



*The COMET Finance Committee Meeting minutes are prepared and presented in **summary form**. An audio recording 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.gov](mailto:pjernigan@thecometsc.gov).*

*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 6, 2020 at 3:15 p.m.***

**The Central Midlands Regional Transit Authority  
Finance Committee Meeting Minutes  
Wednesday, March 11 at 10:00 a.m.  
3613 Lucius Road, Columbia, SC 29201 - Conference Room A**

**Members Present:**

Joyce Dickerson  
Dr. Robert Morris, Chair  
Andy Smith\*

**Guests Present:**

Col. (R) Roger Leaks, Jr., Board of Directors, Guest  
Frannie Heizer, Burr Foreman McNair

**Absent Board Members:**

Representative Leon Howard

*\*Indicates participation by phone.*

**The COMET Staff Present**

John Andoh, Executive Director/CEO  
Roselyn Andrews, Director of Finance/COO  
Paige Jernigan, Administrative & Customer Service Specialist  
Arlene Prince, Director of Regulatory Compliance & Civil Rights Officer  
Michelle Ransom, Grants & Regional Coordination Manager

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

Dr. Morris called the meeting to order at 10:01 a.m.  
A quorum was determined at 10:01 a.m.



## 2. ADOPTION OF THE AGENDA

### Motion:

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

**Approved:** Dickerson, Morris, Smith\*

**Absent:** Howard

**Motion passed.**

Ms. Dickerson and Mr. Smith made a motion to approve the agenda, however Dr. Morris suggested pulling out Item 7A (pages 24-202) to be discussed later. He added that to comprehensively review this, the committee will need more time. Mr. Andoh stated that this may not sit well with the South Carolina Department of Transportation and a draft was submitted to them March 4, 2020.

Ms. Dickerson asked for Attorney Heizer's input. Attorney Heizer suggested that a motion could be made to ratify the fact that Mr. Andoh submitted in draft form, but the document is still subject to approval. Mr. Andoh clarified that the policies are significantly out of date and the changes are primarily the adjustment of the paragraphs.

The consensus was to send the policy section to the full Board for review.

Dr. Morris noted that at the Board meeting he suggested the banking request Item 7B (Pages 203-213) for proposals, be moved to the Vision 2020 Workshop. Mr. Andoh added that the request from the staff is to review that our funds are being collateralized per state law. Attorney Heizer suggested that the Staff provide a report at the next Board meeting.

It was agreed that both Item 7A and 7B would be addressed at Item 7 in the committee packet. As a result, no adjustment to the agenda is necessary.

## 3. ADOPT MINUTES FROM the *February 12, 2020* MEETING

### Motion:

A motion was made by Ms. Dickerson and seconded by Mr. Smith to adopt the minutes from the *February 12, 2020* Finance Committee meeting.

**Approved:** Dickerson, Morris, Smith\*

**Absent:** Howard

**Motion passed.**

## 4. MATTERS REFERRED FROM THE BOARD OF DIRECTORS

- Discuss Previous Motions from 2017 to Present

Mr. Andoh stated that there were no motions to discuss.



## 5. MONTHLY FINANCIAL REPORT - January 2020

Ms. Andrews reviewed the financial highlights on Page 14.

### January Highlights: 58.33% of fiscal year completed

- Net Income (Loss) *Month ~ \$221,212 thousand*
- Total Revenue: Year To Date ~ \$14.98 Million compared 7/12th of annual budget at ~\$17.61 Million; total Year To Date collections average ~49% of annual budgeted amount
- Total Expenses: Year To Date ~ \$16.03 Million compared to 7/12th of annual budget of \$18.44 Million; total Year To Date expenditures average ~ 49% of annual budget
- YTD paid to Contract Operator since July 1, 2015-November 15, 2019~ \$60,614,903

Dr. Morris mentioned that there is concern over the amount of monies being spent on professional contract services. He specifically inquired about the work of security services and if it is necessary. Mr. Andoh explained expenses related to Chernoff Newman and Flock & Rally.

Further discussion of professional services took place.

Mr. Smith stated two issues of concern:

- 1) Is our contracting amount reasonable?
- 2) Are our contractors doing a good job?

Discussion regarding professional contracts associated with Mr. Smith's questions continued. Dr. Morris suggested that we see what other agencies are doing for comparison.

- Cash: Wells Fargo - Operating: ~\$3.63 Million
- OPTUS Bank Reserve Funds: ~\$6.46 Million
- Local Government Investment Pool (LGIP): ~\$17.00 Million
- Total collections of Penny Revenue since 2013 to present: \$109,440,752 Million of the \$300,991,000 Million allocation

Mr. Andoh reminded the Committee that the Board chose to hire the police to keep our riders safe. Col. Leaks expressed concern with the randomness of the security officers riding the buses. Discussion continued regarding the security presence on the buses and the perception of the community.



Mr. Andoh reported that there have been eleven (11) court cases, sixty-eight (68) arrests, violations, citations. He added that if we were to hire our own security firm, they would not have any arresting power.

Discussion continued regarding security and the amount of time that it takes for the dispatching of police officers to arrive at the scene. Mr. Andoh explained that employing the local police is advantageous when it comes to response time.

#### **6. DISADVANTAGED BUSINESS ENTERPRISE (DBE) UPDATE**

Mr. Andoh stated that the Disadvantaged Business Enterprise Report was not ready for presentation. He did note that we are to bid for a new mystery rider in place of Influence, LLC. Performance was an issue due to the results of their audit.

#### **7. DISCUSSION and ACTION ITEMS**

##### *A. Update Various Financial Policies for Federal Transportation Administration and South Carolina Department of Transportation Compliance*

##### **Motion:**

A motion was made by Ms. Dickerson and seconded by Dr. Morris to advance Item 7A to the Board without recommendation and to have the material distributed to the full Board as soon as possible to allow additional time for review.

**Approved:** Dickerson, Morris, Smith\*

**Absent:** Howard

**Motion Passed**

##### *B. Review Collateralization on Public Funds*

Item was discussed in length at the agenda portion of the meeting. In summary, this item will be taken to the Vision 2020 Workshop for thorough discussion then Staff will provide a report to be presented at the following Board meeting.

##### **Motion:**

A motion was made by Ms. Dickerson and seconded by Dr. Morris that the Staff will perform due diligence to verify that funds are being collateralized properly and will provide a report at the next Board meeting.

**Approved:** Dickerson, Morris, Smith\*

**Absent:** Howard

**Motion Passed**



*C. Review Professional Services Contracts and Upcoming Procurements*

Mr. Andoh reviewed Page 216 and 217 and stated that all the contracts are in the packet for review. He summarized the contracts and reminded the committee of the procurement policy.

Col. Leaks wanted more information regarding the Community Outreach line item. Mr. Andoh explained that this was our Listening Sessions with Ms. Pat Noble. Dr. Morris added that these meetings were very informative and feedback from the community is critical.

Discussion regarding pay towards the contractors ensued.

Dr. Morris asked who the evaluators of the Request For Proposals are? Mr. Andoh responded that it varies but we always try to have a subject matter expert in attendance.

Mr. Andoh concluded that the spreadsheet in the Finance Committee packet will be updated monthly on pending contracts.

*D. Award Intelligent Transportation Systems*

Mr. Andoh explained that a bid was sent out in 2019 regarding the replacement of the Intelligent Transportation Systems. Mr. Andoh explained that seven (7) proposals of Information Technologies were received.

Mr. Andoh discussed the Automated Vehicle Locators System. He added that the Offeror will provide all the following in an integrated, open-source application programming interface, cloud-based system:

- Automated vehicle locator for customer/passenger tracking of vehicles on an application available on Apple and Android devices
- Automated vehicle locator for operations staff to track on-time performance and provide reports of same
- Application for staff use for uploading current routing, blocking, stops, etc., and producing general transit feed specifications in real time
- Application for importing and editing bus stop inventory data (location, American Disability Act access, type of amenities at stop, etc.)
- Automated stop annunciation for American Disability Act and general customer information
- Automated passenger counters
- As an optional add-on and priced separately, The COMET also solicits digital car cards and infotainment screens



- Integrated Automated Vehicle Locator and farebox into one universal log in so date from one system can be fed into the others.

Mr. Andoh explained that this would replace Clever and TransLoc. He further stated that the system is out of date and we would terminate the contract due to poor performance. Discussion continued regarding the accuracy and the reliability of the of the systems in place.

**Motion:**

Motion was made by Ms. Dickerson and seconded by Dr. Morris that the Finance Committee forward the recommendation to the Board of Directors and have Strategic Mapping present their product.

**Approved:** Dickerson, Morris, Smith\*

**Absent:** Howard

**Motion passed.**

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

- Section 30-4-70 (a) (5)

Discussion of matters relating to the proposed location, expansion, or the provision of services encouraging location or expansion of industries or other businesses in the area served by the public body.

Due to time constraints, it was decided that the Legal/Contractual/Personnel section will be moved to the Executive Committee Meeting.

**Motion:**

A motion was made by Ms. Dickerson and seconded by Dr. Morris to move Item 8. Legal/Contractual/Personnel to the Executive Committee Meeting.

**Approved:** Dickerson, Morris, Smith\*

**Absent:** Howard

**Motion passed.**

**9. ADJOURN**

All items on this agenda are subject to action being taken by the Committee. Agenda order is subject to change.

**Motion:**

A motion was made by Ms. Dickerson and seconded by Dr. Morris to adjourn the Finance Committee meeting.

**Approved:** Dickerson, Morris, Smith\*

**Absent:** Howard



Motion passed.

The meeting adjourned at 11:06 a.m.

**CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY**

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

Prepared by:

\_\_\_\_\_  
Paige Jernigan, Administrative & Customer Service Specialist

Approved by:

  
\_\_\_\_\_

Andy Smith, Board Secretary

