



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 @ 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 Wednesday, March 6, 2019.**

**The Central Midlands Regional Transit Authority Finance Committee
Wednesday, March 13, 2019-10:00 A.M.
3613 Lucius Road, Columbia, SC 29201 – Conference Room A**

Members Present:

Andy Smith
Jacqueline Boulware* (joined call at 10:10 am)
Dr. Robert E. Morris, Chair*
Joyce Dickerson (in place of Col. (R) Roger Leaks, Jr)

Guests Present:

Chuck Statler, Mauldin & Jenkins, LLC

Absent Committee Members:

Representative Leon Howard
Colonel (R) Roger Leaks, Jr.

**Indicates participation by phone.*

COMET Staff Present

John Andoh, Executive Director/CEO
LeRoy DesChamps, Director of Administration & Operations/COO
Arlene Prince, Director of Regulatory Compliance & Civil Rights Officer
Roselyn Andrews, Finance Director/CFO
Crystal Willis, Financial Accountant
Michelle Ransom, Grants & Regional Coordination Manager
Paige Jernigan, Administrative & Customer Service Specialist

1. CALL TO ORDER

Mr. Smith called the meeting to order at 10:07 am.

DETERMINATION OF QUORUM

A quorum was present at the opening of the meeting.



2. ADOPTION OF AGENDA

Motion:

A motion was made by Ms. Dickerson and seconded by Mr. Smith to adopt the agenda.

Approve: Boulware, Dickerson, Morris and Smith

Absent: Howard, Leaks

Motion passed unanimously.

3. ADOPT MINUTES FROM FEBRUARY 13, 2019 MEETING

Motion:

A motion was made by Dr. Morris and seconded by Mr. Smith to adopt the minutes from February 13, 2019 with no corrections.

Approve: Boulware, Dickerson Morris and Smith

Absent: Howard, Leaks

Motion passed unanimously.

4. MATTERS REFERRED FROM THE BOARD OF DIRECTORS

Page 7 – list of motions. Mr. Andoh will discuss later in the meeting.

5. REVIEW CURRENT FINANCES ENDING January 2019 (Rosalyn Andrews)

Ms. Andrews reviewed the current finances ending in January 2019 starting on page 8 of the packet.

A correction to Net Income (Loss) per month should state \$381K instead of \$391k, YTD should state \$331k instead of \$321k was noted. Currently The COMET is 7/12th of way through the budget, with 58.33% of year completed.

After discussion of the Wells Fargo - Operating account and the two accounts at OPTUS Bank (formerly SC Community Bank) Reserve Funds, it was suggested by Mr. Smith and Mr. Andoh to review the investment policy and bank reserve funds at the next Finance Committee meeting. After committee review, we will submit Request for Proposal(s) on the banks policies/services to determine our next steps with the goal of utilizing only one bank.

6. DISADVANTAGED BUSINESS ENTERPRISE (DBE) UPDATE (Arlene Prince)

Dr. Prince referred to page 16 of the packet as she gave her DBE update.

Dr. Morris asked Dr. Prince why the percentage towards the Contract Goal was at 26.4%, Dr. Prince explained once the Transdev payment is processed the Contract Goal will be at or close to 25.6% based on last month's



numbers. At the next board meeting these numbers will be more accurately presented. Mr. Andoh explained that the Transdev payment was held due to discrepancies.

7. OLD BUSINESS

A. Mid-Year Budget Review

Ms. Andrews provided a summary of the Mid-Year Budget Review to the committee.

Starting on Page 19 is a summary of revenue and expenses through December 31, 2018. Column F shows the proposed budget with adjustments and Column G shows the variance. On Page 24 there is a summary explaining the variance with notes detailing reason for increase or decrease.

Dr. Morris asked Ms. Andrew's, based on current numbers if would we end the fiscal year in a deficit or surplus. Ms. Andrews stated that her prediction is The COMET will end the year in a deficit. Mr. Andoh stated that with the implementation of cost saving items, the savings may not be enough to offset the deficit for FY 19/20.

Mr. Smith expressed concern regarding the 2019 approved budget reflecting a (\$903,650) deficit and specifically line item 73: Federal Expense: Operations Assistance. Mr. Andoh explained that it has been discussed in previous board meetings that using these capital dollars to fund some of our services. Mr. Andoh did explain there is a duplication of charges on line item 74: Federal Expense: ADA Paratransit, \$523,605, this should be incorporated into line 46: Contractor: DART (include 62 & 31 as of Nov 18). As result, the cost of \$523,605 could be subtracted from line 74 or eliminating line 74 altogether. This will take our FY2019 Proposed Budget with adjustments deficit in the positive direction resulting in a deficit of (\$758,999) as opposed to (\$1,282,603).

Line 67: Federal Expense Preventative Maintenance (PM) needs to be examined with Ms. Ransom due to capital funds being used in operational expenses. This could further decrease the deficit. Motion by Mr. Andoh to recommend to the board the incorporation of these federal funds to be incorporated into the operational funds.

Ms. Dickerson requested a breakdown of the Other Misc. Expenses, line 62. Ms. Andrews will send this as requested to the board. Dr. Morris agreed.

Motion:

A motion was made by Ms. Dickerson and seconded by Dr. Morris that the Mid – Year Budget with modifications and revisions being sent to the board.

Approve: Boulware, Dickerson, Morris and Smith

Absent: Howard, Leaks



Motion passed unanimously.

B. Penny Model Update

Mr. Statler presented a working draft of the Penny Model.

Per the handout, the revised Penny Model shows a snapshot of our funding for the next 18 years (2031) with a trend line of 3% growth with 20% (of Total Cost) fleet purchase with a Capital Reserve balance amount of \$1,993,936. At this projected rate, the Penny funding will run out Q1 or Q2 of 2028. This does not include liquidated assets; building, fleet, etc.

It was suggested by Dr. Morris that Mr. Statler attend the next board meeting. Ms. Dickerson requested a more conservative model, Mr. Smith agreed.

Mr. Statler and Mr. Andoh reiterated the importance of updating this model per year for fiscal sustainability.

Motion:

Mr. Andoh motioned that the model be taken to the board. Ms. Dickerson seconded then followed by Dr. Morris.

Approve: Boulware, Dickerson, Morris and Smith

Absent: Howard, Leaks

Motion passed unanimously.

C. List of Potential Cost Savings

Pages 32 – 34 illustrate some suggested cultural changes to fully make cost effective changes. Recommended motion from Mr. Andoh to present to the board and incorporate into our 2019/2020 fiscal budget.

Motion:

Ms. Dickerson motioned this item to be discussed at the board meeting, seconded by Mr. Smith.

Approve: Boulware, Dickerson, Morris and Smith

Absent: Howard, Leaks

Motion passed unanimously.

8. NEW BUSINESS



No New Business matters to discuss.

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

No Legal/Contractual/Personnel matters to discuss.

10. ADJOURN

Motion:

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

This meeting adjourned at 11:21 am.

CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY

Adopted this March, 2019, Agenda Item _____

Prepared by:

A handwritten signature in cursive script, which appears to be 'Paige Jernigan', written over a horizontal line.

Paige Jernigan, Administrative & Customer Service Specialist

Approved by:

A handwritten signature in cursive script, which appears to be 'Andy Smith', written over a horizontal line.

Andy Smith, Secretary

