



*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 Wednesday, March 25, 2020 at 3:15 P.M.***

**The Central Midlands Regional Transit Authority  
Special Board of Directors Meeting Minutes  
Tuesday, March 31, 2020 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\*  
Skip Jenkins  
Al Koon\*  
Col. (R) Roger Leaks, Jr.\*  
Lill Mood\*  
Dr. Robert Morris\*  
Geraldine Robinson\*  
Andy Smith\*  
Debbie Summers\*

**Guests Present:**

Pam Baker, Burr and Foreman, Attorney\*  
Frannie Heizer, Burr and Foreman, Attorney\*

*\*Indicates participation by phone.*

**Absent Board Members:**

William "B.J." Unthank  
Tem Miles



The COMET Staff Present

John Andoh, Executive Director/CEO

Paige Jernigan, Administrative & Customer Service Specialist

**1. CALL TO ORDER AND DETERMINATION OF QUORUM**

Mr. Anderson called the meeting to order at 12:04 P.M.

A quorum was determined at the beginning of the meeting.

**2. ADOPTION OF THE AGENDA**

A motion was made by Col. Leaks and seconded by Ms. Gleaton to adopt the agenda.

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

**Nay:** Gleaton

**Absent:** None

Dr. Morris requested that Item 3 and Item 4 be discussed and voted on separately.

**Voice Vote:**

Anderson - Aye

Dickerson - Aye

Gleaton - Nay

Furgess - Aye

Howard - Aye

Huggins - Aye

Leaks - Aye

Mood - Aye

Morris - Aye

Smith - Aye

**Motion passed.**

**3. ACCEPT THE FINANCE COMMITTEE RECOMMENDATION TO ADOPT REVISIONS TO THE FINANCIAL POLICIES AND PROCEDURES**

Dr. Morris thanked the Finance Committee for all the hard work. Dr. Morris requested that the word "Emergency" be added to the Policy and Procedure Manual. Mr. Andoh referred to Page 8 and added that this would require a change in the bylaws, as the Manual came directly from the bylaws.

Mr. Andoh reviewed the suggested change to the Policy and Procedure Manual

- Remove the extra blank page.
- Change the word "maximums" to "limits" as suggested by Andy Smith.
- Add the word "approval from the Board of Directors" The Executive Director/CEO is authorized to release a request for proposals after Board of Directors approval to



change the relationships with the banks as listed above based on market conditions and seek approval from Board of Directors based off processes as defined in the Procurement and Contract Administration Policy.

- Travel Policy changes to include Board of Directors approval. Mr. Smith suggested this be discussed at a future Board of Directors meeting as this does not relate to the SCDOT suggested policy changes.

Col. Leaks asked about Page 27, the usage of the word CMRTA and The COMET. Mr. Andoh explained.

**Motion:**

A motion was made by Dr. Morris and seconded by Mr. Furgess to adopt the revisions in the Policy and Procedures Manual.

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

**Absent: None**

**Voice Vote:**

Anderson - Aye

Dickerson - Aye

Gleaton - Aye

Furgess - Aye

Howard - Aye

Huggins - Aye

Leaks - Aye

Mood - Aye

Morris - Aye

Smith - Aye

**Motion passed.**

**4. ACCEPT THE TRANSIT OPERATIONS AD-HOC COMMITTEE RECOMMENDATION REGARDING THE TRANSIT OPERATIONS AND MAINTENANCE REQUEST FOR PROPOSALS**

Mr. Huggins thanked the Request For Proposals Committee for their hard work.

Attorney Baker summarized the memorandum that was sent to the Board. She then listed the pros and cons of both options.

**Option 1**

Ratify the 5% cap on profit and overhead for subcontractors and proceed with award of a contract to the highest ranked proposer.



**Option 2**

Cancel the solicitation and start over and reissue the RFP without the five percent (5%) requirement.

Attorney Baker added that five (5) new people have been identified for the Request For Proposals Committee. The Board discussed the importance of making sure that there is no interruption in the service.

**Motion:**

A motion was made by Mr. Huggins and seconded by Ms. Mood to adopt the Ad-Hoc Committees recommendation of Option 1.

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

**Nay:** Furgess, Morris

**Absent:** None

**Voice Vote:**

**Anderson - Aye**

**Dickerson - Aye**

**Gleaton - Aye**

**Furgess - Nay**

**Howard - Aye**

**Huggins - Aye**

**Leaks - Aye**

**Mood - Aye**

**Morris - Nay**

**Smith - Aye**

**Motion passed.**

---

**5. LEGAL/CONTRACTUAL/PERSONNEL (MAY REQUIRE EXECUTIVE SESSION)**

- A. SECTION 30-4-70 (A) (2) DISCUSSION OF NEGOTIATIONS INCIDENT TO PROPOSED CONTRACTUAL ARRANGEMENTS AND PROPOSED SALE OR PURCHASE OF PROPERTY, 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 - FIXED ROUTE AND PARATRANSIT PROGRAM MANAGEMENT AGREEMENT.

Mr. Andoh stated that Legal/Contractual/Personnel section is not necessary as Option 1 passed.



**Motion:**

A motion was made by Mr. Huggins and seconded by Ms. Dickerson to defer Item 5 on the agenda.

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

**Absent:** None

**Voice Vote:**

Anderson - Aye

Dickerson - Aye

Gleaton - Aye

Furgess - Aye

Howard - Aye

Huggins - Aye

Leaks - Aye

Mood - Aye

Morris - Aye

Smith - Aye

**Motion passed.**

**6. ADJOURN**

**Motion:**

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

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

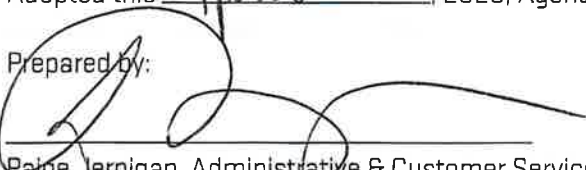
**Absent:** None

*Meeting adjourned at 12:28 P.M.*

**CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY**

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

Prepared by:

  
Paige Jernigan, Administrative & Customer Service Specialist

Approved by:

  
Andy Smith, Board Secretary

