



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 pjernigan@thecometsc.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, November 15, 2019 at 3:15 P.M.

**The Central Midlands Regional Transit Authority
Board of Directors Meeting Minutes
Wednesday, November 20, 2019 at 12:00 P.M.
3613 Lucius Road, Columbia, SC 29201 - Conference Room A**

Members Present:

Ron Anderson, Chair
Jacqueline Boulware*
John V. Furgess, Sr.
Col. (R) Roger Leaks, Jr.
Lill Mood
Dr. Robert Morris
Andy Smith
Debbie Summers

Guests Present:

Leo Auger, Auger Consulting
Bridgett Cochran, Transdev
Kenneth Evans, Transdev
Anderson Hayward, Transport Care Services
Frannie Heizer, Burr & Foreman
Shanell Shephard, Campbell Consulting
Bill Sprawl, Regional Vice President of Transdev

Absent Board Members:

Joyce Dickerson
Carolyn Gleaton
Bobby Horton
Representative Leon Howard
Derrick Huggins
Skip Jenkins
Geraldine Robinson
William (B.J.) Unthank

**Indicates participation by phone.*



The COMET Staff Present

John Andoh, Executive Director/CEO
Rosalyn Andrews, Director of Finance/CFO
LeRoy DesChamps, Director of Administration & Operations/COO
Pam Bynoe-Reed, Marketing & Public Information Manager
Paige Jernigan, Administrative & Customer Service Specialist
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 12:03 P.M.
A quorum was determined at the beginning of the meeting.

2. ADOPTION OF THE AGENDA

Mr. Furgess requested to pull out some of the items to reduce the length of the meeting. He requested to pull Item C, D, E, and I out of the Consent Calendar for discussion.

Motion:

A motion was made by Ms. Mood and seconded by Dr. Morris to adopt the agenda.

Approved: Anderson, Boulware, Leaks, Mood, Morris, Smith, Summers

Absent: Dickerson, Gleaton, Howard, Huggins

Nay: Furgess

Motion passed.

3. MIDLANDS TRANSIT RIDERS ASSOCIATION UPDATE

No representation

4. CALL TO THE PUBLIC

- INDIVIDUALS WISHING TO ADDRESS THE BOARD MUST SIGN UP PRIOR TO THE CALL TO ORDER.
- COMMENT TIME LIMIT - TWO (2) MINUTES PER PERSON.

None

5. PRESENTATIONS

- A. EMPLOYEE OF THE MONTH FOR TRANSDEV AND TRANSPORT CARE SERVICES
(LAWRENCE GABALDON & WILLIAM NORRIS)

Transdev Employee of the Month, Mr. Evans and Mr. Norris were not present. Item was moved to the end of the meeting.



Motion:

A motion was made by Col. Leaks and seconded by Dr. Morris to defer Item 5 to after Item 9 on the agenda.

Approved: Anderson, Boulware, Leaks, Furgess, Mood, Morris, Smith, Summers

Absent: Dickerson, Gleaton, Howard, Huggins

Motion passed.

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 OCTOBER 23, 2019 MEETING MINUTES (PAIGE JERNIGAN)
- B. APPROVAL OF THE NOVEMBER 6, 2019 SPECIAL MEETING MINUTES (PAIGE JERNIGAN)
- C. APPROVAL OF THE INVOICE PAYMENT SELECTION LISTING ENDING NOVEMBER 30, 2019 (CRYSTAL WILLS)
- D. FINANCE COMMITTEE ACTION ITEMS (DR. ROBERT MORRIS & ROSALYN ANDREWS)
- E. SERVICE COMMITTEE ACTION ITEMS (COL. (R) ROGER LEAKS JR., & JOHN ANDOH)
 - I. SPECIAL SERVICE REQUEST FOR NOMA (JOHN ANDOH)
 - II. ACCEPT SERVICE COMMITTEE PRIORITIES FOR FY 2019-2020
- F. INTERMODAL AD-HOC COMMITTEE ACTION ITEMS (NONE)
- G. EXECUTIVE COMMITTEE ACTION ITEMS (NONE)
- H. EXECUTIVE DIRECTOR AD-HOC EVALUATION COMMITTEE ACTION ITEMS (NONE)
- I. TRANSIT OPERATOR RFP AD-HOC COMMITTEE ACTION ITEMS (DERRICK HUGGINS)
 - I. DIRECT STAFF AND LEGAL COUNSEL TO DRAFT REQUEST FOR PROPOSALS (JOHN ANDOH)
 - II. CREATE A MINORITY BUSINESS ENTERPRISE PROGRAM (MBE) (JOHN ANDOH)

Mr. Andoh reminded that the Consent Calendar is used for the Committees to have an opportunity to report to the Board any items that need to be acted upon or discussed. Mr. Furgess interrupted and questioned whether this was a Staff meeting or a Board meeting.

Motion:

A motion was made by Mr. Smith and seconded by Col. Leaks to approve Items A, B, F, G and H of the Consent Calendar.

Approved: Anderson, Boulware, Leaks, Furgess, Mood, Morris, Smith, Summers

Absent: Dickerson, Gleaton, Howard, Huggins

Motion passed.

Ms. Andrews explained Item 6. C., the draft Invoice Payment Selection Listing ending November 30, 2019. Ms. Andrews continued that the register shows items that have not been paid but will be once



the Board has approved. She added that there will be a few invoices that will be paid later due to the November meeting being held a week early due to Thanksgiving Holiday.

As result, it was decided that the email would be sent polling the Board for approval of the Invoice Payment Selection and ratified in the December meeting. Attorney Heizer suggested that if any items are questionable or unclear, respond to all Board members expressing clarification.

Attorney Heizer recommended the motion be made to approve what is in front of the Board today. She added that a separate motion could be made for the supplemental invoices that will come out between now and end of November be emailed to the Board and polled and if the majority approves, checks would be cut in December and ratified at the December Board meeting.

Motion:

A motion was made by Ms. Mood to approve what is in front of the Board today. The motion was not seconded.

Motion failed.

Dr. Morris requested that the finance information that is sent be legible.

Col. Leaks asked if the Finance Chair, Dr. Morris had vetted these invoices. Dr. Morris agreed that he had seen the ones in front of him. Col. Leaks asked about the Consultant, Mr. Auger and his payment for the month of November. Dr. Morris added that this is a valid point and the need for consulting.

Mr. Anderson stated that Executive Director has the authority to contract up to \$250 thousand dollars. Dr. Morris stated that this amount is excessive, and the Board needs to revisit the Procurement Policy on contract spending.

Mr. Anderson requested that the Finance Committee work on the Procurement Policy and bring a proposal for change to the Board for a vote.

Motion:

A motion was made by Ms. Mood and seconded by Mr. Smith to approve the check register in front of us today.

Approved: Anderson, Boulware, Leaks, Furgess, Mood, Morris, Smith, Summers

Absent: Dickerson, Gleaton, Howard, Huggins

Motion passed.

Mr. Smith asked about the Alliance Bus Group sales amount that was in the emailed packet. It was noted that this expense was not in the packet presented today. Mr. Andoh explained that this is a



purchase order to obtain the low floor cutaways that will be purchased with South Carolina Department Of Transportation grant funding.

Motion:

A motion was made by Col. Leaks and seconded by Ms. Mood that we send additional changes to the check register before December 2, 2019, this will be sent via email for poll approval.

Approved: Anderson, Boulware, Leaks, Furgess, Mood, Morris, Smith, Summers

Absent: Dickerson, Gleaton, Howard, Huggins

Motion passed.

Attorney Heizer stated that if any concerns or questions arise, express in the email and reply all.

Ms. Mood asked if it is a reasonable requirement that the Board approve every check written, is this policy? Mr. Andoh agreed. Ms. Mood suggested the Finance Committee discuss and review this requirement.

E.I: Mr. Andoh stated that the Service Committee discussed a request from North Columbia Business Association to provide shuttle service at the NOMA Cookie Crawl and Tree Lighting Event on Thursday, December 5th, 2019. The shuttle would operate from 5:30 P.M. to 9:30 P.M. The service would be free, and one cutaway bus would operate.

Motion:

A motion was made by Ms. Mood and seconded by Dr. Morris to approve a special shuttle for the NOMA Cookie Crawl event on December 5, 2019.

Approved: Anderson, Boulware, Leaks, Furgess, Mood, Morris, Smith, Summers

Absent: Dickerson, Gleaton, Howard, Huggins

Motion passed.

E.II: Mr. Andoh stated that the Service Committee recommends the Board of Directors accept the proposed FY 2019-2020 priorities with a timeline. Col. Leaks added that the list of priorities is not to be implemented by the Staff without approval of the Committee and the Board.

Motion:

A motion was made by Col. Leaks and seconded by Mr. Furgess to approve the Service Committee 2019-2020 project timeline presented.

Approved: Anderson, Boulware, Leaks, Furgess, Mood, Morris, Smith, Summers

Absent: Dickerson, Gleaton, Howard, Huggins

Motion passed.

I.I: Mr. Andoh explained that the Ad-Hoc Committee would like approval from the Board to proceed



with a Request for Proposals (RFP) for Transit Operations & Maintenance being drafted then ultimately released after Committee and Board approval.

Motion:

A motion was made by Mr. Furgess and seconded by Dr. Morris to approve Staff and Legal Counsel to draft the Request for Proposals then bring to Committee to review and then ultimately release of the Request for the Proposal.

Approved: Anderson, Boulware, Leaks, Furgess, Mood, Morris, Smith, Summers

Absent: Dickerson, Gleaton, Howard, Huggins

Motion passed.

I.II. Mr. Andoh referred to Page 66 and added that the Ad-Hoc Committee would like approval of the recommendations for the development of a Minority Business Enterprise Program and Goal for The COMET. Staff is recommending an overall agency minimum Minority Business Enterprise goal of 25 percent for The COMET. Mr. Andoh referred to Page 71 and summarized the contracting opportunities.

Motion:

A motion was made by Ms. Mood and seconded by Mr. Smith to give authority for the Staff to create a new Minority Business Enterprise.

Approved: Anderson, Boulware, Furgess, Mood, Morris, Smith, Summers

Absent: Dickerson, Gleaton, Howard, Huggins

Opposed: Leaks

Motion passed.

Col. Leaks expressed concern on whether the Board has the authority to approve this? He then asked why we are proposing an MBE when we currently have a DBE. His main concern is that there is no limit or cap on income. It was explained that the creation of a Minority Business Enterprise program for minority and women owned businesses would allow The COMET to apply other procedures that do not involve federal funding and the following of local dollars made available for contracting opportunities to minority and women-owned businesses.

Mr. Andoh added that this is not an uncommon practice. He added that the Regulatory Compliance and Civil Rights Department will be responsible for implementing the Minority Business Enterprise Program. He further cautioned that we will have to identify alternate funding for the Minority Business Enterprise.

7. OTHER DISCUSSION & ACTION ITEMS

A. ADOPT AMENDED INFORMATION TECHNOLOGY POLICIES (JOHN ANDOH)



Mr. Andoh explained that he needs approval to execute a contract with iT1 Solutions to provide Information Technology management and support services for three years with two one-year options.

Motion:

A motion was made by Ms. Mood and seconded by Mr. Smith to approve the iT1 Policy.

Approved: Anderson, Boulware, Leaks, Furgess, Mood, Morris, Smith, Summers

Absent: Dickerson, Gleaton, Howard, Huggins

Motion passed.

Dr. Morris expressed concern regarding the amount of money being spent. He added that items in this packet and policies needs to be explained to the Board in advance in summary form. Mr. Anderson suggested to send this issue to a Committee.

Ms. Mood withdrew her original motion.

Motion:

A motion was made by Dr. Morris and seconded by Mr. Furgess to send the iT1 Policy back to the Finance Committee for review.

Approved: Anderson, Boulware, Leaks, Furgess, Mood, Morris, Smith, Summers

Absent: Dickerson, Gleaton, Howard, Huggins

Motion passed.

Mr. Anderson stated that what is on the agenda needs to be discussed today but we need to give better guidance to Executive Director.

B. SAFETY PLAN CONSULTANT AWARD (ARLENE PRINCE)

Motion:

A motion was made by Dr. Morris and seconded by Ms. Mood to approve the Safety Plan Consultant Award to RLS Associates.

Approved: Anderson, Boulware, Furgess, Mood, Morris, Smith, Summers

Absent: Dickerson, Gleaton, Howard, Huggins

Opposed: Leaks

Motion passed.

C. IT MANAGER AWARD (JOHN ANDOH)

Mr. Andoh explained that the Staff is recommending approval by the Board of Directors to authorize the Executive Director/CEO to execute a contract with iT1 Solutions to prepare to provide Information Technology management and support services for three years with two one-year



options. This person will be employed by The COMET and supervised by Director of Administration and Operations/COO.

Motion:

A motion was made by Ms. Mood and seconded by Mr. Anderson to approve the contract with iT1 Solutions.

Approved: Anderson, Boulware, Furgess, Leaks, Mood, Morris, Smith, Summers

Absent: Dickerson, Gleaton, Howard, Huggins

Motion passed.

D. TRANSDEV CHANGE ORDER #3 AUTHORIZATION

Mr. Andoh referred to Agenda Item # 7D and that the Finance Committee recommended to bring back to the Board for review. He summarized the background.

- Section 4.3 in relation to incorporation of the FY 2019-2020 Rates based on CPI + \$1.54 adder for fixed route and the addition of an optional hourly rate to maintain an additional 30 buses supporting shuttle operations.
- Section B as it relates to adding 100% of the salaries and benefits of an optional Operations Manager to oversee shuttle operations and 100% of the salaries and benefits of the Megabus Ambassador for customer service at the Megabus stop between 1 p.m. and 6 p.m., seven days a week.
- Section E.7 as it relates to the hours of customer service at Transit Center and Call Center.
- Section F.6 as it relates a true-up of parts costs relevant to farebox, TransLoc and Clever Devices.
- Authorizing Transdev to use the Authority's Operations Consultant to provide leadership and technical support to the Contractor's General Manager and Key Personnel from December 1, 2019 to June 30, 2020. The Contractor shall reimburse the Authority for the Operations Consultant at a rate of \$3,000 per week for 20 hours a week, plus documented reasonable actual travel and meal expenses for the duration of the Contract in the form of a credit on the monthly invoice for the period of the 16th to the end of the month. Meal expenses shall not exceed \$70 per day.
- Adds the reimbursement rate for The COMET On The Go! Program to provide the Wheelchair Accessible Service (WAV) from the hours that DART paratransit service ends for the day (based on the last The COMET fixed route bus arriving its last timepoint) until 3:00 a.m. This service is required if a contract is in place with a transportation network company.

Mr. Andoh concluded that the expenses are minimal, and most would be fully reimbursed.



Motion:

A motion was made by Ms. Mood and seconded by Mr. Smith to approve Transdev Change Order #3.

Approved: Anderson, Boulware, Furgess, Leaks, Mood, Morris, Smith, Summers

Absent: Dickerson, Gleaton, Howard, Huggins

Motion passed.

E. DISCUSSION REGARDING BYLAWS & COMMITTEE AGENDA SETTING (FRANNIE HEIZER)

F. AUTHORITY DESIGNATION IN FIXED ROUTE & PARATRANSIT PROGRAM MANAGEMENT AGREEMENT (FRANNIE HEIZER)

Motion:

A motion was made by Mr. Furgess and seconded by Dr. Morris to defer Item E. and F. to a workshop setting at a time to be determined.

Approved: Anderson, Boulware, Furgess, Leaks, Mood, Morris, Smith, Summers

Absent: Dickerson, Gleaton, Howard, Huggins

Motion passed.

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

A. FROM THE FINANCE COMMITTEE

Motion:

A motion was made by Dr. Morris that all recommendations with finance requirement be vetted through the Finance Committee before going to the Board.

Dr. Morris added specifically policies or contracts. It was suggested by Mr. Anderson that the motion be amended to state, "all financial related policies and contracts be vetted through the Finance Committee before going to the Board."

It was discussed further, and Dr. Morris withdrew his motion.

Motion:

A motion was made by Mr. Furgess and seconded by Dr. Morris that the Finance Committee review the Executive Director spending authority.

Approved: Anderson, Boulware, Furgess, Leaks, Mood, Morris, Smith, Summers

Absent: Dickerson, Gleaton, Howard, Huggins

Motion passed.



Motion:

A motion was made by Mr. Furgess and seconded by Dr. Morris that all expenditures for the Central Midlands Regional Transit Authority must be signed by the Finance Chair and approved by the Board before being paid.

It was discussed that this is already being done. Mr. Furgess withdrew his motion.

- B. FROM THE SERVICE COMMITTEE
- C. FROM THE EXECUTIVE COMMITTEE
- D. FROM BOARD MEMBERS

PRESENTATIONS

EMPLOYEE OF THE MONTH FOR TRANSDEV AND TRANSPORT CARE SERVICES
(LAWRENCE GABALDON & WILLIAM NORRIS)

Mr. Gabaldon introduced Transdev Employee of the Month Mr. Kenneth Evans. Mr. Evans has been employed since October 1979, and he has gone the extra mile for his passengers and individuals both in and out of our facility. Mr. Gabaldon added that he spends extra time with his passengers when needed and makes sure that they are aware of and understand what is needed to CATCH THE COMET. Mr. Evans is always willing to teach and educate newly hired employees on the needs of the job and has shared the wealth of knowledge that he has obtained in his 40+ years.

Mr. Norris introduced Transport Care Services employee of the month for November 2019, Mr. Anderson Hayward. Mr. Hayward began serving as a paratransit operator for Transport Care/ DART services on December 3, 2018. He has been a professional, sturdy and reliable member of our team of drivers and exemplifies poise and patience on the road. Mr. Norris stated that when asked of the dispatch team and other drivers what they thought of Mr. Hayward the response was that he is “ a good man, who is approachable and always respectful.” Mr. Norris added that he has no doubt that a polling of the passengers would echo those same sentiments.

9. 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. COMMITTEE CHAIRS UPDATE
 - I. FINANCE COMMITTEE UPDATE (DR. ROBERT MORRIS)
 - II. SERVICE COMMITTEE UPDATE (COL. (R)ROGER LEAKS JR.)
 - III. INTERMODAL AD-HOC COMMITTEE UPDATES (DERRICK HUGGINS)
 - IV. EXECUTIVE COMMITTEE UPDATES (RON ANDERSON)
 - V. EXECUTIVE DIRECTOR AD-HOC EVALUATION COMMITTEE UPDATE (DR. ROBERT MORRIS)



Dr. Morris reminded the Board to complete their evaluations of the Executive Director/CEO and forward to Mr. DesChamps as soon as possible.

VI. TRANSIT OPERATOR REQUEST FOR PROPOSALS AD-HOC COMMITTEE
(DERRICK HUGGINS)

B. EXECUTIVE DIRECTOR/CEO REPORT (JOHN ANDOH)

None

C. PERSONNEL UPDATE (LEROY DESCHAMPS) HANDOUT

Mr. DesChamps gave the personnel report. He stated that Planning and Development Specialist position continues to be advertised nationally, locally, through social media and The COMET website. He added that he will continue to review resumes and prescreen applicants to identify candidates for interviews. Through these outlets we've received over 70 resumes. Going forward The COMET will extend our advertising outlets to include The State, The Greenville News, The Charlotte Observer and the Charleston News and Courier.

Mr. DesChamps provided information on the Transit Service Interns. He conducted two interviews and after the prescreening process, a decision to hire will be made. Mr. DesChamps added that he is continuing to receive resumes and applications and he will keep the Board apprised.

Mr. Furgess expressed concern of the salary range for the Planning and Development Specialist. Mr. Andoh stated that they he did some research and this range is comparable to other areas our size and this was accepted by the recruiter. Mr. Anderson suggested contacting colleges in the Southeast with planning programs. Ms. Mood recommended extending the search internationally. Col. Leaks urged that this salary range is too low.

E. REVIEW OF BOARD MOTIONS FROM JAN 2017 TO PRESENT (JOHN ANDOH)

F. TRANSIT OPERATIONS REPORT (LAWRENCE GABALDON)

G. DISADVANTAGED BUSINESS ENTERPRISE REPORT (DR. ARLENE PRINCE)

H. FINANCE REPORT (ROSALYN ANDREWS)

I. RIDERSHIP REPORT (JOHN ANDOH)

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

- A. SECTION 30-4-70 (A) (2) - THE RECEIPT OF LEGAL ADVICE WHERE THE LEGAL ADVICE RELATES TO A PENDING, THREATENED, OR POTENTIAL CLAIM OR OTHER MATTERS COVERED BY THE ATTORNEY-CLIENT PRIVILEGE, SETTLEMENT OF LEGAL CLAIMS, OR THE POSITION OF THE PUBLIC AGENCY IN OTHER ADVERSARY SITUATIONS INVOLVING THE ASSERTION AGAINST THE AGENCY OF A CLAIM - *DEPARTMENT OF REVENUE LAWSUIT*

Motion:

A motion was made by Ms. Mood and seconded by Dr. Morris to enter Executive Session.

Approved: Anderson, Boulware, Furgess, Leaks, Mood, Morris, Smith, Summers



Absent: Dickerson, Gleaton, Howard, Huggins
Motion passed.

The Board entered Executive Session at 1:31 P.M.

Motion:

A motion was made by Col. Leaks and seconded by Dr. Morris to end Executive Session with no action taken.

Approved: Anderson, Boulware, Furgess, Leaks, Mood, Morris, Smith, Summers

Absent: Dickerson, Gleaton, Howard, Huggins

Motion passed.

The Board ended Executive Session at 1:46 P.M.

5. Adjourn

Motion:

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

Approved: Anderson, Boulware, Furgess, Leaks, Mood, Morris, Smith, Summers

Absent: Dickerson, Gleaton, Howard, Huggins

Motion passed.

Meeting adjourned at 1:47 P.M.

CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY

Adopted this _____, 2019, Agenda Item _____

Prepared by:

Paige Jernigan, Administrative & Customer Service Specialist

Approved by:

Andy Smith, Board Secretary