



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, March 20, 2020 at 3:15 P.M.

**The Central Midlands Regional Transit Authority  
Board of Directors Meeting Minutes  
Wednesday, March 25, 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.\*  
Tem Miles\* (*left the conference at 12:26 p.m.*)  
Lill Mood\*  
Dr. Robert Morris\*  
Geraldine Robinson\*  
Andy Smith\*  
Debbie Summers\* (*joined the conference at 12:50 p.m.*)

**Guests Present:**

Pam Baker, Burr Foreman McNair, Attorney\*  
Jordan Brock, Strategic Mapping Inc., Vice President  
of Sales  
Frannie Heizer, Burr Foreman McNair, Attorney\*  
Rob Tyson, Robinson Gray Stepp & Lafitte, LLC., Attorney\*

*\*Indicates participation by phone.*

**Absent Board Members:**

William "B.J." Unthank



**The COMET Staff Present**

John Andoh, Executive Director/CEO

Rosalyn Andrews, Director of Finance/CFO

LeRoy DesChamps, Director of Administration & Operations/COO

Paige Jernigan, Administrative & Customer Service Specialist

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

Mr. Anderson called the meeting to order at 12:13 P.M.

A quorum was determined at the beginning of the meeting.

**2. ADOPTION OF THE AGENDA**

A motion was made by Ms. Mood and seconded by Ms. Gleaton to adopt 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.**

**3. MIDLANDS TRANSIT RIDERS ASSOCIATION UPDATE**

No representation

**4. CALL TO THE PUBLIC**

- COMMENTS MUST PERTAIN TO ITEMS NOT ON THE AGENDA.
- 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

Due to the COVID-19 Coronavirus, the Employee of the Month for Transdev and Transport Care Services for will be presented at the April Board meeting. It will be received and filed.

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 FEBRUARY 26, 2020 MEETING MINUTES
- B. APPROVAL OF THE INVOICE PAYMENT SELECTION LISTING ENDING MARCH 31, 2020.
- C. FINANCE COMMITTEE ACTION ITEMS (ROSALYN ANDREWS, JOHN ANDOH)
  - I. UPDATE VARIOUS FINANCIAL POLICIES FOR FTA AND SCDOT COMPLIANCE
- D. SERVICE COMMITTEE ACTION ITEMS (JOHN ANDOH)
  - I. CATCH THE COMET TO VOTE! PROJECT BRIEF 2020
  - II. BLUE BIKE REPORT/USAGE/BROCHURE
- E. INTERMODAL AD-HOC COMMITTEE ACTION ITEMS (NONE)
- F. EXECUTIVE COMMITTEE ACTION ITEMS
  - I. CHANGE PROCUREMENT AND CONTRACT ADMINISTRATION POLICY REGARDING CONTRACTS APPROVED BY THE BOARD OF DIRECTORS
  - II. WORKSHOP RETREAT AGENDA
- G. EXECUTIVE DIRECTOR AD-HOC EVALUATION COMMITTEE ACTION ITEMS
- H. TRANSIT OPERATOR RFP AD-HOC COMMITTEE ACTION ITEMS

Dr. Morris requested that Item B, C, F, G, H be removed from the Consent Calendar.

**Motion:**

A motion was made by Ms. Mood and seconded by Dr. Morris to approve the Consent Calendar Items A, D and E.

**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

*Item: 6B. APPROVAL OF THE INVOICE PAYMENT SELECTION LISTING ENDING MARCH 31, 2020.*

Ms. Andrews stated that she emailed the additional sheets to the Board that morning as ordinarily it would be distributed at the Board meeting. Dr. Morris asked about the liquidated damages amount. Discussion ensued regarding liquidated damages.

**Motion:**

A motion was made by Dr. Morris and seconded by Ms. Gleaton to approve the Item B of the Consent Calendar.

**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

*(Mr. Miles left the meeting at 12:26 p.m.)*

*Item: 6C. FINANCE COMMITTEE ACTION ITEMS (ROSALYN ANDREWS, JOHN ANDOH)*

*I. UPDATE VARIOUS FINANCIAL POLICIES FOR FTA AND SCDOT COMPLIANCE*

Dr. Morris referred to Page 45. Mr. Andoh explained that the items on Page 45 have been moved to Page 44.

Dr. Morris referred to Page 65, Preparation and Review of Proposals. He wanted to verify that all the proposals would be send to the Board before final submission.

Mr. Andoh verified the verbiage in the updated policy statement:



*Final proposals shall be reviewed and approved in writing by the Executive Director/CEO and Grants and Regional Coordination Manager and submitted to the Board of Directors.*

Dr. Morris referred to Page 85 and expressed concern of the Board approval.

*The Executive Director/CEO is authorized to release a request for proposals 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. At the minimum, one of the two bank relationships established shall be a local bank and the selection of that local bank shall be consistent with the Resident Vendor Preference Procedure in the Procurement and Contract Administration Policy.*

Mr. Andoh explained that this was adopted in July 2018 and covered in the Procurement Policy.

Mr. Furgess expressed concern regarding the Consent Agenda and the process of the Committee's approval and Board presentation. He motioned to send the entire financial packet back to the Finance Committee for review. Ms. Mood agreed and wanted clarification. Mr. Andoh explained the Finance Committee requested it go to the Board due to the large amount of changes requested by the Department of Transportation audit.

**Motion:**

A motion was made by Mr. Furgess and seconded by Dr. Morris to send Item 6C1 of the Consent Calendar back to the Finance Committee for consideration.

**Approved:** Anderson, Dickerson, Gleaton, Furgess, Howard, Huggins, Leaks, Mood, Morris, Smith  
**Absent: None**

Ms. Mood questioned the Department of Transportation audit regarding the Triennial Review and the urgency of the policy changes. It was decided that Mr. Andoh would ask Department of Transportation again.

Pages that need to be reviewed from Dr. Morris: 95, 96, 142, 143, 146, 148 and 175.

It was deliberated that items for discussions, such as the above, **should not** be placed on the Consent Agenda.

*(Ms. Summers joined the call at 12:50 p.m.)*

It was discussed that any items in question would be forwarded to Mr. Andoh and Dr. Morris. Mr.



Anderson agreed and suggested a Special Call meeting once the items in question are discussed.

**Voice Vote:**

**Anderson - Aye**

**Dickerson - Aye**

**Gleaton - Aye**

**Furgess - Aye**

**Howard - Aye**

**Huggins - Aye**

**Leaks – Aye**

**Mood - Aye**

**Morris - Aye**

**Smith – Aye**

**Motion passed.**

*Item: 6FI EXECUTIVE COMMITTEE ACTION ITEMS*

*I. CHANGE PROCUREMENT AND CONTRACT ADMINISTRATION POLICY REGARDING CONTRACTS APPROVED BY THE BOARD OF DIRECTORS*

Dr. Morris wanted to know if the procurement process would be discussed in the Workshop. Mr. Andoh explained that no because every month, Staff will provide a spreadsheet that details on what is pending, executed, spent, etc.

Mr. Huggins questioned if we would have a Workshop considering the current COVID- 19 situation. Mr. Anderson stated that the date will remain for the time being. It was discussed and a decision will be made soon.

**Motion:**

A motion was made by Dr. Morris and seconded by Col. Leaks to approve the Executive Committee action items.

**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.

*Item: 6G EXECUTIVE DIRECTOR AD-HOC EVALUATION COMMITTEE ACTION ITEMS*

Dr. Morris requested that Mr. DesChamps get out the evaluation forms and ask to have them returned at the April Board meeting. He continued that in June, those who need to meet with the Executive Director will do so.

**Motion:**

A motion was made by Mr. Furgess and seconded by Dr. Morris to send the Executive Director evaluation forms to the Board.

**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.

*Item: 6J TRANSIT OPERATOR RFP AD-HOC COMMITTEE ACTION ITEMS*

Dr. Morris stated that the RFP is concerning, and the Board has the right to revise the documents anytime there is a need to do so. His main concern is the transportation companies and the 5% Disadvantaged Business Enterprise number. Mr. Anderson asked if the Request for Proposals could be deferred to the Executive Session. Dr. Morris agreed.

**7. OTHER DISCUSSION & ACTION ITEMS**

**A. AWARD CONTRACT FOR INTELLIGENT TRANSPORTATION SYSTEMS**



Mr. Brock from Strategic Mapping, Inc. did a presentation per Service Committee's request. Below is a brief summary.

#### **Operations**

- Computer Aided Dispatching (CAD)
- Automatic Vehicle Location (AVL)
- Data Communication
  
- Incident Management/Alerts
- Automatic Passenger Counting (APC)
- Route and Stop Management
- Business Intelligence/Reporting

#### **Passenger Information**

- AI Predicted Arrivals
- Subscriber Alerts
- Broadcasts
- Trip Planning
- General Transit Feed Specification (GTFS)
- Automated Stop Announcements (ADA)

#### **Integrations**

- Fare Box System
- Destination Signs

#### **Key Differentiators**

- Project Implementation Resources
- New Orders/Bus Manufacturers
- Service Contractors
- Upgrades/Updates/Monitoring
- Feedback - Change Orders and Interfaces
- Support Availability
- User Friendly & Secure
- Future Proof
- Coordinated Audible & Visual Messages
- External/Pre-Boarding Announcements
- Premier Text-to-Speech
- Pre-Configured Driver Messages
- Web-Based Editing & Playback
- Automatic Wireless Updates
- Broadcast Override





#### **CAD/AVL**

- Real-time and Historical Information
- Web-Based
- Performance Indicators
- Manage by Exception
- Incidents/Event Management

#### **Passenger Counting**

- 3D Sensing/Stereo-Image Capture
- One Sensor Per Door
- Integrated VGA Cameras
- Browser Based Interface for Setup
- Solid State-Highly Accurate

#### **Motion:**

A motion was made by Col. Leaks and seconded by Ms. Gleaton for the Board of Directors to authorize the Executive Director/CEO to negotiate and upon successful negotiations, execute a contract with Strategic Mapping. If negotiations fail, The COMET will go with SYNCROMATICS as the number two (2) vendor.

**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.**

Mr. Huggins wanted to ensure that the Board is included in the process.

#### **B. COVID-19 PUBLIC INTERACTION PLAN**



Mr. Andoh explained at the request of the Board that Staff is recommending that the Board of Directors review, discuss and determine a COVID-19 Public Interaction Plan for at the minimum the next 60 days. He explained the following actions until reduction occurs.

- Encourage the use of teleconferencing or videoconferencing (Skype, Zoom) by Board Members and Staff. Essential Board Members & Staff that should be present in person at The COMET is the Chair and/or Vice Chair, Executive Director/CEO and Administrative & Customer Service Specialist.
- Allow the public to call in for public comment on a separate line or send comments or feedback via Facebook Messenger or Twitter
- Only essential staff will participate at the Board Meetings as directed by the Executive Director/CEO
- Spacing the Board Members and Staff six feet apart from each other
- Reducing Committee Meetings to 1 hour and Board Meetings to 1.5 hours maximum, all other items after that point will be carried forward to a future meeting
- Start videotaping Board Meetings and posting on You Tube to encourage the public to watch via Facebook Live or You Tube Live
- Suspend activities or decisions that may require significant public involvement until the June 2020 Board Meeting (i.e. Soda Cap Connector fare increase public hearing); and
- Defer the Board of Directors Workshop to Wednesday, June 3, 2020 if by April 25, 2020 the current pandemic has not been resolved.

**Motion:**

A motion was made by Ms. Mood and seconded by Ms. Gleaton to move forward with the COVID-19 Plan.

**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**

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Mood - Aye  
Morris - Aye  
Smith – Aye  
Motion passed.

C. PURCHASING PROPERTY FOR BUS STOPS

Mr. Andoh explained that Davis & Floyd do not recommend purchasing property for bus stops as some individual private landowners and businesses have been unwilling to grant the easement. He continued that even with financial incentives, this idea has proved fruitless.

**Motion:**

A motion was made by Ms. Mood and seconded by Mr. Smith to receive and file.

**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.

8. MOTION PERIODS (NO ACTION WOULD BE TAKEN ON THE MOTIONS REQUESTED)

- A. FROM THE FINANCE COMMITTEE  
None
- B. FROM THE SERVICE COMMITTEE  
None
- C. FROM THE EXECUTIVE COMMITTEE  
None
- D. FROM BOARD MEMBERS  
None



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
  - II. SERVICE COMMITTEE UPDATE
  - III. INTERMODAL AD-HOC COMMITTEE UPDATES
  - IV. EXECUTIVE COMMITTEE UPDATES
  - V. EXECUTIVE DIRECTOR AD-HOC EVALUATION COMMITTEE UPDATE
  - VI. TRANSIT OPERATOR REQUEST FOR PROPOSALS AD-HOC

COMMITTEE

- C. EXECUTIVE DIRECTOR/CEO REPORT
  - D. REVIEW OF BOARD MOTIONS FROM JAN 2017 TO PRESENT
  - E. TRANSIT OPERATIONS/SAFETY REPORT
  - F. DISADVANTAGED BUSINESS ENTERPRISE REPORT
  - G. FINANCIAL REPORTS
  - H. PROFESSIONAL SERVICES AND REVENUE CONTRACTS
  - I. RIDERSHIP REPORT
- None

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 Col. Leaks and seconded by Ms. Gleaton to enter Executive Session.

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

**Absent:** None

*The Board entered Executive Session at 1:52 P.M.*

**Voice Vote:**

**Anderson - Aye**

**Dickerson - Aye**



Gleaton - Aye  
Furgess - Aye  
Howard - Aye  
Huggins - Aye  
Leaks – Aye  
Mood - Aye  
Morris - Aye  
Smith – Aye  
Motion passed.

**Motion:**

A motion was made by Col. Leaks and seconded by Dr. Morris to adjourn Executive Session.

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

**Absent: None**

*The Board adjourned Executive Session at 3:50 P.M.*

**Voice Vote:**

Anderson - Aye  
Dickerson - Aye  
Gleaton - Aye  
Furgess - Aye  
Howard - Aye  
Huggins - Aye  
Leaks – Aye  
Mood - Aye  
Morris - Aye  
Smith – Aye  
Motion passed.

Mr. Anderson confirmed that no action was taken.

**Motion:**

A motion was made by Ms. Mood and seconded by Col. Leaks to authorize the Attorney to move forward with the Department of Revenue lawsuit.

**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.

Attorney Baker explained the options of how to handle the 5% cap in the Request For Proposals detailed in the memorandum.

**Motion:**

A motion was made by Ms. Mood and seconded by Ms. Gleaton to send the Request For Proposals to the Request for Proposals Committee to discuss and resolve the 5% cap and bring a recommendation of choice back to the Board.

**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 – Nay  
Mood - Aye  
Morris - Aye  
Smith – Aye  
Motion passed.

**11. ADJOURN**

**Motion:**

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

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



Absent: None  
Motion passed.

*Meeting adjourned at 3:55 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

