



The COMET Committee 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 Monday, June 8, 2020 at 3:15 P.M.**

**Central Midlands Regional Transit Authority  
COVID-19 AD-HOC SUBCOMMITTEE MEETING  
Friday, June 12, 2020-12:00 P.M.  
3613 Lucius Road, Columbia, SC 29201 – Teleconference**

**Members Present:**

Col. Roger (R) Leaks, Jr.\*  
Transdev\*  
Derrick Huggins\*  
Lill Mood\*

**Guests Present:**

Larry Gabaldon, Interim General Manager,

*\*Indicates participation by phone.*

**Absent:**

None

**The COMET Staff Present**

John Andoh, Executive Director/CEO  
Pamela Bynoe-Reed, Marketing and Public Information Manager  
LeRoy DesChamps, Director of Administration & Operations/COO  
Alexis Feliciano, Transit Traffic Checker  
Tanisha Woodson, Interim Customer Experience and Contract Compliance Specialist  
Eric Harris, Planning and Development Specialist  
Paige Jernigan, Administrative and Customer Service Specialist

**1. CALL TO ORDER**

Col. Leaks called the meeting to order at 12:04 P.M.  
A quorum was present at the opening of the meeting.



## 2. ADOPTION OF AGENDA

### **Motion:**

A motion was made by Ms. Mood and seconded by Mr. Huggins to adopt the agenda.

**Approved:** Huggins\*, Leaks\*, Mood\*

**Absent:** None

**Motion passed.**

## 3. ADOPTION OF MINUTES FROM June 5, 2020

### **Motion:**

A motion was made by Mr. Huggins and seconded by Ms. Mood to approve the minutes from June 5, 2020

**Approved:** Huggins\*, Leaks\*, Mood\*

**Absent:** None

**Motion passed.**

## 4. DISCUSSION & ACTION ITEMS

A. Update of the COMET Operations, Vehicle Cleaning, Food Delivery and Re-Opening  
Mr. Gabaldon gave an update of the current operating procedures. He stated that the cleaning has been running smoothly. He confirmed that COMET Central will be opening on Monday. He stated that we will have two (2) security guards one at COMET Central and one at Main Street and Elmwood. The Customer Service hours of operation will be 8:00 A.M. to 5:00 P.M. seven (7) days a week.

Mr. Gabaldon confirmed there are dispensers for hand sanitizers and masks. He also added that food delivery is still occurring.

### B. COVID-19 Operational Policy Implementation

Mr. Andoh reviewed the opening of COMET Central and the attached COVID-19 Operational policy, Page 7. He explained the upgrades at COMET Central:

- Fresh Paint
- Re-landscape
- Installed security fence
- Installed Short Story Dispenser, Little
- Free Library, Rocking Chairs, Debit machine, ATM, vending machines and change machine
- Provided newspapers to customers
- Extensive Deep Cleaning and
- Disinfecting of facility
- Added Yellow Shirt Ambassador



- Secured Police support
- Provided Additional security and janitorial
- Renamed from Sumter Street Transit Center to COMET Central
- Provided visitor information in coordination with Experience SC
- Decorated the windows
- Added Blue Bike Station
- Added smoking pedestals and trashcans
- Implemented a new pulse system
- Renovated the information counter
- Updated bulletin boards and digital display systems

Mr. Andoh explained the Virtual Ribbon Cutting planned for June 16, 2020 at 1:00 P.M. All appropriate safety measures will be in place for the gathering. He reviewed the preparation process.

Mr. Andoh mentioned that he has attached the COVID-19 Policy. Mr. DesChamps updated the Committee on the testing and the kiosks for temperature reading.

**5. ADJOURN**

**Motion:**

A motion was made by Ms. Mood and seconded by Mr. Huggins to adjourn the meeting.

**Approved:** Huggins\*, Leaks\*, Mood\*

**Absent:** None

The meeting adjourned at 12:36 P.M.

**CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY**

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

Prepared by:

  
Paige Jernigan, Administrative & Customer Service Specialist

Approved by:

  
Andy Smith, Secretary

