



*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, May 22, 2020 at 3:15 P.M.*

The Central Midlands Regional Transit Authority  
Board of Directors Meeting Minutes  
Wednesday, May 27, 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\*  
Mike Green\*  
Derrick Huggins\*  
Skip Jenkins\*  
Al Koon\*  
Col. (R) Roger Leaks, Jr.\*  
Lill Mood\*  
Dr. Robert Morris\*  
Geraldine Robinson\*  
Andy Smith\*  
Debbie Summers\*  
William "B.J." Unthank\*  
Barry Walker\*

*\*Indicates participation by phone.*

**Guests Present:**

Pam Baker, Burr Foreman McNair, Attorney\*  
Andrew Boozer, Senior Resources Group

**Absent Board Members:**

None



The COMET Staff Present

John Andoh, Executive Director/CEO  
Rosalyn Andrews, Director of Finance/CFD  
Pamela Bynoe-Reed, Marketing & Public Information Manger  
LeRoy DesChamps, Director of Administration & Operations/COO  
Eric Harris, Planning & Development Specialist  
Paige Jernigan, Administrative & Customer Service Specialist  
Arlene Prince, Director of Regulatory Compliance & Civil Rights Officer

Michelle Ransom, Grants & Regional Coordination Manager  
Crystal Willis, Financial Accountant

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

Mr. Anderson called the meeting to order at 12:01 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. Dickerson to adopt the agenda.  
Ayes: Anderson, Dickerson, Gleaton, Furgess, Huggins, Leaks, Mood, Morris, Smith  
Nays: None  
Absent: Howard

**Voice Vote:**

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

*Representative Howard joined call at 12:03 P.M.*

**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 TRANSEDEV AND TRANSPORT CARE SERVICES

Mr. Andoh summarized the Employee of the Month for Transdev and Transport Care Services.

Transdev Services employee of the month for May 2020 is Mr. Tyrone Gambrell. Tyrone began his career in transit as a fixed route bus operator for SCE & G in 1993. Soon after that he showed that he was not only ready but also capable of taking on more responsibility. He was promoted to Supervisor in 1995 and has been a solid rock of the operations department ever since. He is always ready and willing to lend a hand when a shift needs to be covered or a new supervisor needs a mentor. He assists in covering the shifts of other supervisors and runs the run bids with the union. He is a team player and he always has a smile on his face when he interacts with the drivers. He has not only proven to be an invaluable asset to the operations department, but transit as a whole.

Transport Care Services employee of the month for May 2020 is Mr. William Tyler. Mr. Tyler started with Transport Care Services in 2015, working as a Driver. He has been selected as our Employee of the Month because he exemplifies the characteristics of a real team player! We have many hard-working drivers and staff, but Mr. Tyler always does his job with a smile. I have never heard him grumble or complain no matter how many times his schedule changes, or what we ask him to do. The staff and riders love him, and he always has a hug if you need one. He is professional on the radio and helps his co-workers when asked. He keeps his vehicle clean, is always on time and does his job efficiently and professionally.

Mr. Anderson welcomed the two (2) new Advisory Board Members, Mr. Green from West Columbia and Mr. Walker from Irmo.

## 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 MARCH 23, 2020 SPECIAL MEETING MINUTES
- B. APPROVAL OF THE APRIL 22, 2020 MEETING MINUTES
- C. APPROVAL OF THE MAY 15, 2020 SPECIAL MEETING MINUTES
- D. APPROVAL OF THE INVOICE PAYMENT SELECTION LISTING ENDING MAY 31, 2020
- E. FINANCE COMMITTEE ACTION ITEMS
  - I. AUTHORIZE AWARD OF TRANSIT ADVERTISING REQUEST OF PROPOSALS (RFP)



- TO GATEWAY ADVERTISING PAGES
- II. AUTHORIZE AWARD OF ENGINEERING REQUEST FOR QUALIFICATIONS (RFQ)  
TO BROWNSTONE
- F. SERVICE COMMITTEE ACTION ITEMS
  - I. ACCEPT TRANSDEV'S INTERIM OPERATIONS MANAGER
  - II. PURCHASE OF GLASS SHELTER AT SB MAIN @ FISKE STREETS

**Motion:**

A motion was made by Ms. Dickerson and seconded by Ms. Gleaton to approve the Consent Calendar.

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

**Nays:** None

**Absent:** None

**Voice Vote:**

Anderson - Aye

Dickerson - Aye

Gleaton - Aye

Furgess - Aye

Howard - Aye

Huggins - Aye

Leaks - Aye

Mood - Aye

Morris - Aye

Smith - Aye

**7. OTHER DISCUSSION & ACTION ITEMS**

- A. PUBLIC HEARING FOR APPLYING FOR FTA SECTION 5310 FUNDS AND CERTIFYING TO THE GOVERNOR THAT THERE IS NO NON-PROFIT PROVIDER TO PROVIDE TRANSPORTATION SERVICES IN RURAL RICHLAND AND LEXINGTON COUNTIES FOR SENIORS AND PERSONS WITH DISABILITIES

Ms. Ransom stated that at the last Board meeting that she requested a Public Hearing for some 5310 funds. She added that upon clarification, the notification was not properly advertised. She stated that staff has gone forward and advertised correctly. She explained that the Staff recommends the Board rescind the Resolution 20-02 from the April 22, 2020 Board meeting authorizing the filing of an application for FTA Section 5210 funding.

**Motion:**

A motion was made by Ms. Mood and seconded by Ms. Gleaton to approve rescind of the previous action.

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



Nays: None  
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. Anderson open public hearing authorizing for application for FTA section 5310 funding, determining that there is no non-profit provider readily able to provide the transit Service and committing the necessary local match for the project.

*Opened Public Hearing at 12:12 P.M.*

Mr. Boozer, Executive Director of Senior Resources introduced himself. It was explained that the service requested will only be providing service in the rural (defined by the FTA) Lexington county.

*Closed Public Hearing at 12:16 P.M.*

**Motion:**

A motion was made by Ms. Dickerson and seconded by Dr. Morris to approve the FTA funding for rural Lexington county.

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

**Nays:** None

**Absent:** None

**Voice Vote:**  
Anderson - Aye  
Dickerson - Aye  
Gleaton - Aye  
Furgess - Aye  
Howard - Aye  
Huggins - Aye  
Leaks - Aye  
Mood - Aye



Morris - Aye

Smith - Aye

**B. ADOPT SAFETY PERFORMANCE TARGETS FOR SUBMISSION TO CMCOG**

Dr. Prince explained that The COMET is required to implement and comply with the Public Transportation Agency Safety Plan (PTASP) Final Rule 49 CFR Part 673. The PTASP was published on July 18, 2018 with an effective date of July 19, 2019 and a compliance date of July 20, 2020. This rule requires that covered transit agencies develop and implement safety management plans that meet the requirements of this rule.

She continued by stating that in preparing the Safety Performance Targets for The COMET, historical data for the past five complete years was reviewed as a baseline to assist in establishing the performance targets for the future. Based on a review of existing data, The COMET determined that the agency is currently experiencing zero fatalities, injuries, and other safety activities (i.e. property damage, evacuation, collision tow away). Also, the agency decided to use the standard rate of 100,000 per reportable vehicle revenue miles (VRM).

Dr. Prince concluded by stating that Staff recommends that the Board of Directors adopt the agency's Safety Performance Targets to comply with the Public Transportation Agency Safety Plan (PTASP) Final Rule 49 CFR Part 673, and coordination with the Central Midlands Council Of Government.

**Motion:**

A motion was made by Mr. Furgess and seconded by Ms. Gleaton to approve the adoption of the safety performance targets for submission to the Central Midlands Council of Governments.

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

**Nays: None**

**Absent: None**

**Voice Vote:**

Anderson - Aye

Dickerson - Aye

Gleaton - Aye

Furgess - Aye

Howard - Aye

Huggins - Aye

Leaks - Aye

Mood - Aye

Morris - Aye

Smith - Aye



C. ADOPT RESOLUTION 2020-04 REGARDING ALL CONTRACTS APPROVED BY BOARD FROM OF DIRECTORS IN 2017, 2018, 2019 AND 2020

Mr. Andoh explained that per the Procurement and Contract Administration Policy, the Board shall approve by resolution all CMRTA contracts regardless of dollar threshold, except for contracts for standard commercial supplies, services or construction that are less than \$250,000. He explained that from research, it appears that the Board has approved many contracts after a request for proposals was issued, however, a resolution was not a part of the action. This request will comply with the Procurement and Contract Administration Policy.

He referred to the contracts listed on Page 289, 290. Mr. Smith verified that going forward every contract will be in the form of a resolution. Mr. Andoh confirmed. Discussion ensued.

**Motion:**

A motion was made by Ms. Mood and seconded by Dr. Morris to adopt resolution as listed in our packet with no additions.

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

**Nays:** None

**Absent:** None

**Voice Vote:**

Anderson - Aye

Dickerson - Aye

Gleaton - Aye

Furgess - Aye

Howard - Aye

Huggins - Aye

Leaks - Aye

Mood - Aye

Morris - Aye

Smith - Aye

D. REVIEW AND ADOPT FISCAL YEAR (FY) 20-21 OPERATIONS AND CAPITAL BUDGET SUBJECT TO ACCEPTANCE BY MEMBER AGENCY GOVERNMENTS

Ms. Andrews explained that the Staff recommends that 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 to 158,000 from 175,000 all conditional upon all member agencies approving the operating and capital budget as per State Law.

Ms. Andrews referred to the presentation. Mr. Furgess expressed concern regarding the amount of material presented. Dr. Morris agreed and didn't think the Board had adequate time for proper review and additional funds require the entire Board for approval. Mr. Andoh explained that to operate by



next fiscal year the budget must be approved by June 30, 2020. He added that the member agencies need at least 60 days prior to the end of the fiscal year for presentation. He reminded the Board that if changes occur, we will have to restart the process. It was discussed that a Special Board Meeting would be needed to approve the budget. Dr. Morris reminded the importance of reviewing the budget and getting questions to Mr. Andoh or himself.

Col. Leaks expressed concern of the fare free implementation and budget approval without fare revenue. Dr. Morris suggested they review the budget and return to the Committee within a week. Discussion continued related to the safety of the drivers and the budget regarding fare free transit.

**Motion:**

A motion was made by Mr. Furgess and seconded by Dr. Morris to return the budget back to Finance Committee for review.

**Ayes:** Anderson, Gleaton, Furgess, Howard, Huggins, Leaks, Morris

**Nays:** Dickerson, Mood, Smith

**Absent:** None

**Voice Vote:**

Anderson - Aye

Dickerson - Nay

Gleaton - Aye

Furgess - Aye

Howard - Aye

Huggins - Aye

Leaks - Aye

Mood - Nay

Morris - Aye

Smith - Nay

Motion passes.

**E. DISCUSSION OF EXECUTIVE SESSION ITEMS**

Attorney Baker referred to the document that Attorney Heizer emailed. Mr. Andoh confirmed section in the packet. It was discussed to defer all items following, Items F G, H, I and J to the meeting next week.

**Motion:**

A motion was made by Mr. Huggins and seconded by Ms. Gleaton to defer this item.

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

**Nays:** None

**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. Huggins and Ms. Gleaton expressed gratitude to the Staff.

*Mr. Walker exited the meeting at 12:51 P.M.*

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

**A. FROM BOARD MEMBERS**

**Motion:**

A motion was made by Mr. Furgess and seconded by Dr. Morris to remove the requirements in the Request For Proposal (RFP) of 150 or more full time equivalent bus operators in a Union environment within the last eight (8) years in our key personnel.

Attorney Baker explained that the Request For Proposal (RFP) would be amendment of contract resulting in cardinal change. She requested putting into writing the changes the Board is requesting.

**Motion:**

A motion was made by Mr. Furgess and seconded by Dr. Morris to send to Executive Committee examine the question of whether we can change the requirements of the minimum number of hours of all key personnel.

**Ayes:** Anderson, Dickerson, Gleaton, Furgess, Howard, Huggins, Leaks, Morris

**Nays:** Mood, Smith

**Absent:** None

Voice Vote:

Anderson - Aye  
Dickerson - Aye



Gleaton - Aye  
Furgess - Aye  
Howard - Aye  
Huggins - Aye  
Leaks - Aye  
Mood - Nay  
Morris - Aye  
Smith - Nay

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. RIDERSHIP REPORT

Mr. Furgess requested RATP Dev to introduce themselves to the Board. Mr. Anderson asked if this could be achieved. Mr. Andoh explained that this would have to be advertised as a Board meeting with an official agenda. Attorney Baker agreed and confirmed the need for official meeting with agenda if a quorum would be in attendance. Request was made in order to meet the requirement for key personnel to be on board by June 1, 2020. Mr. Andoh explained that the key personnel have been identified already.

Discussion ensued regarding flow of information related to the process. It was discussed if any Board members would like to speak to the RATP Dev Representative to let Mr. Andoh know so he could schedule a time to do so.

**Motion:**

A motion was made by Mr. Howard and seconded by Dr. Morris to enter Executive Session.  
Ayes: Anderson, Dickerson, Gleaton, Furgess, Howard, Huggins, Leaks, Morris, Mood, Smith



Nays: None  
Absent: None

Voice Vote:  
Anderson - Aye  
Dickerson - Aye  
Gleaton - Aye  
Furgess - Aye  
Howard - Aye  
Huggins - Aye  
Leaks - Aye  
Mood - Aye  
Morris - Aye  
Smith - Aye

*The Board entered Executive Session at 1:13 P.M.  
Ms. Dickerson exited at 1:13 P.M.*

**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.
- B. 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 – RICHLAND COUNTY PENNY INTEREST ISSUE.
- C. SECTION 30-4-70 (A) (1) DISCUSSION OF COMPENSATION OF AN EMPLOYEE

**Motion:**

A motion was made by Mr. Gleaton and seconded by Mr. Furgess to exit Executive Session.

Ayes: Anderson, Gleaton, Furgess, Leaks, Mood, Morris, Smith, Howard, Huggins

Nays: None

Absent: Absent

Voice Vote:  
Anderson - Aye



Dickerson - Absent  
Gleaton - Aye  
Furgess - Aye  
Howard - Aye  
Huggins - Aye  
Leaks - Aye  
Mood - Aye  
Morris - Aye  
Smith - Aye

*The Board exited Executive Session at 1:35 P.M.*

**Motion:**

A motion was made by Mrs. Mood and seconded by Mrs. Gleaton to direct Mr. DesChamps to apply the matrix evaluation to the goals met and bring back to the Board any adjustments to be made to compensation.

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

**Nays:** None

**Absent:** Dickerson

**Voice Vote:**

Anderson - Aye  
Dickerson - Absent  
Gleaton - Aye  
Furgess - Aye  
Howard - Aye  
Huggins - Aye  
Leaks - Aye  
Mood - Aye  
Morris - Aye  
Smith - Aye

Mr. Furgess expressed concern because no representative from RATP Dev was present on the call. Mr. Anderson requested Mr. Andoh to receive, in writing, a reason as to why RATP Dev had no representation on the call.

**11. ADJOURN**

**Motion:**

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

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

**Nays:** None



Absent: Dickerson  
Motion passed.

Voice Vote:  
Anderson - Aye  
Dickerson - Absent  
Gleaton - Aye  
Furgess - Aye  
Howard - Aye  
Huggins - Aye  
Leaks - Aye  
Mood - Aye  
Morris - Aye  
Smith - Aye  
Motion passed.

*Meeting adjourned at 1:38 P.M.*

CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY

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

Prepared by:

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

Approved by:

  
\_\_\_\_\_  
Andy Smith, Board Secretary

