



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

*Per SC Code of Laws, Title 30, Chapter 4, Section 30-4-80 - All public bodies shall notify persons or organizations, local news media, or such other news media as may request notification of the times, dates, places, and agenda of all public meetings, whether scheduled, rescheduled, or called, and the efforts made to comply with this requirement must be noted in the minutes of the meetings. **The COMET complied with the notification of this meeting on Friday, March 22, 2019 at 3:15 p.m.***

**The Central Midlands Regional Transit Authority
Board of Director's Meeting Minutes
Wednesday, March 27, 2019 at 12:00 p.m.
3613 Lucius Road, Columbia, SC 29201 – Conference Room A**

Members Present:

Ron Anderson, Chair
Jacqueline Boulware*
Joyce Dickerson
Carolyn Gleaton
Bobby Horton
Derrick Huggins
Skip Jenkins*
Way
Col. (R) Roger Leaks, Jr.
Lill Mood
Dr. Robert Morris
Geraldine Robinson (Arrived at 12:08 p.m.)
Andy Smith
William (B.J.) Unthank

Guests Present:

Jackie E. Bowers, Transdev Operations Manager
Alan Bristol, Transdev General Manager
Roderick Cockerham, Operations Manager
Robbie Kopp, ABLE - SC
Larry Livingston, TCS Consultant
Christian Markle, Res. Dev., United Way
GB Olsen, VP of Resource Development, United
Kathleen Robinson, Transport Care Services
Angela Smith, Transdev Employee
Chuck Statler, Mauldin Jenkins
Jamila Sterling, Public member
Tanisha Woodson, Transdev Human Resources

Absent Board Members:

John V. Furgess, Sr.
Rep. Leon Howard
Debbie Summers
Kevin Reeley



**Indicates participation by phone.*

The COMET Staff Present

John Andoh, Executive Director/CEO

Rosalyn Andrews, Director of Finance/CFO

Virginia Goodson, Procurement Specialist

Paige Jernigan, Interim Administrative & Customer Service Specialist

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

Crystal Willis, Financial Accountant

1. CALL TO ORDER AND DETERMINATION OF QUORUM

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

A quorum was determined at the beginning of the meeting.

Paused for a moment of silence for Mr. Furgess and family.

Mr. Anderson asked Mr. Andoh to send flowers on behalf of the Board.

2. ADOPTION OF THE AGENDA

Motion:

A motion was made by Mr. Huggins and seconded by Ms. Gleaton to adopt the agenda.

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

Absent: Boulware, Furgess, Howard

Motion passed.

3. MIDLANDS TRANSIT RIDERS ASSOCIATION UPDATE (VERBAL)

No one from the Midlands Transit Riders Association was present.

4. CALL TO THE PUBLIC

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



Robbie Kopp with ABE South Carolina introduced himself and expressed the willingness to work with The COMET to serve and expand mobility options.

5. PRESENTATIONS

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

Jaqueline Boulware and Skip Jenkins joined the meeting via conference call at 12:06 p.m.

Mr. Bristol, Transdev General Manager, presented Employee of the Month to Ms. Angela Lewis. Mr. Bristol commented on Ms. Lewis's tenure and willingness to work overtime as needed. She has been with Transdev since August 2014. Photos were taken.

Mr. Roderick Cockerham, Transport Care Services Operation Manager, presented Employee of the Month to Ms. Kathleen Robinson, Customer Service Representative since 2005. She is an operator as well as assisting in dispatch. Photos were taken.

Geraldine Robinson arrived at 12:08 p.m.

Mr. Andoh received a text that Kevin Reeley is unable to attend due to work.

B. UNITED WAY PRESENTATION (VERBAL)

Ms. G.B. Olsen, VP of Resource Development and Christian Markle, Resource Development Associate introduced themselves. They informed the Board that the United Way benefits over 30,000 people in the midlands. The COMET was graciously thanked for donating 500 bus tickets and the work done on the Allen Benedict tragedy.

The COMET was awarded the Live United Platinum award and the Best in Class for 95% increase over last year's campaign. Special appreciation was given to Crystal Willis as the staff liaison and to Mr. Andoh for participation. Photos were 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 THAT EVENT, THE ITEM WILL BE REMOVED FOR SEPARATE DISCUSSION AND ACTION.

C. FINANCE COMMITTEE UPDATE & ACTION ITEMS (DR. ROBERT MORRIS)



- I. ACCEPT MID-YEAR BUDGET
- D. SERVICE COMMITTEE UPDATE & ACTION ITEMS (COL. (R) ROGER LEAKS JR.)
- II. AUTHORIZE IMPLEMENTATION OF SPECIAL SERVICE REQUESTS (JOHN ANDOH)
- III. AUTHORIZE IMPLEMENTATION OF INCLEMENT WEATHER SHUTTLE (JOHN ANDOH)
- E. INTERMODAL COMMITTEE UPDATES & ACTION ITEMS (DERRICK HUGGINS)
- F. EXECUTIVE COMMITTEE UPDATES & ACTION ITEMS (NO UPDATES)
- G. EXECUTIVE DIRECTOR AD-HOC EVALUATION COMMITTEE UPDATE & ACTION ITEMS (DR. ROBERT MORRIS)

Mr. Anderson asked for a motion to adopt the full agenda or partial based on questions that need discussion. Dr. Morris asked if the calendar was approved, could discussion of each individual item occur. Mr. Anderson stated yes and explained the process. Col. Leaks requested discussion of A, B and D-I. Ms. Dickerson agreed with discussion of item D - I along with Col. Leaks.

Motion:

A motion was made take B to the Finance Committee for review and open up D-1 for discussion.

Approved: Anderson, Boulware, Dickerson, Gleaton, Huggins, Leaks, Mood, Morris, Smith,

Absent: Furgess, Howard

Motion passed.

Motion:

A motion to approve A, C, D – II and III E, F and G by Mr. Huggins and seconded by Ms. Dickerson.

Approved: Anderson, Boulware, Dickerson, Gleaton, Huggins, Leaks, Mood, Morris, Smith,



Absent: Furgess, Howard

Motion passed.

A. APPROVAL OF THE FEBRUARY 27, 2019 MEETING MINUTES (PAIGE JERNIGAN)

Dr. Morris questioned whether a motion had passed regarding a change in the fiscal year and the pay rate increase.

Mr. Andoh referenced page 6 of 7, page 14 of the packet. He explained the increase will take effect July 1, 2019 per the packet. Dr. Morris understood and explained that he was referring to Mr. Andoh's fiscal year. The minutes will be modified to reflect change.

Motion:

A motion to adopt the modified minutes to reflect the increase and evaluation period discussed was made by Dr. Morris and seconded by Mr. Huggins.

Approved: Anderson, Boulware, Dickerson, Gleaton, Huggins, Leaks, Mood, Morris, Smith,

Absent: Furgess, Howard

Motion passed.

B. APPROVAL OF THE INVOICE PAYMENT SELECTION LISTING ENDING MARCH 31, 2019 (ROSALYN ANDREWS)

Col. Leaks had questions regarding the following charges in the payment section:

- Kiki's Chicken and Waffles
- Forest Acres Rotary
- Modern Nails
- Valentine's Day catered lunch
- Outback Steakhouse
- Forest Acres Rotary
- Commercial Fitness

Ms. Dickerson asked why The COMET is absorbing the cost of the driver appreciation meal, Kiki's Chicken and Waffles. She felt Veolia (Transdev) should be paying for this



expense. Mr. Andoh explained the expense was split between The COMET and Transdev.

Mr. Anderson recommended these items be referred to the Finance Committee for clarification. Mr. Andoh suggested we hold back what is in question and approve the remainder of the check register. Mr. Anderson asked what would happen if Board approval of the register didn't occur at this time. Mr. Andoh interjected that if not approved, payments would be deferred until April, resulting in 60 days out for payment. Mr. Anderson suggested to pull out items to be taken to the Finance Committee.

Ms. Dickerson and Col. Leaks restated the items in question to be pulled for Finance Committee.

Items in question for Finance Committee:

- Kiki's Chicken and Waffles
- Forest Acres Rotary
- Outback Steakhouse
- Modern Nails
- Catered lunch - Valentine's Day
- Commercial Fitness

Motion:

A motion was made by Col. Leaks and seconded by Ms. Dickerson to hold back the items in question for the Finance Committee to review and approve the remainder of the check register.

Approved: Anderson, Boulware, Dickerson, Gleaton, Huggins, Leaks, Mood, Morris, Smith,

Absent: Furgess, Howard

Motion passed.

D. SERVICE COMMITTEE UPDATE & ACTION ITEMS (COL. (R) ROGER LEAKS JR.)

I. AUTHORIZE PUBLIC HEARING FOR MAY 2019 ROUTE MODIFICATIONS TO IMPROVE ON TIME PERFORMANCE (JOHN ANDOH)

Based on pages 46 & 47, Mr. Andoh explained the reason for the public hearing. He then summarized the routes that need to be changed. Col. Leaks asked if all the items had been approved by the Service Committee. Mr. Andoh confirmed.



Ms. Dickerson asked about the frequency of travel to Congaree River. Mr. Andoh explained this would be done during park hours only (Monday through Friday). She asked if we could monitor the ridership to see if this route would be sustainable. Mr. Andoh explained this will be done in six (6) months per the Board policy.

Motion:

A motion was made by Ms. Mood and seconded by Ms. Dickerson to move items to a public hearing.

Approved: Anderson, Boulware, Dickerson, Gleaton, Huggins, Leaks, Mood, Morris, Smith,

Absent: Furgess, Howard

Motion passed.

7. OTHER DISCUSSION & ACTION ITEMS

A. ACCEPT THE LIST OF POTENTIAL COST SAVINGS (JOHN ANDOH)

Mr. Andoh mentioned the action items and the maximum estimated fiscal impact. At the last meeting, staff recommended that the Board of Directors review the potential cost savings, that does not include staff or personnel, as requested by the Board of Directors of February 2018 and accept the list.

Mr. Andoh summarized the list on page 56 which is broken out by operations and capital suggested by The COMET and Transdev staff. Mr. Andoh asked the Board to make a motion to take this list of efficiencies to incorporate into the July 2019 fiscal budget.

For clarification, Mr. Andoh explained that the items on this list are items the Board must feel comfortable "living without." Examples given: Board lunch, courier service for delivery of Board packet, tablets, etc.

Dr. Morris and Ms. Dickerson expressed concern of the packet delivery. They suggested staff, in place of courier, deliver board packet via The COMET vehicles.

Ms. Mood asked for clarification regarding page 57 of the capital cost savings and the amount that will be recouped over the next four years.



Dr. Morris stressed that some items should not even be considered for elimination, specifically the Board lunch. Ms. Dickerson expressed the same concern due to the length of some of the meetings.

Mr. Anderson asked for approval and to strike through the items that are of concern.

Mr. Leaks asked about the professional services line at \$600k. Mr. Andoh explained that the professional service could be refined by removing the “fluff.” Dr. Morris explained the need for professional development. Mr. Andoh explained that this line item is different from professional development. Example: legal, marketing, public relations, etc.

Motion:

A motion was made by Mr. Smith and seconded by Ms. Dickerson to approve the list of Potential Cost Savings as a guide for the FY20 budget process but strike through the elimination of lunches for Board and delivery of packet via courier.

Approved: Anderson, Boulware, Dickerson, Gleaton, Huggins, Leaks, Mood, Morris, Smith,

Absent: Furgess, Howard

Motion passed.

Ms. Mood explained that it wasn't necessary to strike through the delivery of the packet via courier. The motion would simply need to be amended by stating that the delivery of the packet will be delivered via staff using The COMET vehicle.

Motion:

A motion was made by Ms. Mood and seconded by Ms. Dickerson for amendment of the delivery of the Board packets.

Approved: Anderson, Boulware, Dickerson, Gleaton, Huggins, Leaks, Mood, Morris, Smith,

Absent: Furgess, Howard

Motion passed.

B. ACCEPT THE REVISED FINANCIAL MODEL (JOHN ANDOH/ROSALYN ANDREWS)

Mr. Andoh introduced Mr. Chuck Statler with Mauldin & Jenkins. Mr. Statler presented a



report based on the Penny model over the life of the referendum. Mr. Statler mentioned that Mr. Andoh has asked that a few items to be added to this report and for the Board to please consider this as a working draft.

Mr. Statler summarized each page, explaining the Balance Sheet of Net Liquid Assets, Depreciation Sheet, and summary.

Mr. Statler discussed the total cash as of 12/31/18 is \$21,325,759. Penny Revenue Receivables as of 12/31/18 is \$6,380,875. Liabilities as of 12/31/18 is \$1,454,361. Net

Pension Liability is \$1,536,948. Net Liquid Assets – 12/31/18 is \$24,715,325. Penny Funds Earned and Collected as of 12/31/18 remainder is \$204,702,174. Based on these

calculations, Total Available Resources & Fixed Revenue at \$229,417,499 for January 2019 forward.

Mr. Statler summarized that by the year 2031, the cumulative amount of \$1,993,936 in capital would leave The COMET with about \$700k to make up due to monies lost.

Mr. Statler made clear that the next two pages show the depreciation expense of the fleet over the duration of the Penny fund. The last page is a summary of 2030 Q1 Reserve. Year 5 is based on actuals up to the year 2018, as the following years up to Year 18, are predictions based on a 3% increase.

Based on this worksheet and Mr. Statler's forecast, The COMET would have collected all the Penny funding in 2031. Mr. Anderson reminded the Board that he and Mr. Andoh have been in contact with Richland County to discuss IGA in 2035 per ordinance review. Mr. Anderson informed the Board that they are working to be proactive by having early conversations regarding funding.

At the point of 2031 based on the projections, Mr. Statler explained that in 2028 The COMET would have had enough in operations for sustainability to year 2031. Complete liquidation is not included in this number. Mr. Andoh reminded that even at a "fiscal cliff," The COMET will continue to have local match. Example, Lexington County is using general funds.

Mr. Andoh stressed the importance of discussions that need to occur with Richland County and with City of Columbia for placement on the ballot in 2024, 2026, and/or 2028. He referenced pages 60 & 61. Mr. Anderson urged the Board and staff the importance of



the track record with clean audits, etc., as it will be needed when we go to gain community support for additional funding.

Mr. Huggins asked Ms. Dickerson her opinion on how to soften the heart of the council. Ms. Dickerson mentioned they are working hard to build up Richland County but currently they are operating without an Administrator. She does not see progress outside the city and the roads continue to be a big issue. She thinks those in her community see the Penny tax purpose was to repair the roads not bus operations.

Ms. Mood asked for clarification from Ms. Dickerson regarding the dissatisfaction of the performance Penny tax. She asked if The COMET was the source of dissatisfaction or the condition of the roads. Ms. Dickerson explained the negative remarks are not directed to

The COMET.

In closing, Mr. Statler suggested to the Board and staff that this document be updated no less frequently than annually.

Motion:

A motion was made by Mr. Huggins and seconded by Mr. Smith to approve the Penny Model.

Approved: Anderson, Boulware, Dickerson, Gleaton, Huggins, Leaks, Mood, Morris, Smith,

Absent: Furgess, Howard

Motion passed.

CD change occurred

- C. AUTHORIZE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE AN AGREEMENT WITH ABLE – SC FOR ADA CERTIFICATION AND MOBILITY MANAGEMENT SERVICES (VIRGINIA GOODSON)

RFP was put out for ADA services to five (5) companies and only ABLE – SC responded. Ms. Goodson requested the Board allow the Executive Director to negotiate with ABLE – SC as the ADA certification and mobility management services.



Motion:

A motion was made by Dr. Morris and seconded by Mr. Huggins to approve ABLE – SC as the ADA certification and mobility management service **contractor**.

Approved: Anderson, Boulware, Dickerson, Gleaton, Huggins, Leaks, Mood, Morris, Smith,

Absent: Furgess, Howard

Motion passed.

D. ADOPT A REVISED EMPLOYEE HANDBOOK (LEROY DESCHAMPS – ABSENT) (presented by JOHN ANDOH)

Mr. Andoh asked for the adoption of the new employee handbook. Revisions were made to update state statues and new policies. Ms. Mood asked if there was new content that the Board should review. Mr. Andoh referred to page 71 detailing the new content that was lacking in previous handbook. Dr. Morris was pleased with the handbook and he was happy

to review and read the content.

Motion:

A motion was made my Ms. Mood and seconded by Ms. Dickerson to approve the new employee handbook.

Mr. Smith asked about publishing the handbook online based on advice from the City of Forest Acres labor attorney. Mr. Huggins agreed but felt consultation with the legal team is necessary before publishing online.

Approved: Anderson, Boulware, Dickerson, Gleaton, Huggins, Leaks, Mood, Morris, Smith,

Absent: Furgess, Howard

Motion passed.

E. ADOPT THE SERVICE EQUITY POLICY (JOHN ANDOH)



Mr. Andoh referred to page 165 regarding services as relates to allocating costs to the appropriate jurisdiction.

Motion:

A motion was made by Mr. Huggins and seconded by Dr. Morris to adopt the Service Equity Policy.

Approved: Anderson, Boulware, Dickerson, Gleaton, Huggins, Leaks, Mood, Morris, Smith,

Absent: Furgess, Howard

Motion passed.

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

A. FROM THE FINANCE COMMITTEE

Mr. Andoh stated per Mr. Leaks and Ms. Dickerson, we will bring back the six items regarding review and the banking policy back to the Finance Committee.

B. FROM THE SERVICE COMMITTEE

No Items presented from the Service Committee.

C. FROM THE INTERMODAL COMMITTEE

As advisory to the Board, Intermodal Committee has a workshop scheduled next month to prioritize projects to pursue.

9. PROGRESS REPORTS – INFORMATIONAL ONLY

A. CHAIR REPORT

B. EXECUTIVE DIRECTOR /CEO REPORT

C. REVIEW OF BOARD MOTIONS FROM JANUARY 2017 TO PRESENT

D. TRANSIT OPERATIONS REPORT

E. FINANCE REPORT

F. DISADVANTAGED BUSINESS ENTERPRISE REPORT

G. RIDERSHIP REPORT

Motion:

A motion was made by Ms. Dickerson and seconded by Ms. Gleaton to approve the



progress reports.

Approved: Anderson, Boulware, Dickerson, Gleaton, Huggins, Leaks, Mood, Morris, Smith,

Absent: Furgess, Howard

Motion passed.

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

No Legal/Contractual/Personnel to discuss

11. ADJOURN

Motion:

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

Approved: Anderson, Boulware, Dickerson, Gleaton, Huggins, Leaks, Mood, Morris, Smith,

Absent: Furgess, Howard

Motion passed.

Mr. Andoh mentioned that a public member had arrived late and did want an opportunity to speak. Mr. Anderson requested a motion to reopen the meeting.

Motion:

A motion was made by Ms. Mood and seconded by Ms. Dickerson to reopen the meeting.

Approved: Anderson, Boulware, Dickerson, Gleaton, Huggins, Leaks, Mood, Morris, Smith,

Absent: Furgess, Howard

Motion passed.



Public member Jamila Sterling requested more outreach and focus groups in Columbia and surrounding areas. She attended one of the Listening Session and would like to see more community representation. She stated that the community feels the comment cards are not read or taken into consideration when submitted.

Ms. Dickerson asked Ms. Sterling about the area in which she lives. Ms. Sterling lives near Columbia College. Ms. Sterling's main concern is ways to improve customer satisfaction and quality through community participation.

Mr. Andoh will follow up with Ms. Sterling to address her concerns.

12. ADJOURN

Motion:

A motion was made by Ms. Dickerson and seconded by Mr. Huggins to adjourn.

Approved: Anderson, Boulware, Dickerson, Gleaton, Huggins, Leaks, Mood, Morris, Smith,

Absent: Furgess, Howard

Motion passed.

The meeting was adjourned at 1:18 p.m.

CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY

Adopted this March, 2019, Agenda Item _____

Prepared by:



Paige Jernigan, Interim Administrative & Customer Service Specialist

Approved by:



Andy Smith

Andy Smith, Board Secretary

