$421,876.52
Transport Care Services	Repair Parts	\$31,708.45 <i>Payment Issued 12/31/18</i>	60% (supplies)	\$19,025.07
Transport Care Services	Bus Detailing	\$4,960.00 <i>Payment Issued 12/21/18</i>	100%	\$4,960.00
	Total amount counted towards Contract Goal for this invoice			\$507,308.48
	Total amount paid to committed DBEs as of December 2018 Invoice Period			\$11,794,240.63
	Total invoices paid by The COMET as of December 2018 Invoice Period			\$46,047,110*
	Percentage towards Contract Goal for monthly invoices as of December 2018 Invoice Period			25.6%

Note: * The total paid by The COMET reflects the actual payments to Transdev during receipt and review of Transdev's invoice for the December 2018 reporting period.

Reviewed by The COMET-Compliance & Civil Rights Officer: *Arlene Prince* Review Date: 1/8/19

Ridership Report

October		2017		2018			Difference from Previous Year		
Route	Description	Boardings	Boardings per vehicle hour	Boardings	Boardings Per hour or Trip (Efficiency)	Subsidy per passenger	Farebox Recovery Ratio	Boardings	Efficiency
Systemwide totals	All Boardings Total	242,925		267,847				24,922	
	Fixed-Route Total	225,274	13.4	245,809	14.1	\$ 4.27	16.7%	20,535	0.7
	Weekday Service	193,944	13.0	211,158	14.7	\$ 4.05	17.5%	17,214	1.7
	Saturday Service	18,202	12.8	19,822	12.2	\$ 5.09	14.4%	1,620	-0.6
	Sunday Service	13,128	8.2	14,829	10.2	\$ 6.27	12.0%	1,701	2.0
	DART	7,281	1.71	6,212	0.3	\$ 39.89	15.4%	-1,069	-1.4
Special Services	Gamecock Express	10,370	28.13	15,826	18.5				
	Route 1870 (Allen Football)								
Weather		↓ Ave high 80°; Ave low 56°; Ave temp 68°. ◆ 7 days of rain (1.57 inches)		↓ Ave high 81°; Ave low 50°; Ave temp 69°. ◆ 5 days of rain (5.52 inches)					
Events and Occurances		State Fair (10/11 to 10/22), Pride Parade (10/20), USC home games (10/7, 10/28),		State Fair (10/10-10/21), Hurricane Michael (2 hr. service delay), 3 USC home games (10/6, 10/13, 10/27), free week on Rt. 22, Halloween ride free with costume.					
	Service weekdays		22		23				
	Service Saturdays		5		4				
	Service Sundays		4		4				
	Average weekday boardings		8,816		9,181			▲ 365	
	Average Saturday boardings		3,640		4,956			▲ 1,315	
	Average Sunday boardings		3,282		3,707			▲ 425	
KEY	No Data (Not in service)	Not to standard	<66% of Standard	>133% of Standard					
Monday through Friday									
Corridor		≥18	≤\$3	≥20%	Boardings	Efficiency			
101	North Main	21,091	27.0	19,293	22.3	\$2.39	26.4%	▼ -1,798	▼ -4.7
201	Rosewood	7,415	9.0	7,484	13.6	\$4.46	16.1%	▲ 69	▲ 4.6
301	Farrow	10,553	14.0	13,125	19.0	\$2.96	22.5%	▲ 2,572	▲ 5.0
401	Devine	16,657	21.0	16,687	22.2	\$2.41	26.3%	▲ 30	▲ 1.2
501	Two Notch	16,720	21.0	20,830	29.5	\$1.60	34.9%	▲ 4,110	▲ 8.5
601	Shop Road	10,157	13.0	11,429	18.9	\$2.96	22.5%	▲ 1,272	▲ 5.9
701	Forest Drive			19,811	26.3	\$1.89	31.2%	▲ 19,811	▲ 26.3
15	Forest Drive	22,035	19.0						
801	Broad River			18,213	22.3	\$2.38	26.5%	▲ 18,213	▲ 22.3
34	Broad River	15,777	20.0						
Local		≥12	≤\$5	≥15%	Boardings	Efficiency			
Rt. 6	Eau Claire	5,398	14.0	5,832	17.4	\$3.31	20.6%		
Rt. 11	Fairfield	6,314	17.0	7,193	12.9	\$4.75	15.3%	▲ 879	▼ -4.1
Rt. 12	Edgewood	7,115	22.0	8,302	26.4	\$1.88	31.3%	▲ 1,187	▲ 4.4
Rt. 26	West Columbia	3,416	42.0	1,702	8.7	\$7.49	10.3%	▼ -1,714	▼ -33.3
Rt. 28	Airport	1,306	10.0	1,345	5.8	\$11.52	6.9%	▲ 39	▼ -4.2
Rt. 42	Millwood Ave	5,140	15.0	5,574	16.9	\$3.41	20.1%	▲ 434	▲ 1.9
Rt. 45	Leesburg-Hazelwood	9,048	22.0	8,930	16.3	\$3.57	19.4%	▼ -118	▼ -5.7
Rt. 55	Sandhills	3,807	10.0	5,025	13.2	\$4.63	15.6%	▲ 1,218	▲ 3.2
Rt. 75	Decker-Parklane			7,285	13.3	\$4.57	15.8%	▲ 7,285	▲ 13.3
Rt. 84	Bush River/St. Andrews			5,105	14.4	\$4.15	17.1%	▲ 5,105	▲ 14.4
Rt. 34b	St. Andrews	8,043	21.0						
Rt. 88	Beltline Crosstown	2,001	7.0	3,340	9.1	\$7.08	10.8%	▲ 1,339	▲ 2.1
Connector/Shuttle		≥8	≤\$8	≥10%	Boardings	Efficiency			
Rt. 1	Soda Cap 1	993	4.0	1,409	4.6	\$14.74		▲ 416	▲ 0.6
Rt. 2	Soda Cap 2	587	2.0	955	3.1	\$22.15		▲ 368	▲ 1.1
Rt. 3	Soda Cap 3							0	0.0
Rt. 5	Fort Jackson Special	977	6.0						
Rt. 22	Harden	1,245	4.0	718	2.5	\$27.62	3.0%	▼ -527	▼ -1.5
Rt. 32	North Main - Hard Scrabble	4,213	12.0	3,371	10.0	\$6.39	11.8%	▼ -842	▼ -2.0
Rt. 57L	Killian-Clemson Local			916	3.5	\$19.98	4.1%	▲ 916	▲ 3.5

October		2017		2018				Difference from Previous Year	
Route	Description	Boardings	Boardings per vehicle hour	Boardings	Boardings	Subsidy per	Farebox	Boardings	Efficiency
					Per hour or Trip (Efficiency)	passenger	Recovery Ratio		
Rt. 63	Bluff	3,116	6.0	1,923	47.3	\$0.67	56.1%	-1,193	41.3
Rt. 74	Harrison-Trenholm	1,550	11.0	1,325	6.5	\$10.20	7.8%	-225	-4.5
Rt. 76	Fort Jackson			1,009	5.3	\$12.84	6.3%	1,009	5.3
Rt. 77	Polo Road			1,172	5.5	\$12.35	6.5%	1,172	5.5
Rt. 83L	St. Andrews Local			1,230	4.0	\$17.46	4.7%	1,230	4.0
Rural					≥5	≤\$12	≥10%	Boardings	Efficiency
Rt. 46	Lower Richland Blvd	2,432	6.0	2,035	6.3	\$10.61	7.5%	-397	0.3
Rt. 47	Eastover	2,749	7.0	3,145	8.3	\$7.88	9.8%	396	1.3
Rt. 97									
Express					≥10/trip	≤\$5	≥15%	Boardings	Efficiency
Rt. 44X									
Rt. 52X	Blythewood Express	664	5.0	326	1.7	\$41.87	2.0%	-338	-3.3
Rt. 53X	Killian Road Express			678	2.4	\$29.34	2.8%	678	2.4
Rt. 82X	Harbison Express			1,085	3.6	\$19.24	4.3%	1,085	3.6
Rt. 92X	12th Street Ext. Express							0	0.0
Rt. 93X								0	0.0
Demand Response/Flex					≥3	≤\$30	≥10%	Boardings	Efficiency
Route 13	Northeast Flex	266	1.5	257	1.5	\$48.15	1.8%	-9	0.0
Rt. 31	Denny Terrace	2,703	13.0	2,774	13.6	\$4.46	16.1%	71	0.6
Rt. 62	Hopkins	456	2.0	325	1.1	\$64.88	1.3%	-131	-0.9
DART	ADA Paratransit	6,378	1.6	5,740	1.4	\$39.96	15.5%	-638	-0.2
Saturday									
Corridor					≥18	≤\$3	≥20%	Boardings	Efficiency
101	North Main	1,998	31.4	1,895	17.8	\$3.20	21.1%	-103	-13.6
201	Rosewood	589	9.7	521	9.7	\$6.57	11.5%	-68	0.1
301	Farrow	705	12.3	922	17.4	\$3.31	20.6%	217	5.0
401	Devine	1,362	22.4	1,513	24.6	\$2.08	29.2%	151	2.2
501	Two Notch	1,288	21.2	2,101	34.2	\$1.26	40.5%	813	13.0
601	Shop Road	1,002	9.8	623	7.8	\$8.37	9.3%	-379	-2.0
701	Forest Drive			2,040	33.3	\$1.32	39.4%	2,040	33.3
15		1,981	20.9						
801	Broad River			2,050	15.9	\$3.71	18.8%	2,050	15.9
34		2,609	21.3						
Local					≥12	≤\$5	≥15%	Boardings	Efficiency
Rt. 6	Eau Claire	186	4.47	454	9.0	\$7.17	10.7%		
Rt. 11	Fairfield	637	10.5	784	9.2	\$7.03	10.9%	147	-1.3
Rt. 12	Edgewood	644	12.4	1,114	20.4	\$2.69	24.2%	470	8.0
Rt. 26	West Columbia								
Rt. 28	Airport								
Rt. 42	Millwood Ave	752	14.2	829	13.5	\$4.51	16.0%	77	-0.8
Rt. 45	Leesburg-Hazelwood	1,102	18.6	1,145	19.7	\$2.81	23.4%	43	1.1
Rt. 55	Sandhills	663	12.2	715	12.3	\$5.04	14.5%	52	0.1
Rt. 75	Decker-Parklane			812	14.2	\$4.23	16.9%	812	14.2
Rt. 84	Bush River/St. Andrews			579	11.0	\$5.74	13.0%	579	11.0
Rt. 34b	Bush River	506	9.2						
Rt. 88	Beltline Crosstown	312	5.8					-312	-5.8
Connector/Shuttle					≥8	≤\$8	≥10%	Boardings	Efficiency
Rt. 1	Soda Cap 1	286	4.5	264	3.9	\$17.64		-22	-0.6
Rt. 2	Soda Cap 2	104	1.6	191	2.8	\$24.71		87	1.2
Rt. 3	Soda Cap 3								
Rt. 5	Fort Jackson Special	382	12.9						
Rt. 22	Harden	190	4.0	50	1.5	\$47.11	1.8%	-140	-2.5
Rt. 32	North Main - Hard Scrabble	556	8.9	335	5.7	\$11.82	6.8%	-221	-3.1
Rt. 57L	Killian-Clemson Local			99	1.9	\$38.25	2.2%	99	1.9
Rt. 76	Fort Jackson			95	3.3	\$21.39	3.9%	95	3.3
Rt. 77	Polo Road			121	4.8	\$14.22	5.7%	121	4.8
Rt. 83L	St. Andrews Local			181	3.9	\$17.59	4.7%	181	3.9
Express					≥10/trip	≤\$5	≥15%	Boardings	Efficiency
Rt. 82X	Harbison Express			126	2.4	\$29.24	2.8%	126	2.4

October		2017		2018			Difference from Previous Year		
Route	Description	Boardings	Boardings per vehicle hour	Boardings	Boardings Per hour or Trip (Efficiency)	Subsidy per passenger	Farebox Recovery Ratio	Boardings	Efficiency
Rt. 92X									
Demand Response/Flex				≥3	≤\$30	≥10%		Boardings	Efficiency
Rt. 31	Denny Terrace	348	9.5	263	7.4	\$8.90	8.8%	-85	-2.0
DART	ADA Paratransit	240	2	253	1.5	\$37.85	14.1%	13	-0.2
Sunday									
Corridor				≥18	≤\$3	≥20%		Boardings	Efficiency
101	North Main	1,488	18.7	1,558	14.7	\$4.08	17.4%	70	-4.1
201	Rosewood	448	5.9	418	7.8	\$8.40	9.3%	-30	1.9
301	Farrow	583	8.2	740	14.3	\$4.20	17.0%	157	6.2
401	Devine	990	13.0	1,124	18.3	\$3.10	21.7%	134	5.3
501	Two Notch	941	12.4	1,308	22.8	\$2.32	27.0%	367	10.4
601	Shop Road	717	5.6	634	8.0	\$8.21	9.5%	-83	2.4
701	Forest Drive			1,608	26.2	\$1.90	31.1%	1,608	26.2
15		1,484	12.5						
801	Broad River			1,540	11.9	\$5.22	14.1%	1,540	11.9
34	Broad River	1,492	9.8						
Local				≥12	≤\$5	≥15%		Boardings	Efficiency
Rt. 6	Eau Claire	119	2.3	293	5.8	\$11.58	6.9%		
Rt. 11	Fairfield	499	6.6	568	6.6	\$10.03	7.9%	69	0.1
Rt. 12	Edgewood	861	13.2	835	15.7	\$3.77	18.6%	-26	2.4
Rt. 42	Millwood Ave	510	7.7	691	11.2	\$5.58	13.3%	181	3.5
Rt. 45	Leesburg-Hazelwood	737	10.0	812	14.0	\$4.32	16.6%	75	4.0
Rt. 55	Sandhills	462	6.8	416	7.1	\$9.28	8.5%	-46	0.3
Rt. 75	Decker-Parklane			657	11.5	\$5.42	13.7%	657	11.5
Rt. 84	Bush River/St. Andrews			491	9.3	\$6.93	11.0%	491	9.3
Rt. 34b	Bush River	402	5.8						
Rt. 88	Beltline Crosstown	184	2.7					-184	-2.7
Connector/Shuttle				≥8	≤\$8	≥10%		Boardings	Efficiency
Rt. 1	Soda Cap 1			0				0	0.0
Rt. 2	Soda Cap 2			0				0	0.0
Rt. 3	Soda Cap 3			0				0	0.0
Rt. 5	Fort Jackson Special	321	8.7						
Rt. 22	Harden	118	1.6	33	1.0	\$71.82	1.2%	-85	-0.6
Rt. 32	North Main - Hard Scrabble	550	7.0	496	8.5	\$7.70	10.0%	-54	1.4
Rt. 76	Fort Jackson			0	0.0	#DIV/0!	0.0%	0	0.0
Rt. 77	Polo Road			173	6.9	\$9.69	8.1%	173	6.9
Rt. 83L	St. Andrews Local			135	2.9	\$23.88	3.5%	135	2.9
Express				≥10/trip	≤\$5	≥15%		Boardings	Efficiency
Rt. 82X	Harbison Express			92	1.8	\$40.37	2.1%	92	1.8
Rt. 92X								0	0.0
Demand Response/Flex				≥3	≤\$30	≥10%		Boardings	Efficiency
Rt. 31	Denny Terrace	222	4.8	207	7.5	\$8.75	8.9%	-15	2.7
DART	ADA Paratransit	216	1.6	219	1.4	\$40.45	17.0%	3	-0.1

Ridership Report

November		2017		2018				Difference from Previous Year	
Route	Description	Boardings	Boardings per vehicle hour	Boardings	Boardings	Subsidy per passenger	Farebox Recovery Ratio	Boardings	Efficiency
					Per hour or Trip (Efficiency)				
Systemwide totals	All Boardings Total	233,075		228,360				-4,715	
	Fixed-Route Total	214,374	13.7	218,778	13.5	\$ 4.29	18.2%	4,404	-0.2
	Weekday Service	183,282	13.4	184,289	14.1	\$ 4.09	18.9%	1,007	0.7
	Saturday Service	17,802	12.8	20,078	12.3	\$ 4.80	16.6%	2,276	-0.4
	Sunday Service	13,290	8.2	14,411	9.9	\$ 6.23	13.3%	1,121	1.6
	DART	7,281	1.71	6,119	0.3	\$ 33.50	13.3%	-1,162	-1.4
Special Services	Gamecock Express	11,420	26.80	3,424	21.9				
	Route 1870 (Allen Football)			39	1.9				
Weather	⬇ Ave high 69°; Ave low 42°; Ave temp 56°. ⬆ 10 days of rain (1.28 inches)		⬇ Ave high 71°; Ave low 39°; Ave temp 53°. ⬆ 13 days of rain (6.55 inches)						
Events and Occurrences	Gamecock Home Game (11/11, 11/18, & 11/25), Thanksgiving Day (no service)		Allen University Game (11/10, 21 hrs), Gamecock Home Game (11/17, 156.3 hrs), Thanksgiving Day (no service)						
	Service weekdays		21		21				
	Service Saturdays		4		4				
	Service Sundays		4		4				
	Average weekday boardings		8,728		8,776			48	
	Average Saturday boardings		4,451		5,020			569	
	Average Sunday boardings		3,323		3,603			280	
KEY	No Data (Not in service)	Not to standard	<66% of Standard	>133% of Standard					
Monday through Friday									
Corridor				≥18	≤\$3	≥20%	Boardings	Efficiency	
101	North Main	19,733	26.0	20,032	25.4	\$1.84	34.1%	299	-0.6
201	Rosewood	7,342	10.0	6,512	13.0	\$4.51	17.5%	-830	3.0
301	Farrow	9,935	14.0	11,800	18.7	\$2.84	25.1%	1,865	4.7
401	Devine	15,697	21.0	14,297	20.8	\$2.46	28.0%	-1,400	-0.2
501	Two Notch	15,734	21.0	16,098	24.9	\$1.89	33.6%	364	3.9
601	Shop Road	9,251	12.0	9,094	16.5	\$3.34	22.2%	-157	4.5
701	Forest Drive			17,059	24.8	\$1.90	33.4%	17,059	24.8
15	Forest Drive	20,648	18.0						
801	Broad River			17,167	23.1	\$2.12	31.0%	17,167	23.1
34	Broad River	13,915	19.0						
Local				≥12	≤\$5	≥15%	Boardings	Efficiency	
Rt. 6	Eau Claire	5,119	16.0	4,769	15.6	\$3.60	20.9%		
Rt. 11	Fairfield	6,142	17.0	5,156	10.1	\$6.04	13.6%	-986	-6.9
Rt. 12	Edgewood	6,751	22.0	7,002	24.4	\$1.95	32.8%	251	2.4
Rt. 26	West Columbia	4,116	53.0	1,361	7.6	\$8.39	10.2%	-2,755	-45.4
Rt. 28	Airport	1,091	9.0	4,406	21.0	\$2.43	28.2%	3,315	12.0
Rt. 42	Millwood Ave	4,746	15.0	5,251	17.5	\$3.10	23.5%	505	2.5
Rt. 45	Leesburg-Hazelwood	8,687	22.0	8,599	17.2	\$3.16	23.2%	-88	-4.8
Rt. 55	Sandhills	2,911	8.0	4,500	12.9	\$4.53	17.4%	1,589	4.9
Rt. 75	Decker-Parklane			5,540	11.1	\$5.43	15.0%	5,540	11.1
Rt. 84	Bush River/St. Andrews			4,552	14.1	\$4.08	19.0%	4,552	14.1
Rt. 34b	St. Andrews	7,632	21.0						
Rt. 88	Beltline Crosstown	2,208	8.0	2,781	8.3	\$7.57	11.2%	573	0.3
Connector/Shuttle				≥8	≤\$8	≥10%	Boardings	Efficiency	
Rt. 1	Soda Cap 1	1,239	4.0	1,118	3.9	\$17.24		-121	-0.1
Rt. 2	Soda Cap 2	587	2.0	782	2.7	\$25.06		195	0.7
Rt. 3	Soda Cap 3							0	0.0
Rt. 5	Fort Jackson Special	821	5.0						
Rt. 22	Harden	1,409	5.0	727	2.8	\$24.22	3.8%	-682	-2.2
Rt. 32	North Main - Hard Scrabble	4,371	13.0	3,297	10.7	\$5.67	14.4%	-1,074	-2.3
Rt. 57L	Killian-Clemson Local			800	3.3	\$20.40	4.5%	800	3.3

November		2017		2018				Difference from Previous Year	
Route	Description	Boardings	Boardings per vehicle hour	Boardings	Boardings	Subsidy per	Farebox	Boardings	Efficiency
					Per hour or Trip (Efficiency)	passenger	Recovery Ratio		
Rt. 63	Bluff	2,834	6.0	260	7.0	\$9.17	9.4%	-2,574	1.0
Rt. 74 (frm. 17)	Harrison-Trenholm	1,658	13.0	1,152	6.2	\$10.43	8.4%	-506	-6.8
Rt. 76	Fort Jackson			753	4.3	\$15.47	5.8%	753	4.3
Rt. 77	Polo Road			1,074	5.5	\$11.95	7.4%	1,074	5.5
Rt. 83L	St. Andrews Local			1,273	4.5	\$14.89	6.0%	1,273	4.5
Rural				≥5	≤\$12	≥10%		Boardings	Efficiency
Rt. 46	Lower Richland Blvd	2,087	6.0	1,559	5.3	\$12.44	7.1%	-528	-0.7
Rt. 47	Eastover	2,783	8.0	2,198	6.3	\$10.24	8.5%	-585	-1.7
Rt. 97									
Express				≥10/trip	≤\$5	≥15%		Boardings	Efficiency
Rt. 44X									
Rt. 52X	Blythewood Express	551	4.0	165	0.9	\$74.60	1.3%	-386	-3.1
Rt. 53X	Killian Road Express			654	2.5	\$27.07	3.4%	654	2.5
Rt. 82X	Harbison Express			1,081	3.9	\$17.10	5.3%	1,081	3.9
Rt. 92X	12th Street Ext. Express							0	0.0
Rt. 93X								0	0.0
Demand Response/Flex				≥3	≤\$30	≥10%		Boardings	Efficiency
Route 13	Northeast Flex		0.0		0.0	#DIV/0!	0.0%	0	0.0
Rt. 31	Denny Terrace	2,759	14.0	1,172	6.3	\$10.32	8.5%	-1,587	-7.7
Rt. 62	Hopkins	525	2.0	248	0.9	\$76.15	1.2%	-277	-1.1
DART	ADA Paratransit	5,800	1.5	5,614	1.4	\$33.80	13.3%	-186	-0.1
Saturday									
Corridor				≥18	≤\$3	≥20%		Boardings	Efficiency
101	North Main	1,865	29.3	2,252	21.2	\$2.39	28.5%	387	-8.1
201	Rosewood	516	8.5	534	10.0	\$6.15	13.4%	18	1.5
301	Farrow	873	15.3	907	17.1	\$3.20	23.0%	34	1.8
401	Devine	1,288	21.2	1,338	21.8	\$2.30	29.3%	50	0.6
501	Two Notch	1,424	23.4	2,084	33.9	\$1.14	45.6%	660	10.5
601	Shop Road	715	7.0	781	9.8	\$6.26	13.2%	66	2.8
701	Forest Drive			2,157	35.2	\$1.06	47.3%	2,157	35.2
15		2,183	23.0						
801	Broad River			2,219	17.2	\$3.18	23.1%	2,219	17.2
34		2,028	16.6						
Local				≥12	≤\$5	≥15%		Boardings	Efficiency
Rt. 6	Eau Claire	232	5.58	403	8.0	\$7.91	10.8%		
Rt. 11	Fairfield	811	13.3	578	6.8	\$9.54	9.1%	-233	-6.6
Rt. 12	Edgewood	787	15.1	1,177	21.5	\$2.34	29.0%	390	6.4
Rt. 26	West Columbia								
Rt. 28	Airport								
Rt. 42	Millwood Ave	690	13.1	791	12.9	\$4.56	17.3%	101	-0.2
Rt. 45	Leesburg-Hazelwood	1,132	19.1	1,165	20.1	\$2.58	27.0%	33	0.9
Rt. 55	Sandhills	693	12.7	682	11.7	\$5.11	15.7%	-11	-1.0
Rt. 75	Decker-Parklane			641	11.2	\$5.36	15.1%	641	11.2
Rt. 84	Bush River/St. Andrews			587	11.1	\$5.43	15.0%	587	11.1
Rt. 34b	Bush River	655	11.9						
Rt. 88	Beltline Crosstown	283	5.2					-283	-5.2
Connector/Shuttle				≥8	≤\$8	≥10%		Boardings	Efficiency
Rt. 1	Soda Cap 1	242	3.8	285	4.2	\$15.84		43	0.4
Rt. 2	Soda Cap 2	155	2.4	187	2.8	\$24.64		32	0.3
Rt. 3	Soda Cap 3								
Rt. 5	Fort Jackson Special	263	8.9						
Rt. 22	Harden	90	4.0	59	1.8	\$38.89	2.4%	-31	-2.2
Rt. 32	North Main - Hard Scrabble	527	8.4	399	6.8	\$9.48	9.1%	-128	-1.6
Rt. 57L	Killian-Clemson Local			103	1.9	\$35.89	2.6%	103	1.9
Rt. 76	Fort Jackson			200	6.8	\$9.40	9.2%	200	6.8
Rt. 77	Polo Road			14	0.6	\$126.76	0.7%	14	0.6
Rt. 83L	St. Andrews Local			207	4.5	\$14.86	6.0%	207	4.5
Express				≥10/trip	≤\$5	≥15%		Boardings	Efficiency
Rt. 82X	Harbison Express			158	3.0	\$22.58	4.1%	158	3.0

November		2017		2018				Difference from Previous Year	
Route	Description	Boardings	Boardings per vehicle hour	Boardings	Boardings Per hour or Trip (Efficiency)	Subsidy per passenger	Farebox Recovery Ratio	Boardings	Efficiency
Rt. 92X									
Demand Response/Flex				≥3	≤\$30	≥10%	Boardings	Efficiency	
Rt. 31	Denny Terrace	350	9.5	170	4.8	\$13.85	6.4%	-180	-4.7
DART	ADA Paratransit	220	2	241	1.4	\$33.16	13.7%	21	-0.1
Sunday									
Corridor				≥18	≤\$3	≥20%	Boardings	Efficiency	
101	North Main	1,443	18.2	1,697	16.0	\$3.49	21.5%	254	-2.2
201	Rosewood	413	5.4	336	6.3	\$10.34	8.5%	-77	0.9
301	Farrow	553	7.7	669	12.9	\$4.53	17.4%	116	5.2
401	Devine	971	12.8	982	16.0	\$3.49	21.5%	11	3.2
501	Two Notch	990	13.0	1,419	24.7	\$1.92	33.2%	429	11.7
601	Shop Road	690	5.4	650	8.2	\$7.72	11.0%	-40	2.8
701	Forest Drive			1,654	27.0	\$1.68	36.3%	1,654	27.0
15		1,556	13.1						
801	Broad River			1,677	13.0	\$4.51	17.5%	1,677	13.0
34	Broad River	1,599	10.5						
Local				≥12	≤\$5	≥15%	Boardings	Efficiency	
Rt. 6	Eau Claire	121	2.3	353	7.0	\$9.16	9.4%		
Rt. 11	Fairfield	548	7.2	510	6.0	\$10.94	8.0%	-38	-1.2
Rt. 12	Edgewood	894	13.8	771	14.5	\$3.95	19.4%	-123	0.7
Rt. 42	Millwood Ave	514	7.8	540	8.8	\$7.12	11.8%	26	1.0
Rt. 45	Leesburg-Hazelwood	762	10.3	719	12.4	\$4.77	16.7%	-43	2.1
Rt. 55	Sandhills	503	7.4	410	7.0	\$9.13	9.5%	-93	-0.4
Rt. 75	Decker-Parklane			529	9.3	\$6.69	12.5%	529	9.3
Rt. 84	Bush River/St. Andrews			469	8.9	\$7.03	11.9%	469	8.9
Rt. 34b	Bush River	325	4.7						
Rt. 88	Beltline Crosstown	210	3.1					-210	-3.1
Connector/Shuttle				≥8	≤\$8	≥10%	Boardings	Efficiency	
Rt. 1	Soda Cap 1							0	0.0
Rt. 2	Soda Cap 2							0	0.0
Rt. 3	Soda Cap 3							0	0.0
Rt. 5	Fort Jackson Special	338	9.1						
Rt. 22	Harden	117	1.6	83	2.5	\$27.37	3.4%	-34	0.9
Rt. 32	North Main - Hard Scrabble	545	6.9	355	6.1	\$10.77	8.1%	-190	-0.9
Rt. 76	Fort Jackson			146	5.0	\$13.24	6.7%	146	5.0
Rt. 77	Polo Road			50	2.0	\$34.80	2.7%	50	2.0
Rt. 83L	St. Andrews Local			151	3.3	\$20.72	4.4%	151	3.3
Express				≥10/trip	≤\$5	≥15%	Boardings	Efficiency	
Rt. 82X	Harbison Express			165	3.1	\$21.58	4.2%	165	3.1
Rt. 92X								0	0.0
Demand Response/Flex				≥3	≤\$30	≥10%	Boardings	Efficiency	
Rt. 31	Denny Terrace	198	4.3	76	2.8	\$24.69	3.7%	-122	-1.5
DART	ADA Paratransit	169	1.2	264	1.7	\$27.50	12.8%	95	0.5