



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.

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, May 8, 2020 at 3:15 p.m.

**The Central Midlands Regional Transit Authority
Finance Committee Meeting Minutes
Wednesday, May 13, 2020 at 10:00 A.M.
3613 Lucius Road, Columbia, SC 29201 – Teleconference**

Members Present:

Representative Leon Howard*
Dr. Robert Morris, Chair*
Andy Smith*

Guests Present:

Absent Board Members:

Joyce Dickerson
*Indicates participation by phone.

The COMET Staff Present

John Andoh, Executive Director/CEO
Rosalyn Andrews, Director of Finance/CFO
Paige Jernigan, Administrative & Customer Service Specialist
Arlene Prince, Director of Regulatory Compliance & Civil Rights Officer
Michelle Ransom, Grants and Regional Coordination Manager
Crystal Willis, Financial Accountant

1. **CALL TO ORDER AND DETERMINATION OF QUORUM**
Dr. Morris called the meeting to order at 10:05 A.M.
A quorum was determined at 10:05 A.M.
2. **ADOPTION OF THE AGENDA**



Motion:

A motion was made by Mr. Smith and seconded by Dr. Morris to adopt the agenda.

Approved: Howard, Morris, Smith

Absent: Dickerson

Motion passed.

3. ADOPT MINUTES FROM April 8, 2020 MEETING

Motion:

A motion was made by Representative Howard and seconded by Dr. Morris to adopt the minutes from April 8, 2020.

Approved: Howard, Morris, Smith

Absent: Dickerson

Motion passed.

4. MATTERS REFERRED FROM THE BOARD OF DIRECTORS

- Discuss Previous Motions From 2017 to Present- NONE

5. MONTHLY FINANCIAL REPORTS

- *March 2020*

Ms. Andrews reviewed the March Highlights section on Page 10.

March Highlights: 75% of fiscal year completed

- Net Income (Loss) Month ~ \$163 thousand
- Total Revenue: Year To Date ~ \$22.30 Million compared 9/12th of annual budget at ~\$30.33 Million; total Year To Date collections average ~74% of annual budgeted amount
- Total Expenses: Year To Date ~ \$20.17 Million compared to 9/12th of annual budget of \$32.56 Million; total Year To Date expenditures average ~ 79% of annual budget
- Year To Date paid to Contract Operator since July 1, 2015 - current month ~ \$61,747,078.34
- Cash: Wells Fargo - Operating: ~\$6.95 Million
- OPTUS Bank Reserve Funds: ~\$6.47 Million
- Local Government Investment Pool (LGIP): ~\$17.00 Million
- Total collections of Penny Revenue since 2013 to present: \$114,513,092 of the \$300,991,000 allocation

It was discussed that the Statement of Income versus Budget sheets will be printed on larger paper for those who request this.



Ms. Andrews explained that depreciation was removed on Page 16 in the Total Expense line and added back in on the Net Income from Operations line. She then reviewed the Expense Contracts Tracking and Revenue Contracts Tracking.

6. DISADVANTAGED BUSINESS ENTERPRISE (DBE) UPDATE

Dr. Prince gave an overview of her Transdev Disadvantaged Business Enterprise update. She stated that the total amount towards Contract Goal for March 2020 invoice period is \$401,318.58 dollars, total amount Transdev paid to Disadvantage Business Enterprise (DBE) is \$16,890,611.07 dollars. She concluded her report by stating that the percentage towards Contract Goal of 25.9% is at 27.4%.

7. DISCUSSION and ACTION ITEMS

A. *Review of Fiscal Year (FY) 20-21 Operations and Capital Budget*

Ms. Andrews referred to Page 33. She explained the CARES Act funding and the impact on the budget for 2020 and 2021. She added the increase of staff. She continued explaining the expenses and opened the floor for questions.

Mr. Andoh stated that the staff is proposing that the Finance Committee recommends to the Board of Directors to adopt the proposed Fiscal Year 2020-2021 budget with fare free for FY 2020-2021 to rebuild ridership, reduce fixed route service hours all conditional upon all member agencies approving the operating and capital budget as per State Law.

Mr. Andoh stated that The COMET staffing is proposed to increase by 6 to add the following new positions:

- Lead Customer Experience Representative
- Customer Experience Representative
- Procurement and Contracts Specialist or Manager (filled later)
- Reclassification of Transit Operations Specialist to Customer Experience & Contract Compliance Manager

Mr. Andoh stated that we will heavily rely on the CARES Act funding and mentioned that there may be another round of funding in the future.

Discussion ensued regarding the fare free proposal and the added positions.

Mr. Smith noticed that the line for Health Care Insurance Employer Portion is incorrect. It was noted that this would be corrected.

Motion:

A motion was made by Mr. Smith and seconded by Dr. Morris that the Finance Committee recommend to the full Board the adoption of the budget with the contingency of discussion of fare



free and the additional customer service positions.

Approved: Howard, Morris, Smith

Absent: Dickerson

Motion passed.

B. Authorize award of Transit Advertising Request for Proposals

Mr. Andoh explained that the Staff is recommending that the Finance Committee recommend to the Board of Directors to authorize the Executive Director/CEO to negotiate and upon successful negotiations, execute a contract with Gateway Outdoor Advertising to provide advertising on buses, bus benches and bus shelters for a 10-year contract with one five-year option. He continued that should negotiations fail, authorize the Executive Director/CEO to discuss to the second vendor to negotiate and upon successful negotiations, execute a contract with Streetlevel Media for bus and bus shelter advertising and FUEL Line Media for bus bench advertising for a 10-year contract with one five-year option.

Mr. Andoh gave background of the two advertising contracts. Conversation continued discussing length of contract.

The motion was amended by Mr. Andoh before motion was read due to new information.

Motion:

A motion was made by Mr. Smith and seconded by Dr. Morris that the Finance Committee recommend to the Board of Directors to authorize the Executive Director to enter into a contract with Gateway Outdoor Advertising to provide advertising on buses, bus benches and bus shelters for a 10-year contract with a five-year option.

Approved: Howard, Morris, Smith

Absent: Dickerson

Motion passed.

C. Authorize award of Engineering Request for Qualifications (RFQ) to Brownstone

Mr. Andoh explained that the Staff is recommending that the Finance Committee recommend to the Board of Directors to authorize the award of a contract with Brownstone | Davis & Floyd to provide Engineering and Design Consulting Services for three years with two one-year options. Mr. Andoh explained The COMET, since October 2017 has had a contract with Brownstone Design to provide architectural and engineering services. He added that the contract expired in November of 2019, as it was a one-year agreement with one, one-year option. In January 2020, The COMET issued a request for qualifications consistent with Federal Transit Authority requirements when selecting an architectural and engineering (A&E) firm.

Mr. Andoh reviewed the Scope of Work is defined below:

- Bus stop permitting, design and engineering



- Construction management services of all transit related facilities
- Designing The COMET transit related facilities
- Managing major capital projects such as replacement of the HVAC system at the Operations & Maintenance Facility, pavement repair, propane canopy construction, gasoline and hydrogen fueling infrastructure installation
- Conduct environmental analysis in accordance with the National Environmental Protection Act (NEPA)
- Ensures compliance with local, state and Federal regulations regarding design and construction of transit facilities
- Manages capital projects, construction and installation related procurements in Accordance with The COMET's Procurement and Contract Administration Policy.
- Act as The COMET's official civil engineer of record
- Perform other engineering or design related tasks as directed by the Executive Director/CEO or Planning and Development Department.

Motion:

A motion was made by Mr. Smith and seconded by Dr. Morris that the Finance Committee recommend to the Board of Directors to authorize the award of a contract with Brownstone | Davis & Floyd to provide Engineering and Design Consulting Services for a three-year period with two one-year options for renewal.

Approved: Howard, Morris, Smith

Absent: Dickerson

Motion passed.

D. Authorize execution of Trapeze Amendment #3 for Paratransit Software and Associated Equipment

Mr. Andoh explained that in 1999, the Central Midlands Council of Governments went out to bid and procured Trapeze Software PASS product to support ADA paratransit scheduling for the DART program previously operated by Laidlaw Transit Services under contract to SCE6G. He added that when The COMET took over DART in 2002, the six (6) licenses as part of the software license and maintenance agreement followed. In the 2015 transit operations request for proposals, Transdev provided the paratransit software instead of The COMET providing the software, however, the original licenses remained dormant for the past five (5) years.

Motion:

A motion was made by Mr. Smith and seconded by Dr. Morris that the Finance Committee recommend to the Board of Directors to authorize execution of Amendment #3 with software, maintenance and license agreement with Trapeze Software group for Paratransit software and associated equipment.

Approved: Howard, Morris, Smith



Absent: Dickerson
Motion passed.

E. CARES Act 2019-2020

Motion:

A motion was made by Mr. Smith and seconded by Dr. Morris that the Finance Committee recommend to the Board of Directors this plan of use for CARES Act funding upon successful receipt of these funds.

Approved: Howard, Morris, Smith

Absent: Dickerson

Motion passed.

8. LEGAL/CONTRACTUAL/PERSONNEL (may require executive session)
None

9. ADJOURN

Motion:

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

Approved: Howard, Morris, Smith

Absent: Dickerson

Motion passed.

Meeting adjourned at 11:30 A.M.

CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY

Adopted this _____, 2020, Agenda Item _____

Prepared by:

A handwritten signature in blue ink, appearing to read 'Paige Jernigan', written over a horizontal line.

Paige Jernigan, Administrative & Customer Service Specialist

Approved by:

A handwritten signature in blue ink, appearing to read 'Andy Smith', written over a horizontal line.

Andy Smith, Board Secretary