



*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](mailto: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, Friday 13, 2019 at 3:15 P.M.***

**The Central Midlands Regional Transit Authority  
Board of Directors Meeting Minutes  
Thursday, December 19, 2019 at 12:00 P.M.  
3613 Lucius Road, Columbia, SC 29201 – Conference Room A**

**Members Present:**

Ron Anderson, Chair  
Joyce Dickerson  
Carolyn Gleaton  
John V. Furgess, Sr.  
Representative Leon Howard  
Derrick Huggins\*  
Col. (R) Roger Leaks, Jr.  
Lill Mood\*  
Dr. Robert Morris  
Geraldine Robinson  
Andy Smith

**Guests Present:**

Leo Auger, Auger Consulting  
Bridgett Cochran, Transport Care Services  
Pam Baker, Burr Foreman and McNair  
Larry Gabaldon, Transdev Services  
Charles Gossett, Midlands Transit Riders Association  
Frannie Heizer, Burr Foreman and McNair  
Rick Morgan, Burr Foreman and McNair  
Will Norris, Transport Care Services  
Shanell Shephard, Campbell Consulting  
Robert Young-Williams, Transdev Services  
Thelma Walker, Transport Care Services

**Absent Board Members:**

Jacqueline Boulware  
Bobby Horton  
Skip Jenkins  
Debbie Summers  
William (B.J.) Unthank

*\*Indicates participation by phone.*



Mr. Norris introduced the Transport Care Services Employee of the Month, Ms. Thelma Walker. Ms. Walker began her career as a reservationist for Transport Care/ Dial-A-Ride Transportation Services on March 13, 2017. He added that she is noted not only for her consistency and reliability, but her spirit and essence she brings to the office each day. The kindness and care that she shows and give to our disabled riders is second to none. Rarely is there a time when a rider calls, even if to complain about a late pick-up, that the opportunity is not taken to acknowledge the care and professionalism.

Mr. Gabaldon introduced Mr. Robert Young-Williams as the Employee of the Month for Transdev Services. Mr. Gabaldon stated that Mr. Young is one of the lead technicians on our Maintenance Team. He added that his customer service skills are exemplary. He is one of the friendliest people we know, and always arrives with a smile on his face and a happy greeting for his co-workers. Although he is responsible for preventative maintenance, worker orders and diagnosing repairs for the fleet, he can often be found assisting co-workers and helping to train any newly hired mechanics.

6. CONSENT CALENDAR: THE FOLLOWING ITEMS LISTED UNDER THE CONSENT CALENDAR WILL BE CONSIDERED AS A GROUP AND ACTED UPON BY ONE MOTION WITH NO SEPARATE DISCUSSION, UNLESS A BOARD MEMBER SO REQUESTS. IN THAT EVENT, THE ITEM WILL BE REMOVED FOR SEPARATE DISCUSSION AND ACTION.
  - A. APPROVAL OF THE NOVEMBER 20, 2019 MEETING MINUTES (PAIGE JERNIGAN)
  - B. APPROVAL OF THE INVOICE PAYMENT SELECTION LISTING ENDING DECEMBER 31, 2019 (CRYSTAL WILLS)
  - C. FINANCE COMMITTEE ACTION ITEMS (DR. ROBERT MORRIS & ROSALYN ANDREWS)
    - I. APPROVE IT POLICIES
    - II. APPROVE TRANSDEV'S REQUEST TO OUTSOURCE HUMAN RESOURCES, VEHICLE DETAILING & NTD SURVEYING PAGES 64-90
    - III. DISBURSEMENT OF FUNDS TO OPTUS BANK, LGIP RESERVE ACCOUNTS PAGES 90A- 90C
    - IV. UPDATE THE PROCUREMENT POLICY WHICH INCLUDES EXECUTIVE DIRECTOR SPENDING AUTHORITY PAGES 91-250
  - D. SERVICE COMMITTEE ACTION ITEMS (COL. (R)ROGER LEAKS JR., & JOHN ANDOH)
    - I. IMPLEMENT PILOT MOBILITY MANAGEMENT PROGRAMS
    - II. APPROVE REQUEST FOR TRANSDEV'S PARATRANSIT MANAGER



*authority to spend \$250 thousand but anything over \$100 thousand must be shared with the Board.”*

**Motion:**

A motion by Dr. Morris and seconded by Mr. Furgess to adopt with modification of the spending authority of the Executive Director to \$100 thousand.

Mr. Anderson requested a voice vote:

Anderson: Nay

Dickerson: Nay

Leaks: Aye

Furgess: Nay

Gleaton: Aye

Howard: Pass

Huggins: Nay

Mood: Nay

Morris: Aye

Smith: Aye

Absent: Boulware

**With a vote of four (4) Ayes and five (5) Nays and one (1) pass, the Motion failed.**

**Item: 6. D. 1.**

Col. Leaks requested clarification by reviewing Item 6. D. I. Mr. Andoh explained each of these programs will be covered by using Federal Transit Administration (FTA) Sections 5307 and 5310 funding that is matched with Richland County Transportation Penny and Lexington County General Funds.

He added that the Staff will pursue these funds annually from CMCOG (Urban funds) and SCDOT (Rural funds). He added that we have received two years of FTA Section 5310 funding (FY 2018 & FY 2019) allocation already. Staff was not successful in the rural allocation from SCDOT and therefore, the program is not allowed in the rural areas outside the urban area at this time.

Mr. Andoh explained that the Health Care Access Pilot Program is funded with a special discretionary grant from FTA as a one-time project. He added that the Microtransit Pilot is already budgeted and is available through using The COMET's existing allocation of FTA Section 5307 funds.

Mr. Furgess suggested adding to the Consent Calendar item on the agenda that the items have been approved by Committees. Mr. Anderson agreed.



proposes to change its reservations system, it shall comply with the public participation requirements.

Dr. Prince explained that currently The COMET allows DART paratransit riders to schedule transportation 14 days in advance of a desired trip. The COMET would like to allow trip reservations to be scheduled up to 7 days in advance. The change is being considered because of the large number of trip cancellations occurring since there is a longer timeframe for scheduling trips in advance. She described that the reservationists are spending a considerable amount of time on the telephone with one rider to schedule trips for the next fourteen (14) days. This approach lessens the time available for scheduling trips with other riders.

Dr. Prince continued, a Public Hearing was held on October 23, 2019 and information was shared on The COMET's website approximately thirty days to receive public comments. The COMET staff met with Transport Care Services (paratransit operator) to discuss and consider the feedback obtained in determining the advance notice for making future paratransit trip reservations.

Mr. Anderson urged a software update. Mr. Gabaldon explained that Transdev has requested a quote from Trapeze regarding an update to the system. Mr. Andoh explained that this would be considered an added feature and as result, The COMET would be responsible for payment of this service but added that we will seek grant funding.

Ms. Mood suggested that we always should have another option due to not all have access to online capabilities. Ms. Dickerson stated that she would like it to remain at (fourteen) 14 days.

*Mr. Huggins left the call*

**Motion:**

A motion was made by Ms. Dickerson and seconded by Representative Howard that the scheduling of advance trip reservations for paratransit riders remain at fourteen (14) days then reduce to seven (7) days after the software purchase.

**Approved:** Anderson, Dickerson, Gleaton, Furgess, Howard, Leaks, Morris, Smith

**No:** Mood

**Absent:** Boulware, Huggins

**Motion passed.**

**8. MOTION PERIOD**



expansion, or the provision of services encouraging location or expansion of industries or other businesses in the jurisdiction of The COMET.

**Motion:**

A motion was made by Mr. Furgess and seconded by Ms. Dickerson to enter Executive Session.

**Approved:** Anderson, Dickerson, Gleaton, Furgess, Howard, Leaks, Mood, Morris, Smith

**Absent:** Boulware, Huggins

**Motion passed.**

*The Board entered Executive Session at 12:57 P. M.*

*The Board came out of Executive Session at 1:22 P.M.*

**Motion:**

A motion was made by Dr. Morris and seconded by Ms. Gleaton to come out of Executive Session.

**Approved:** Anderson, Dickerson, Gleaton, Furgess, Howard, Leaks, Morris, Mood, Smith

**Absent:** Boulware, Huggins

**Motion passed.**

*Ms. Mood left the phone call immediately following the motion.*

*Mr. Anderson stated that no action was taken.*

**11. Adjourn**

**Motion:**

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

**Approved:** Anderson, Dickerson, Gleaton, Furgess, Howard, Leaks, Morris, Smith

**Absent:** Boulware, Huggins, Mood

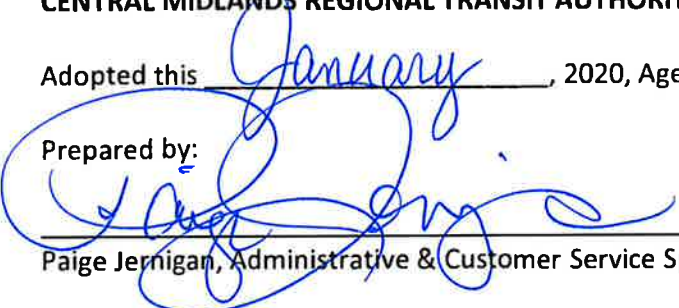
**Motion passed.**

*Meeting adjourned at 1:24 P.M.*

**CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY**

Adopted this January, 2020, Agenda Item \_\_\_\_\_

Prepared by:

  
Paige Jernigan, Administrative & Customer Service Specialist

Approved by: