



The COMET Committee 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.

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**Central Midlands Regional Transit Authority Service Committee
Wednesday, August 8, 2018 – 10:00 a.m.
3613 Lucius Road, Columbia, SC 29201 – Conference Room A**

Members Present:

Derrick Huggins, Chair
Ron Anderson
John Furgess

Guests Present:

Walter Durst, Vice President - MTRA
Jackie Bowers, Transdev
Larry Livingston, Transport Care Services

Absent Committee Members:

Lill Mood
Carolyn Gleaton

**Indicates participation by phone.*

COMET Staff Present

John Andoh, Executive Director/CEO
Missey Lawlor, Executive Assistant/Board Liaison
LeRoy Deschamps, Director of Administration
Samuel Scheib, Director of Planning & Development

1. CALL TO ORDER

Chair Mr. Derrick Huggins called the meeting to order at 12:05 p.m.

2. DETERMINATION OF QUORUM



A quorum was present at the opening of the meeting.

3. ADOPTION OF AGENDA

Motion:

A motion was made by Mr. Furgess and seconded by Mr. Anderson to adopt the agenda as presented.

4. MATTERS REFERRED FROM THE BOARD OF DIRECTORS

- Discuss Previous Motions From March 2017 to Present

Mr. John Andoh reviewed with the committee and stated that this matter is for information only.

5. DISCUSS PROPOSED SERVICE CHANGES IN AUTUMN 2018 AND WINTER 2019

Mr. Andoh presented to the committee the changes in service that would take place in Autumn 2018 and Winter 2019. The changes were on pages 18-23 of the committee packet.

DISCUSSION OCCURRED ON THIS MATTER

Motion:

A motion was made by Mr. Anderson and seconded by Mr. Furgess to approve the list with minor amendments and to hold a public meeting with a timeline on changes.

Approve: Furgess, Anderson, Huggins

Absent: Mood, Gleaton

Motion passed unanimously.

6. RIDERSHIP REPORT (Luis Ortiz Sanchez)

Mr. Andoh stated that it is too early in the month to have the ridership report available. We will have available at Board meeting.

7. OLD BUSINESS (John Andoh)

- Transit Center Road Map

Mr. Andoh reviewed with the committee the Transit Center Road Map.

DISCUSSION OCCURRED ON THIS MATTER

Motion:

A motion was made by Mr. Anderson and seconded by Mr. Furgess to approve the Transit Center Road Map



Approve: Furgess, Anderson, Huggins

Absent: Mood, Gleaton

Motion passed unanimously.

- Service Standards and Performance Measures

This will be carried over to September Committee Meeting.

8. NEW BUSINESS (John Andoh)

- Special Shuttle to Allen University to Irmo high School

Mr. Andoh stated that he received a request for Special Services to have a shuttle from Allen University to Irmo High School for the Allen University football game.

DISCUSSION ONCCURRED ON THIS MATTER

Motion:

A motion was made by Mr. Anderson and seconded by Mr. Furgess to approve the shuttle from Allen University to Irmo High School for the football games.

Approve: Furgess, Anderson, Huggins

Absent: Mood, Gleaton

Motion passed unanimously.

9. LEGAL/CONTRACTUAL/PERSONNEL

No Legal/Contractual/Personnel items to discuss.

10. ADJOURN

Motion:

A motion was made by Mr. Furgess and seconded by Mr. Anderson to adjourn the meeting.

Approve: Furgess, Anderson, Huggins

Absent: Mood, Gleaton

Motion passed unanimously.

The meeting adjourned at 12:56 p.m.



CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY SERVICE COMMITTEE

Adopted this 10/10/, 2018, Agenda Item 4

Prepared by:

Missey Lawlor
Missey Lawlor, Executive Assistant/Board Liaison

Approved by:

Andy Smith

Andy Smith, Secretary



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**Central Midlands Regional Transit Authority Service Committee
Wednesday, September 12, 2018 – 12:00 p.m.
3613 Lucius Road, Columbia, SC 29201 – Conference Room A**

Members Present:

Ron Anderson
John Furgess

Guests Present:

Walter Durst, Vice President - MTRA
Jackie Bowers, Transdev
Alan Bristol, Transdev

Absent Committee Members:

Lill Mood
Carolyn Gleaton
Joyce Dickerson
Derrick Huggins

**Indicates participation by phone.*

COMET Staff Present

John Andoh, Executive Director/CEO
Missey Lawlor, Executive Assistant/Board Liaison
Samuel Scheib, Director of Planning & Development

1. CALL TO ORDER

Ron Anderson called the meeting to order at 12:05 p.m.

2. DETERMINATION OF QUORUM

Mr. Anderson determined there was no quorum.



3. ADOPTION OF AGENDA

Did not occur.

4. ADOPT MINUTES FROM AUGUST 8, 2018 MEETING

Did not occur.

5. MATTERS REFERRED FROM THE BOARD OF DIRECTORS

Did not occur.

6. RIDERSHIP REPORT

Did not occur.

7. OLD BUSINESS

Did not occur.

8. NEW BUSINESS (John Andoh)

Did not occur.

9. TOUR OF TRANSIT CENTER

Did not occur.

10. LEGAL/CONTRACTUAL/PERSONNEL

Did not occur.

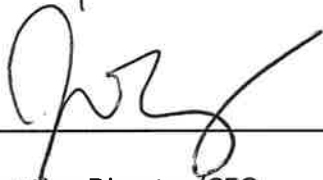
11. ADJOURN

Mr. Anderson adjourned the meeting at 12:10 p.m.



CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY SERVICE COMMITTEE

Adopted this 10/10, 2018, Agenda Item 5

Prepared by: 

John Andoh, Executive Director/CEO

Approved by: 

Andy Smith, Secretary



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**The Central Midlands Regional Transit Service Committee
October 10, 2018 -12:00 P.M.
3613 Lucius Road, Columbia, SC 29201 – Conference Room A**

Members Present:

Ron Anderson
Lil Mood*
Carolyn Gleaton
Joyce Dickerson*
John V. Furgess, Sr.

Guests Present:

Katherine Cason, Lexington County.*

Absent Committee Members:

Derrick Huggins, Chair

**Indicates participation by phone.*

COMET Staff Present

John Andoh, Executive Director/CEO
Pamela Canty, Administrative Coordinator

Samuel Scheib, Director of Planning & Development
Missey Lawlor, Executive Assistant/Board Liaison

1. CALL TO ORDER

Chair Dr. Robert Morris called the meeting to order at 12:00 PM.

2. DETERMINATION OF QUORUM

A quorum was present at the opening of the meeting.



3. ADOPTION OF AGENDA

Motion:

A motion was made by Mr. John V. Furgess, Sr. and seconded by Ms. Gleaton to adopt the agenda as presented.

Approve: Anderson, Dickerson, Gleaton, John V. Furgess, Sr.

Absent: Mood, Huggins

Motion passed unanimously.

4. ADOPT MINUTES FROM AUGUST 8, 2018 MEETING

Motion:

A motion was made by Mr. John V. Furgess, Sr. and seconded by Ms. Gleaton to adopt the minutes from the August 8, 2018 meeting as presented.

Approve: Anderson, Dickerson, Gleaton, John V. Furgess, Sr.

Absent: Mood, Huggins

Motion passed unanimously.

5. ADOPT MINUTES FROM SEPTEMBER 12, 2018 MEETING

Motion:

A motion was made by Mr. John V. Furgess, Sr. and seconded by Ms. Gleaton to adopt the minutes from the September 12, 2018 meeting as presented.

Approve: Anderson, Dickerson, Gleaton, John V. Furgess, Sr.

Absent: Mood, Huggins

Motion passed unanimously.

6. MATTERS REFERRED FROM THE BOARD OF DIRECTORS

- Discuss Previous Motions from March 2017 to Present

Mr. Andoh discussed the previous motions and stated items highlighted in peach are items that have been closed since last meeting. Items in white are still open.

Mr. Anderson asked Mr. Andoh to get Ms. Mood and Ms. Gleaton in regards to clarification on the direction in which was decided for the January 25th, 2017 motion discussion. He suggested getting a calendar and plan together.

Mr. Andoh stated in regard to the December 20, 2017 motion, The COMET is working with CMCDG to release a RFP for a short-range transit plan and a comprehensive operational analysis and that will be the long term service plan for both Lexington and Richland Counties.



Mr. Anderson asked if The COMET had to do this with the CMCOG because it's the metropolitan planning organization. Mr. Andoh stated it is and that they are the ones with the funding. Sometimes they withhold some of the 5307 federal funds for planning projects. They are graciously allowing The COMET to use the funding for those projects so that it doesn't affect our 5307 allocation. Mr. Andoh stated in letter to work with SCDOT to develop a plan for park and ride service that same RFP has the same component to do park and ride lot analysis service recommendations. Mr. Anderson asked once the RFP is and takes about two or three months to be contracted, how long does it take the contract to be implemented. Mr. Andoh stated to just say it would be about a year, it would then be shortly thereafter. Mr. Anderson stated he would like a road map of what the next steps are in memo form to the Board that will eventually be forwarded to Lexington, Richland Counties., and City of Columbia in regards to The Transit Center on what we are doing, how long to get a study done and the end result.

7. Ridership Report (Samuel Scheib)

Mr. Scheib discussed the ridership report. He stated this is the 2nd highest ridership that we have ever had with 255,000 Boardings, very strong ridership growth, good growth for September. 501 is growing and 401 is growing.

Mr. Anderson asked what routes are growing. Mr. Scheib stated the 501 and 401 is growing. Mr. Anderson asked what's the overall efficiency. Mr. Scheib stated he did not have that but will go forward. Ms. Mood asked given the analysis, are any routes a priority for evaluation. Mr. Scheib stated that some of the changes that we are making in October, January and May will help resolve some of the issues.

DISCUSSION OCCURRED ON THIS MATTER

Mr. Andoh, stated if we are going to do capacity movements, we need to look at 501 and 12. There is some overcrowding that is occurring on 501 and 701.

Mr. John V. Furgess, Sr. asked with the free ride to the polls, are we doing live PR.

Mr. Andoh stated Rider Alerts are going on the buses and Press Releases to the media.

Mr. John V. Furgess, Sr. asked about the Senior Citizen discount card. Have we thought about doing them at places like the Lourie Center?

Ms. Canty stated that she has been making ID's at various locations.

Mr. John V. Furgess, Sr. stated that we to go to places like Christopher towers, Drew Wellness, etc.

Mr. Andoh stated The COMET is starting to promote the sale of Half Fare Passes on the buses.

Mr. Scheib stated he is tracking the effect of the 31 Day Pass Promotion to see if we can possibly do on a long term basis.



Mr. John V. Furgess, Sr. stated to don't blanket it, promote the ID's early and discount fares to seniors to catch most of them at one time, during the busy times at the places he's mentioned.

Mr. Andoh stated All day, five-day and Seven day Half Fare Passes are available on the buses now.

Mr. John V. Furgess, Sr. asked if school kids ride for free, are we letting the PTA's know that the kids ride for free?

Ms. Canty stated yes, we are letting them know.

B. OLD BUSINESS (John Andoh)

Service Standards and Performance Measures

Establish what threshold the Executive Director could make (page 28)

Mr. Andoh discussed the Service Standards and Performance Measures with the Committee. He stated that January 2012 was the last time that we looked at this policy. Page 12 is the original policy. Page 18 is the recommended Service Standards and Performance Measures. (See page 19 in the Committee packet) Page 19 gives you an idea of what the recommendation would be.

Mr. Anderson asked for DART and ReFlex people do they call in and schedule? Mr. Andoh stated that is correct. Mr. Anderson asked how are they routed, is software used? Mr. Andoh stated yes, Trapeze.

DISCUSSION ON THIS OCCURRED

Mr. John V. Furgess, Sr. stated 31 is the one that went down Heyward Brockington Road, now that service isn't there.

Mr. Andoh stated route 31 and route 6 is going to overlap. 31 is going to go down Buckner to Koon and Cody. Route 6 is still coming up Monticello and is going to turn on Ridgeway, and going to see about making a point where 31 can connect to 6. There is another option since 31 is going to be a Flex Route, to see if Eau Claire can be included in the Flex Zone.

Mr. Andoh stated that Tiffany is going to be working with DART staff, ride route 31 to talk to the riders about the change.

Mr. John V. Furgess, Sr. mentioned if you chop that up you are going to mess a lot of people up, be careful. They are a lot of people coming from the various communities connecting to those communities right now.

Mr. Anderson suggested to take a look at that route and suggested Mr. Andoh to take some time later to explain to Mr. John V. Furgess, Sr., Flex Route that 31 will become.



DISCUSSION OCCURRED ON THIS MATTER

Mr. Andoh proposed to the committee a series of measures for routes that are performing poorly that would evaluate those routes and determine a corrective action.

Mr. Anderson asked if this would have a plan in action basically instead of just eliminating a poorly performing route?

Mr. Andoh stated yes.

Ms. Gleaton asked if we've looked at Route 11?

Mr. Andoh stated Route 11 will be fixed with the October 22 service changes.

Ms. Mood asked Mr. Andoh in the regards to the routes performing below 66%, how is it calculated?

Mr. Andoh stated that it is a combination of different measures.

Motion:

A motion was made by Mr. John V. Furgess, Sr. and seconded by Ms. Gleaton to take this to the Board for approval.

Approve: Anderson, Dickerson, Gleaton, John V. Furgess, Sr., Mood

Absent: Huggins, Dickerson

Motion passed unanimously.

9. NEW BUSINESS (John Andoh)

- Amended Service Change Policy S-30
- Amended Special Service Policy E-40
- Amended Charter Service Policy C-5 & C-10

Amended Service Change Policy S-30

Mr. Andoh proposed that the Board will authorize the Executive Director to make any service changes less than 25%, such as route changes for schedule changes, as long as it does not exceed 25 %.

Mr. Anderson asked 25% percent of what? Mr. Andoh stated 25% of the overall route.

Mr. Anderson asked how are you measuring that? Mr. Andoh stated to that you would look at the One Way Route miles and calculate where the 25% would be. 25% or greater would have to be a public hearing.

DISCUSSION OCCURRED ON THIS MATTER

Ms. Mood stated she wanted to make sure no public hearing doesn't mean no public information.



Mr. Andoh stated that is correct. Staff will still provide the same amount of information.

Mr. Anderson asked Mr. Andoh how he is going to let the Board know if it is less than 25%.

Mr. Andoh stated that he would advise the Board and the public at the same time.

Mr. John V. Furgess, Sr. stated the Board getting the motion to approve of any changes and all changes was monumental. Looking at a 25% on a computer doesn't allow you to see how you would be making major changes in a community affecting the people that live there or affect a politician's campaign.

Mr. Anderson stated he thinks the Board and the service committee needs to know in advance before the 25% change happens.

Mr. John, V. Furgess, Sr. stated you can't let the Board and public know at the same time. It will call chaos in the community if the Board doesn't approve.

Ms. Mood suggested to advise the Board early and get feedback and it will help in hindsight.

Mr. Anderson advised Mr. Andoh to revise and bring suggestions back to the Board.

Amended Special Service Policy E-40

Mr. Andoh stated this policy gives guidelines as to how The COMET would use special services in the future. (Page 36 is proposed policy) (Page 24 & 25 for quick summary) He is recommending to the Board how The COMET will provide special services in the future.

Amended Charter Service Policy C-5 & C-10

Mr. Andoh stated this basically says The COMET is not going to do in charter whatsoever except if it meets the exemptions that the FTA would allow us.

Mr. Andoh asked for motions to be made.

Motion:

A motion was made by Ms. Mood and seconded by Ms. Gleaton to approve Special Service Policy E-40 & Charter Service Policy C-5.

Approve: Anderson, Gleaton, John V. Furgess, Sr., Mood

Absent: Dickerson, Huggins

Motion passed unanimously.

Motion:

A motion was made by Mr. John V. Furgess, Sr. and seconded by Ms. Gleaton to eliminate Policy C-10.



Approve: Anderson, Gleaton, John V. Furgess, Sr., Mood

Absent: Dickerson, Huggins

Motion passed unanimously.

Motion:

A motion was made by Mr. John V. Furgess, Sr. and seconded by Ms. Gleaton to amend Policy SC -30 and redirect back to the service committee as discussed.

Approve: Anderson, Dickerson, Gleaton, John V. Furgess, Sr., Mood

Absent: Dickerson, Huggins

Motion passed unanimously.

10. TOUR OF TRANSIT CENTER-1745 Sumter Street

Decided not to take the tour of the Transit Center.

11. LEGAL/CONTRACTUAL/PERSONNEL (May require executive session)

There were none.

12. ADJOURN

Motion:

A motion was made by Mr. John V. Furgess, Sr. and seconded by Ms. Gleaton to adopt the agenda as presented.

Approve: Anderson, Dickerson, Gleaton, John V. Furgess, Sr., Mood

Absent: Mood, Huggins, Dickerson

Motion passed unanimously.

The meeting adjourned at 1:15 P.M.



CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY SERVICE COMMITTEE

Adopted this April 4, 2019, Agenda Item _____

Prepared by:



Missey Lawlor, Executive Assistant/Board Liaison

Approved by:



Andy Smith, Secretary



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**The Central Midlands Regional Transit Authority Service Committee
Wednesday, November 14 -12:00 P.M.
3613 Lucius Road, Columbia, SC 29201 – Conference Room A**

Members Present:

Ron Anderson
Lil Mood
Carolyn Gleaton
John V. Furgess, Sr.
Derrick Huggins, Chair*

Guests Present:

Katherine Cason, Lexington County
Alan Bristol, Transdev General Manager
Walter Durst, MRTA
Pat Noble

Absent Committee Members:

*Indicates participation by phone.

COMET Staff Present

John Andoh, Executive Director/CEO
Pamela Canty, Administrative Coordinator
Michelle Ransom, Procurement & Grants Manager

Samuel Scheib, Director of Planning & Development
Missey Lawlor, Executive Assistant/Board Liaison

1. CALL TO ORDER

Mr. Ron Anderson called the meeting to order at 12:09 PM.

2. DETERMINATION OF QUORUM

A quorum was present at the opening of the meeting.



3. ADOPTION OF AGENDA

Motion:

A motion was made by Mr. Furgess and seconded by Ms. Gleaton to adopt the agenda as presented.

Approve: Anderson, Mood, Gleaton, Huggins, Furgess

Absent: None

Motion passed unanimously.

4. ADOPT MINUTES FROM OCTOBER 10, 2018 MEETING

Motion:

A motion was made by Ms. Gleaton and seconded by Ms. Mood to adopt the minutes from the October 10, 2018 meeting as presented.

Approve: Anderson, Mood, Gleaton, Huggins, Mr. Furgess

Absent: None

Motion passed unanimously.

5. MATTERS REFERRED FROM THE BOARD OF DIRECTORS

- Discuss Previous Motions from March 2017 to Present

Mr. Andoh referred to page 11 of the packet and updated the Committee on motions currently being worked on.

6. OLD BUSINESS (John Andoh)

- Amended Service Change Policy S-30

Mr. Andoh discussed the Amended Service Change Policy. He referred to page 21 of the packet. He stated that is the revised Public Hearing for increase on fares and changes to service and page 24 has the additional language that was asked to be added by the Committee. With the changes that were added, he stated he would be happy to answer if any questions that there may be.

Mr. Furgess stated he still had a problem with that, referring to the 25%. He asked if it were originally 10% and it had to come to the board.

Mr. Andoh replied yes. It was originally 10 % and under by the Executive Director, 10-25% without a public hearing, and 25% or greater with a public hearing.

Mr. Furgess stated a lot of board members live in the transit areas and if make 25% change without board member that represents that area knowing about it that's his concern. It needs to come to the Board before he makes the changes.



Mr. Andoh replied, for example, the Starlight area. Before he made any changes to that are he would I advise the Board so that they could let him know of if any the historical background before he goes out to make changes. If he has any opposition from the Board, he would reconsider making the changes.

Mr. Anderson explained that if it is under 25% Mr. Andoh must bring it to the board and let them know about it.

Mr. Huggins stated that he would have to concur with Mr. Furgess. Transit is the lifeline for some riders. He thinks that the Committee needs to look at this again.

Mr. Anderson stated that, what Mr. Andoh changed, is that he would have to inform the Board before he went to the public with the change. He would propose to us before he went out to the public.

Mr. Furgess stated the point was that the Board would be aware of any changes that are being made. It was at 10% for years and that was the sticking point, so why now put it at anything stating greater than or less than 25%? He asked, "Why put anything at all?"

Mr. Anderson explained that 25% is the threshold. He would still have to bring it to the Board to be vetted.

Motion:

A motion was made by Ms. Mood and seconded by Ms. Gleaton to approve the Service Change Policy.

Approve: Anderson, Mood, Gleaton; Huggins, Mr. Furgess

Absent: None

Motion passed unanimously.

- **Transit Center Events**

- Ms. Tiffany James stated the goal is to create a community center at the Transit Center. She informed the committee of the scheduled events thus far.

- **Soda Cap Connector Small Buses Request & Trolley Procurement**

- Mr. Andoh gave this report. He explained that this is a two-tiered report. The Board requested that staff study the use of smaller buses on the Soda Cap Connector. He recommended that we re-wrap 3 of the Soda Cap Connector buses back to the original COMET brand and procure 2, 30 foot trolleys.

Mr. Furgess stated that he rode the Soda Cap over the weekend several times and it goes too fast. So people don't know what it is.

Mr. Andoh stated that Main Street and Lady Street, Five Points by the fountain, we can serve trip generators and places that would be willing to take this service. We do not have to have a route that goes from Vista to Five Points. The proposed redesign would help with this.



Motion:

A motion was made by Ms. Mood and seconded by Mr. Furgess to send the recommendation for the purchase of the 2 trolleys to the Board.

Mr. Andoh stated he would like to add that there is a trolley and a 60 foot articulated bus here today if everyone would like to take a look at them.

Approve: Anderson, Mood, Gleaton, Huggins, Mr. Furgess

Absent: None

Motion passed unanimously.

Motion:

A motion was made by Mr. Huggins and seconded by Mr. Furgess to restudy the wrap on the Soda Cap Connector,

Approve: Anderson, Mood, Gleaton, Huggins, Mr. Furgess.

Absent: None

Motion passed unanimously.

Mr. Huggins stated that he would like for staff to look at marketing plan for perks for the riders of the Soda Cap Connector.

Mr. Anderson agreed that there is a need to revise the marketing plan

Mr. Andoh explained the Micro Transit pilot in the downtown Columbia area. Mr. Andoh explains how this service works. Allow the use of a app to provide a transit type service to have a car type service and to evaluate which is better a car type service or bus service. There has been requests for more car like service.

Mr. Anderson asked. "Why would we try to compete with Uber or the cab companies?"

Mr. Andoh stated that in talking with City Center Partnership, there is an interest to do more than what e-rover is able to do, like to connect the districts.

CONTINUED DISCUSSION OCCURRED ON THIS ITEM.

Ms. Mood stated she is not convinced that the payoff will be that much too start the type of "fight" in the community.

Mr. Andoh stated we already have a partnership with Uber. There are three ways we could do it; DART, contractors that specialize in the downtown micro type services, or go into contract with a cab company.

Mr. Anderson stated he understands but it is a difference in supplementing service and going head to head with something that is well covered already. We have to be careful.



Mr. Huggins stated he thinks this is something that should be studied a little more before we consider it,

Motion:

A motion was made by Ms. Gleaton and seconded by Mr. Furgess to table this item.

Approve: Anderson, Mood, Gleaton, Huggins, Mr. Furgess

Absent: None

Motion passed unanimously.

7. NEW BUSINESS (John Andoh)

- Additional Services Enhancements for Consideration

Mr. Andoh stated that Mr. Anderson and Planning staff will meet after this meeting. The packet on pages 29-31 does include some enhancements, some reductions, and new services that will take place. In review of our System Map, we need to be able to connect our routes better. He would like to rename the Connection Protection Zones to Super Stops.

We are studying no action taken.

Mr. Furgess asked, "At what point will we come to a meeting and have no changes? When will the core be solid?"

Mr. Andoh replied, "Unfortunately, in transit, I don't think that is possible, we need to keep evolving the transit system based on changes in demographics, market, etc."

CONTINUED DISCUSSION OCCURRED ON THIS ITEM.

Mr. Anderson stated that changes will have to occur from time to time based on ridership, and growth.

Mr. Andoh stated that some of these are suggestions from people that email, call, or comment or social media that say our system is too slow and some routes are too long.

Mr. Furgess explained that what he is saying is the Planner needs to sit down and look at the city, the counties, if there are changes, what area businesses are moving into, etc.

Ms. Mood stated that if people are calling in, we need to listen and take it into consideration.

Mr. Anderson stated that we are making progress.

Mr. Furgess stated that he will have a discussion with John because he has an issue with City Center Partnership, that whole entity. They look at COMET as a cash cow.



Mr. Huggins stated he would like for staff to revisit and he would like to have a work session with Mr. Andoh regarding Harden and Taylor Street for future transportation, service standards and performance measures.

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

There were no Legal/Contractual/Personnel matters.

9. ADJOURN

Motion:

A motion was made by Mr. Furgess and seconded by Ms. Mood to adjourn the meeting.

Approve: Anderson, Mood, Gleaton, Huggins, Mr. Furgess

Absent: None

Motion passed unanimously.

The meeting adjourned at 1:01 PM.

CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY

Adopted this April 4 2019, Agenda Item _____

Prepared by:

Pamela C. Canty, Administrative Coordinator

Approved by:

Andy Smith, Secretary



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**The Central Midlands Regional Transit Authority Service Committee
Wednesday, January 09, 2019 -12:00 P.M.
3613 Lucius Road, Columbia, SC 29201 – Conference Room A**

Members Present:

Ron Anderson
Lil Mood
Carolyn Gleaton
Derrick Huggins, Chair
John V. Furgess, Sr.
Joyce Dickerson

Guests Present:

Katherine Cason, Lexington County
Larry Livingston, TCS Consultant
Jackie E. Bowers, Transdev Operations Manager

Absent Committee Members:

None

**Indicates participation by phone.*

COMET Staff Present

John Andoh, Executive Director/CEO
Michelle Ransom, Grants & Procurement Manager
Luis Ortiz, Transportation Planner II & Data Analyst
Arlene Prince, Compliance & Civil Rights Officer
Samuel Scheib, Director of Planning & Development
Brittany Higgins, Travel Trainer

Pamela Canty, Administrative Coordinator

1. CALL TO ORDER

Mr. Ron Anderson called the meeting to order at 12:00 p.m.



2. DETERMINATION OF QUORUM

A quorum was present at the opening of the meeting.

3. ADOPTION OF AGENDA

Motion:

A motion was made by Ms. Mood and seconded by Mrs. Dickerson to adopt the agenda as presented.

Approve: Anderson, Mood, Gleaton, Furgess, Dickerson

Absent: Huggins

Motion passed unanimously.

4. ADOPT MINUTES FROM NOVEMBER 2018 MEETING

Motion:

A motion was made by Mr. Furgess and seconded by Ms. Gleaton to adopt the minutes from the November 14, 2018 meeting as presented.

Approve: Anderson, Mood, Gleaton, Furgess

Absent: Huggins

Motion passed unanimously.

5. MATTERS REFERRED FROM THE BOARD OF DIRECTORS

- Discuss Previous Motions from March 2017 to Present

Mr. Andoh referred to page 9 of the packet and updated the committee on remaining motions currently being worked on.

Mr. Huggins arrived.

6. OLD BUSINESS (John Andoh)

- Service Equity in Richland and Lexington Counties

Mr. Andoh discussed Service Equity in Richland and Lexington Counties as explained on page 10-12 of the packet. He referred to pages 13-18 for a better understanding of his research.

Mr. Andoh stated the committee would need to determine how The COMET provides service to each of the jurisdictions. He would like the committee to take into consideration, the need going forward for service planning. We have funding. Our funding is the federal funds, allocated generally by population and population density. There is also the local funding that is needed to match federal funds. Also, local funds are needed to provide services in general. They take into consideration sales tax, hospitality tax, and any miscellaneous funds that those counties are willing to provide.



Some other factors that need to be taken into consideration as we cost allocate routes, are route miles and route maps. In the attachment, on page 20, he stated is a Table called Route Allocation FY 18-19 for their review.

Motion:

A motion was made by Mr. Anderson and seconded by Ms. Mood to recommend to the Board of Directors that we develop a Service Equity Policy that discusses how we are going to start distributing services on an equitable basis to jurisdictions.

Approve: Anderson, Mood, Gleaton, Huggins, Furgess, Dickerson

Absent: None

Motion passed unanimously.

- Bus Stops and Shelters Discussion

Mr. Andoh discussed Bus Stop and Shelters. He referred to pages 20-25 of the packet.

Mr. Huggins recommended that staff, in conjunction with Chernoff Newman, design and distribute umbrellas to the riders/community with a PSA advertisement to say, " Help us get bus shelters!"

Mr. Anderson stated he wanted a larger, more concrete number, with a long-range plan on how to secure 160 shelters.

Motion:

A motion was made by Mr. Anderson and seconded by Ms. Dickerson for staff to develop a plan (to be creative and think outside the box) that between 3-5 years that they deliver and install 160 shelters.

Approve: Anderson, Mood, Gleaton, Huggins, Furgess, Dickerson

Absent: None

Motion passed unanimously.

Mr. Huggins left the meeting.

7. NEW BUSINESS (John Andoh)

- Night Time Service

Mr. Andoh discussed Night Time Service. He referred to pages 37-39 of the packet. To test the potential for evening service, The COMET has entered into a contract with Uber and Lyft to provide COMET @ Night under COMET on the Go which was approved by the Board of Directors.

Information only. No action was taken on this matter.



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

There were no Legal/Contractual/Personnel matters.

9. ADJOURN

Motion:

A motion was made by Ms. Mood and seconded by Ms. Gleaton to adjourn.

Approve: Anderson, Mood, Gleaton, Furgess, Dickerson

Absent: Huggins

Motion passed unanimously.

This meeting adjourned at 1:30 p.m.

CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY

Adopted this ____1/9_____, 2019, Agenda Item __4__

Prepared by:



Pamela C. Canty, Administrative Coordinator

Approved by:



Andy Smith, Secretary



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 Pamela C. 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 February 06, 2019.

**The Central Midlands Regional Transit Authority Service Committee
Wednesday, February 13, 2019 -12:00 P.M.
3613 Lucius Road, Columbia, SC 29201 – Conference Room A**

Members Present:

Ron Anderson
Lil Mood*
Carolyn Gleaton
Derrick Huggins, Chair*
John V. Furgess, Sr.
Skip Jenkins (Advisory)*

Guests Present:

Alan Bristol, Transdev General Manager
Larry Livingston, TCS Consultant
Jackie E. Bowers, Transdev Operations Manager
Charles Gossett, MTRA
Councilman Edward H. McDowell, Jr.

Absent Committee Members:

Joyce Dickerson

**Indicates participation by phone.*

COMET Staff Present

John Andoh, Executive Director/CEO
Pamela Canty, Administrative Coordinator
Arlene Prince, Director of Regulatory Compliance & Civil Rights Officer
LeRoy DesChamps, Director of Administration & Operations/COO



1. CALL TO ORDER

Mr. Ron Anderson called the meeting to order at 12:01 PM.

2. DETERMINATION OF QUORUM

A quorum was present at the opening of the meeting.

3. ADOPTION OF AGENDA

Motion:

A motion was made by Mr. Furgess and seconded by Ms. Gleaton to adopt the agenda with the moving of number 7 as first, immediately after the adoption of the agenda.

Approve: Anderson, Gleaton, Furgess, Huggins

Absent: Mood, Dickerson

Motion passed unanimously.

4. [7] NEW BUSINESS

Councilman Edward H. McDowell, Jr. gave thanks to Mr. Andoh and staff regarding assistance in the Allen Benedict Court Housing Emergency. He went on to state his concerns for the possible new route change from Laurel to Two Notch would propose further possible congestion problems. The original route was from Taylor to Two Notch. The city is in talks about the engagement and building up the whole Harden St. and Taylor St. location. He stated he was concerned that the change would hinder development. He is asking that it remain as is if it hasn't already taken place.

Mr. Huggins asked Mr. Andoh and Vice Chair Mr. Furgess to explain to Councilman McDowell the Transportation Corridor he is speaking of, between Harden and Taylor, before he left so he can get a better idea of what THE COMET is considering.

Discussion occurred on this matter.

Mr. Andoh explained The COMET is creating a Street Scape Project which would include a *super stop* at the corner of Harden and Taylor with the opportunity to help beautify the route. Some of the routes include 701, 12, 22, 42, and 501.

Mr. Furgess explained that they were looking at Street Scaping that whole area from Gonzales Garden to Harden.

Mr. Anderson explained that 501 is not running on time and had not gone through the proper channel for approval so they canceled the idea Councilman McDowell was speaking of but that his thoughts and concerns on the matter would be documented.



Councilman McDowell asked to be "kept in the loop," by being included in all conversations about this going forward. He thanked the committee for their time and clarification.

- (B) On Time Performance Concerns

Mr. Anderson asked Mr. Andoh to address On Time Performance Concerns next since it related to topics brought up by Councilman McDowell pertaining to congestion when they spoke of the 501.

Mr. Anderson spoke to Mr. Andoh about the 501 being late in a prior meeting. He stated Mr. Andoh mentioned there are other routes late also. At that time, he suggested Mr. Andoh to gather the information and to include the committees and the Board with the discussions going forward so that these things would not possibly happen as it has with the 501.

Discussion occurred on this matter.

Mr. Furgess asked Mr. Andoh, was this the first time in his 8 months of being here, that he noticed the routes were not on time. He stated he was asking because he has made several route changes since he has been here and yet the routes are not on time.

Mr. Andoh responded by stating it was not his first time noticing. He is responding to the community as it is brought to his attention. The changes made to the routes were based on ridership and concerns from the public. As complaints came in from various outlets regarding time performance, he took note of it, collecting data and analyzing the routes to determine what specific routes were not on time and as to why they were not on time. Mr. Andoh explained this was why he was presenting it to the committee, so they can be addressed.

Mr. Andoh referred to a handout that explained the possible reasons given by the consultant and himself as to why some routes were not on time.

Mr. Andoh explained their findings and gave possible solutions to address these routes as stated on the handout. One thing mentioned was that they are trying to create more routes that connect to super stops.

Ms. Mood joined by phone.

Mr. Anderson asked Mr. Andoh to provide a detailed plan of action for each route.

Mr. Andoh stated he will have a plan by the next committee meeting.

Mr. Anderson asked if Mr. Andoh is consulting with planning and operations on these issues.

Mr. Andoh stated "yes."



- (A) Bus Shelter Implementation Plan for Next Three to Five Years

Mr. Andoh referred to the handout presented to the committee regarding the Bus Shelter Implementation Plan for the next 3 to 5 years.

Motion:

A motion was made by Mr. Anderson and seconded by Ms. Mood to recommend to the Board of Directors, the Bus Shelter Implementation Plan for the next 3 to 5 years.

Approve: Anderson, Gleaton, Furgess, Huggins, Mood

Absent: Dickerson

Motion passed unanimously.

Mr. Anderson stated he is happy with Mr. Andoh trying to figure it out, but he still has not figured it out yet.

Mr. Andoh stated he is working identifying the funding, however, the plan was to provide a strategy on how staff can implement the request made by the committee and present information on how the goal can be reached.

Mr. Anderson asked about a standing agenda item and update from staff on this project. Mr. Andoh stated he can provide that monthly.

5. ADOPT MINUTES FROM JANUARY 9, 2019 MEETING

Motion:

A motion was made by Mr. Anderson and seconded by Ms. Gleaton to adopt the minutes from the January 9, 2019 meeting as presented.

Approve: Anderson, Gleaton, Furgess, Huggins, Mood

Absent: Dickerson

Motion passed unanimously.

6. MATTERS REFERRED FROM THE BOARD OF DIRECTORS

Mr. Andoh updated the committee on matters referred from the Board of Directors meeting as seen on page 7 of the packet pertaining to motions.

7. OLD BUSINESS (John Andoh)

There was no old business to discuss.



8. NEW BUSINESS (John Andoh)

- Ridership Report (Luis Ortiz Sanchez)

Mr. Andoh gave a brief highlight on the ridership report as shown on page 8-10 of the packet.

Mr. Anderson suggested to Mr. Andoh that the focus begin with the corridor routes first as to time performance.

- Transdev Report (Alan Bristol)

Mr. Bristol gave the contractor's report for Transdev. Some things he mentioned were having one preventable accident for the month of January, assisted in the transporting residents of Allen Benedict Court Housing, and having a Safety Blitz.

Ms. Gleaton asked if the Call Center was better at communications and how that was going. She called in a few times and had issue.

Mr. Bristol stated it is getting better and that it is still work in progress.

Mr. Anderson asked Mr. Bristol to provide a written report going forward along with phone logs and whatever else could be provided on the call center progress.

Mr. Bristol stated he would.

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

There were no Legal/Contractual/Personnel matters.

Mr. Andoh asked Mr. Gossett to give a brief report.

Mr. Charles Gossett of the Midlands Rider's Association gave an update on their behalf. He is getting new interest for members. Mr. Gossett stated that he and most of the members of the Rider's Association has very demanding schedules including his and were not always able to attend the meetings on a regular basis as they had done in the past. He is hoping to change that.

Mr. Anderson stated to add the Midlands Rider's Association to the agenda going forward.



10. ADJOURN

Motion:

A motion was made by Ms. Gleaton and seconded by Mr. Furgess to adjourn.

Approve: Anderson, Gleaton, Furgess, Huggins, Mood

Absent: Dickerson

Motion passed unanimously.

This meeting adjourned at 12:58 pm.

CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY

Adopted this March 21, 2019, Agenda Item _____

Prepared by:



Pamela C. Canty, Administrative Coordinator

Approved by:



Andy Smith, Secretary