



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 Pamela C. Canty, Administrative Coordinator via email to [pamela.canty@catchthecomet.org](mailto:pamela.canty@catchthecomet.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, January 21, 2019.

**The Central Midlands Regional Transit Authority  
Board of Director's Meeting  
Wednesday, January 23, 2019 -12:00 P.M.  
3613 Lucius Road, Columbia, SC 29201 - Conference Room A**

**Members Present:**

Ron Anderson, Chair  
Andy Smith  
Lil Mood  
Colonel (R) Roger Leaks, Jr.  
Carolyn Gleaton  
John V. Furgess, Sr.  
Dr. Robert Morris  
Joyce Dickerson  
Derrick Huggins  
Jacqueline Boulware\*  
Debbie Summers  
Skip Jenkins\*  
Geraldine Robinson  
Kevin Reeley  
Bobby Horton

**Guests Present:**

Frannie Heizer, McNair Law Firm  
Tanisha Gibbons, Transdev HR  
Alan Bristol, Transdev General Manager  
Roderick Cockerham, TCS Operations Mgr.  
Jackie E. Bowers, Transdev Operations Mgr.  
Larry Livingston, TCS Consultant  
Keena Edwards, New Age Security, Inc.  
Ron Wright, New Age Security, Inc.  
Brian, The Campbell Consulting Group  
Phillip Patterson, Transdev Operator  
Brant Nichols, TCS Operator

**Absent Committee Members:**

Representative Leon Howard

*\*Indicates participation by phone.*



CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY

Adopted this 1/23/2019, 2019, Agenda Item 6A

Prepared by:

  
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Pam Canty, Administrative Coordinator

Approved by:

  
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Andy Smith, Board Secretary



**COMET Staff Present**

John Andoh, Executive Director/CEO  
Pamela Canty, Administrative Coordinator  
Dr. Arlene Prince, Director of FTA Compliance & Civil Rights Officer  
Michelle Ransom Grants and Regional Coordination Manager  
LeRoy DesChamps, Director of Administration & Operations/COO  
Rosalyn Andrews, Director of Finance/CFO  
Virginia Goodson, Procurement Specialist

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

Mr. Anderson, Board Chair, called the meeting to order at 12:00 p.m. A quorum was determined at the beginning of the meeting.

**2. ADOPTION OF THE AGENDA**

**Motion:**

A motion was made by Mr. Morris and seconded by Ms. Gleaton to adopt the agenda with the rearrangement of adding #7 after #6 (which will include #7A, #8, #9A) and adding #10 as a sub item of #14.

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

**Absent:** Howard, Huggins, Boulware

**Motion passed.**

**3. MIDLANDS TRANSIT RIDERS ASSOCIATION UPDATE**

No one from the Midlands Transit Riders Association was present.

**4. CALL TO THE PUBLIC**

- COMMENTS MUST PERTAIN TO ITEMS NOT ON THE AGENDA. THE BOARD CANNOT COMMENT.
- INDIVIDUALS WISHING TO ADDRESS THE BOARD MUST SIGN UP PRIOR TO THE CALL TO ORDER.
- COMMENT TIME LIMIT - TWO (2) MINUTES PER PERSON.

No one requested to comment from the public.

**5. PRESENTATIONS**

**A. AWARD PRESENTATION**

Mr. Anderson presented an award to Mrs. Dickerson for stepping in during a time of crisis to serve as Board Chair when they needed someone.



B. EMPLOYEE OF THE MONTH FOR TRANSDEV AND TRANSPORT CARE SERVICES

Mr. Bristol, Transdev General Manager, presented Employee of the Year to Mr. Phillip Patterson. Mr. Patterson has been with Transdev since 1978.

Mr. Cockerham, Transport Care Services Operation Manager, presented Employee of the Month for December to Mr. Brant "BC" Nickels. Mr. Nichols has been with the company since 2004.

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 NOVEMBER 28, 2018 MEETING MINUTES
- B. APPROVAL OF CHECK REGISTER ENDING FEBRUARY 1, 2019

7. FINANCE COMMITTEE UPDATE & ACTION ITEMS

- B. APPROVAL OF CHECK REGISTER ENDING DECEMBER 31, 2018

8. SERVICE COMMITTEE UPDATE & ACTION ITEMS

9. EXECUTIVE COMMITTEE UPDATES & ACTION ITEMS

- A. CREATION OF AN INTERMODAL COMMITTEE

**Motion:**

A motion was made by Mr. Smith and seconded by Dr. Morris to approve the November 28, 2018 Board Meeting Minutes as is. December 31, 2018 & February 1, 2019 check registers, service committee update and actions. And the creation of an Intermodal Committee.

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

**Motion passed.**

7.B. APPROVAL OF FTA GRANT FUNDING PLAN FOR FFY 16, 17, 18 AND 19

Mr. Andoh discussed the Grant Funding Plan for FFY 16, 17, 18, and 19 as explained on pages 41-50 of the packet. He asked that the Board of Directors approved a revised Grant Funding Plan for years listed above.



**Motion:**

A motion was made by Mr. Huggins and seconded by Ms. Gleaton to approve the FTA Grant Funding Plan for FFY 16, 17, 18 and 19.

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

**Absent:** Howard

**Motion passed.**

10. EXECUTIVE DIRECTOR AD-HOC EVALUATION COMMITTEE UPDATE & ACTION ITEMS (Dr. ROBERT MORRIS)

Dr. Morris updated the Board on the Executive Director Evaluation Process. He stated the Ad Hoc Committee met on Monday, December 17, 2018. Dr. Morris stated that more details would be provided during the Legal/Contractual period.

11. OTHER DISCUSSION & ACTION ITEMS

A. ADA COMPLIANCE REVIEW OF TRANSPORT CARE SERVICES

Dr. Prince gave an overview of the ADA Compliance Review of Transport Care Services as seen on pages 56-96 of the board packet.

Informational only. No action was taken on this matter.

B. AUTHORIZE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A CONTRACT FOR MARKETING SERVICES WITH FLOCK & RALLY EFFECTIVE FEBRUARY 1, 2019

Mrs. Goodson discussed the marketing services of Flock & Rally as mentioned on pages 97-100 of the packet.

Mr. Andoh asked that Board of Directors to approve the recommendation from the Evaluation Committee to award the Marketing Services Contract to Flock and Rally based on successful negotiations.

**Motion:**

A motion was made by Mr. Furgess and seconded by Dr. Morris to authorize Executive Director to negotiate and execute a contract for marketing with Flock & Rally effective February 1, 2019.

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

**Absent:** Howard

**Motion passed.**

C. AUTHORIZE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A CONTRACT FOR PUBLIC RELATIONS SERVICES WITH CHERNOFF NEWMAN



Mrs. Goodson discussed the contract for Public Relations with Chernoff Newman as seen on pages 101-101 of the board packet.

Mr. Andoh asked Board of Director's to approve the recommendation from the Evaluation Committee to award the Public Relations Contract to Chernoff Newman based on successful negotiations.

**Motion:**

A motion was made by Mr. Huggins and seconded by Ms. Gleaton to authorize the Executive Director to negotiate and execute a contract for Public Relations Services with Chernoff Newman.

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

**Absent:** Howard

**Motion passed.**

**D. AUTHORIZE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A CONTRACT FOR BUS SHELTERS AND AMENITIES WITH TOLAR MANUFACTURING**

Mrs. Goodson discussed the contract for bus shelters and amenities with Tolar Manufacturing as seen on 105-109 of the board packet.

Mr. Andoh asked Board of Director's to approve the recommendation from the Evaluation Committee to award the Bus Shelter and Amenities Contract to Tolar Manufacturing based on successful negotiations.

**Motion:**

A motion was made by Mr. Furgess and seconded by Dr. Morris to authorize the Executive Director to negotiate and execute a contract for bus shelters and amenities with Tolar Manufacturing.

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

**Absent:** Howard

**Motion passed.**

**E. AUTHORIZE EXECUTIVE DIRECTOR RETROACTIVELY EXECUTE A CONTRACT FOR AUDIT SERVICES WITH HARPER, POSTON & MOREE, CPAS, P.A.**

Mrs. Goodson discussed the contract for Auditing Services as seen on pages 105-109 of the packet.

Mr. Andoh asked Board of Director's to retroactively execute a contract for audit services with Harper, Poston & Moree, CPAs, P.A.



**Motion:**

A motion was made by Mr. Huggins and seconded by Mr. Smith to retroactively execute a contract for audit services with Harper, Poston & Moree, CPAs, P.A.

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

**Absent:** Howard

**Motion passed.**

12. MOTION PERIODS *(NO ACTION WOULD BE TAKEN ON THE MOTIONS REQUESTED)* (RON ANDERSON, VERBAL)

A. FROM THE SERVICE COMMITTEE

i. DEVELOPMENT OF A BUS SHELTER PLAN FOR DELIVERY IN 3 TO 5 YEARS

Mr. Anderson briefed the Board on the recommendation of the Service Committee to have staff develop a Bus Shelter Plan for delivery in 3-5 years.

**Motion:**

A motion was made by Ms. Mood and seconded by Mr. Furgess to develop a Bus Shelter Plan for delivery in 3 to 5 years.

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

**Absent:** Howard

**Motion passed.**

ii. DEVELOPMENT OF A SERVICE EQUITY POLICY

Mr. Anderson asked the Board to approve staff to development a Service Equity Policy.

**Motion:**

A motion was made by Ms. Mood and seconded by Ms. Gleaton to development a Service Equity Policy.

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

**Absent:** Howard

**Motion passed.**

B. FROM THE FINANCE COMMITTEE

No items were presented from the Finance Committee.



C. FROM THE EXECUTIVE COMMITTEE

No items were presented from the Executive Committee.

13. 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
- B. EXECUTIVE DIRECTOR /CEO REPORT
- C. REVIEW OF BOARD MOTIONS FROM JANUARY 2017 TO PRESENT
- D. TRANSIT OPERATIONS REPORT
- E. FINANCE REPORT
- F. DISADVANTAGED BUSINESS ENTERPRISE REPORT
- G. RIDERSHIP REPORT

No items were discussed from the progress reports.

14. LEGAL/CONTRACTUAL/PERSONNEL (MAY REQUIRE EXECUTIVE SESSION)

- A. EXECUTIVE DIRECTOR ONE YEAR PERFORMANCE EVALUATION
- B. DISCUSS INTERGOVERNMENTAL AGREEMENT REVISION
- C. DISCUSS CONTRACT NEGOTIATIONS WITH A LARGE EMPLOYER FOR TRANSIT SERVICES

**Motion:**

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

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

**Absent:** Howard

**Motion passed.**

No action was taken on items B (Discuss Intergovernmental Agreement Revision) & C. (Discuss Negotiations with a Large Employer for Transit Services.)





**Motion:**

A motion was made by Mr. Smith and seconded by Mr. Furgess to accept the Executive Director One Year Performance Evaluation.

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

Motion passed.

Mr. Anderson requests that the Executive Director Ad Hoc Committee be extended for one more month to revisit the goals for next year and to come back with a compensation recommendation in the following Board Meeting.

15. ADJOURN

**Motion:**

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

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

Motion passed.

The meeting was adjourned at 1:46 p.m.

**CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY**

Adopted this Mar 22, 2019, Agenda Item \_\_\_\_\_

Prepared by:

  
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Pamela C. Canty, Administrator Coordinator

Approved by:

  
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Andy Smith, Board Secretary

