



The COMET Executive 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 cometadmin@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
Executive Committee Meeting Minutes
Wednesday, March 11, 2020 at 11:00 a.m.
3613 Lucius Road, Columbia, SC 29201 – Conference Room A**

Members Present:

Ron Anderson, Chair
John V. Furgess, Sr.
Col. (R) Rogers Leaks, Jr.
Dr. Robert Morris
Andy Smith*

Guests Present:

Joyce Dickerson, Board of Directors
Pam Baker, Burr, Foreman, McNair Law Firm

Absent Board Members:

None

**Indicates participation by phone.*

The COMET Staff Present

John Andoh, Executive Director/CEO
Paige Jernigan, Interim Administrative & Customer Service Specialist

1. CALL TO ORDER

Mr. Anderson called the meeting to order at 11:07 a.m.

2. DETERMINATION OF QUORUM

A quorum was determined at 11:07 a.m.



3. ADOPTION OF THE AGENDA

Motion:

A motion was made by Mr. Anderson and seconded by Mr. Smith to adopt the agenda with the modification of adding a discussion on how the Board will continue to conduct meetings over the next few weeks.

Approved: Anderson, Furgess, Leaks, Morris, Smith*

Absent: None

Motion passed.

4. ADOPT MINUTES FROM July 10, 2019 MEETING

Motion:

A motion was made by Mr. Furgess and seconded by Col. Leaks to adopt the minutes from July 10, 2019 meeting.

Approved: Anderson, Furgess, Leaks, Morris, Smith*

Absent: None

Motion passed.

5. MATTERS REFERRED FROM THE BOARD OF DIRECTORS

- **Discuss Previous Motions from March 2017 to Present**

Mr. Andoh summarized the motions listed on Page 7. He explained the list of motions that will be discussed.

- Hiring a Board Administrator
- Board of Directors to approve all contracts
- Verify all reports for accuracy

6. DISCUSSION (Frannie Heizer and John Andoh)

A. Reporting Accuracy

Mr. Andoh explained that a motion was made was made by Mr. Furgess and seconded by Dr. Morris to recommend to Executive Committee that all reports presented to the Board must be verified for accuracy before submission. Mr. Andoh added that the Staff needs more details on this matter, as all reports are verified for accuracy by the Executive Director/CEO before they are presented to the Board of Directors.

Motion:

A motion was made by Mr. Furgess and seconded by Mr. Anderson to table the item, reporting accuracy.

Approved: Anderson, Furgess, Leaks, Morris, Smith*

Absent: None

Motion passed.



Mr. Andoh explained that this is regarding data from Transdev related to passenger counting and on time performance. We will be awarding a contract for an intelligent transportation system to a vendor after Board presentation. Then we will install new equipment on the buses for passenger counting as well as for tracking on time performance.

B. Board Administrator

Motion:

A motion was made by Mr. Furgess and seconded by Mr. Anderson to table the discussion about the Board Administration position.

Approved: Anderson, Furgess, Leaks, Morris, Smith*

Absent: None

Motion passed.

C. Change Procurement and Contract Administration Policy Regarding Contracts Approved by the Board of Directors

Mr. Andoh explained that in August 2018, the Finance Committee and the Board of Directors approved changes to the Procurement and Contract Administration Policy to comply with a directive from FTA Region 4 regarding changes in thresholds of procurements related to the Federal Transit Administration.

A motion was made to make a change to Procurement & Contract Administration Policy stating that all written contracts of The COMET must be approved by the Board of Directors. Per the policy, the Board of Directors by resolution have adopted the Executive Director, Director of Finance, Financial Accountant and Grants and Regional Coordination Manager as the "Contracting Officers." The Board shall approve by resolution all Central Midlands Regional Transit Authority contracts regardless of any dollar threshold, except for contracts for standard commercial supplies, services or construction that are less than \$250,000.

Mr. Anderson questions the threshold of \$250,000 and what the Board can approve. Discussion of the policy wording "The Board shall approve by resolution all CMRTA contracts regardless of any dollar threshold, except for contracts for standard commercial supplies, services or construction that are less than \$250,000 thousand. "

The verbiage was discussed, and it was verified that anything over \$250,000 does need Board approval per the procurement policy. For any contract that must be approved by the Board, the Executive Director has the authority to execute the contract after approval by the Board. For contracts for commercial supplies, services or construction that are less than \$250,000, the Executive Director has the authority to execute the contract.



Ms. Dickerson would like to be informed. Mr. Andoh asked for clarification on what the Committee would like the Staff to do. Mr. Andoh reminded that it will take at least ninety days for procurement. It was decided that the monthly report would state items pending, approved, executed, etc.

No action taken.

D. Retreat Agenda

Mr. Andoh reviewed the items to be discussed at the Workshop on Wednesday, May 6, 2020 from 12:00 p.m. – 5:00 p.m. It was suggested that the meeting start at 9:00 a.m. and go until 5:00 p.m. with the option to leave earlier if time allows.

Items to be discussed:

- Bylaws and committee agenda setting
- Authority designation in fixed route and paratransit program management agreement
- Vision 2020
- Banking request for proposals

Motion:

A motion was made by Col. Leaks and seconded by Dr. Morris to change the time of the Board Retreat from 9:00 a.m. to 5:00 p.m.

Approved: Anderson, Furgess, Leaks, Morris, Smith*

Absent: None

Motion passed.

Motion:

A motion was made by Mr. Furgess and seconded by Dr. Morris to change the name of the retreat to a “Work Session.”

Approved: Anderson, Furgess, Leaks, Morris, Smith*

Absent: None

Motion passed.

Review of the Work Session Agenda discussion occurred.

Bylaws and committee agenda setting:

Mr. Anderson asked for clarification on the work session agenda item, “discussion regarding by-laws and agenda setting.” Mr. Andoh confirmed that the bylaws will be reviewed with



respect to setting the committee agendas. Mr. Furgess stated he thought this issue had been resolved. It was discussed further, and it was decided to take it off the work session agenda.

Authority designation in fixed route and paratransit program management agreement:

Mr. Andoh explained that there is still confusion on the word “authority” and the way it is used. He added that this was triggered by the General Manager position. Mr. Anderson mentioned the ambiguity of the word.

Mr. Anderson suggested that this be left on the agenda and Mr. Andoh review the contract and explain where the word “authority” is being used. Then the Board at the work session will clearly identify each instance. Mr. Anderson clarified that we will adopt a supplemental document that will identify what the word authority means in each instance of the contract.

Motion:

A motion was made by Col. Leaks and seconded by Dr. Morris to keep the discussion of the word “authority” on the work session 2020 agenda.

Approved: Anderson, Furgess, Leaks, Morris, Smith*

Absent: None

Motion passed.

Review Vision 2020 Plan:

Motion:

A motion was made by Dr. Morris and seconded by Mr. Furgess to keep the review of Vision 2020 on the work session agenda.

Approved: Anderson, Furgess, Leaks, Morris, Smith*

Absent: None

Motion passed.

Attorney Baker excused herself at this time.

Defer banking Request for Proposal review Retreat:

Mr. Andoh stated that in 2019 the Board voted that we release a Request for Proposal for our banking services. He added that all Request for Proposals must go through the procurement process.

It was summarized that the bank needs to have the capacity to collateralize and it is our duty to confirm that we are collateralizing per state law. It was suggested to go back to the Staff



and Finance Committee for further discussion and then make a recommendation to the Board.

Motion:

A motion was made by Dr. Morris and seconded by Col. Leaks to remove the deferment of the banking Request for Proposal from the Work Session agenda.

Approved: Anderson, Furgess, Leaks, Morris, Smith*

Absent: None

Motion passed.

In addition, the Staff requested to the Chairman that the following three items also be added to the agenda to start the discussion, update the Board of Directors on these projects, and seek guidance and direction.

Strategic Plan – COMPASS Update:

Motion:

A motion was made by Col. Leaks and seconded by Dr. Morris to keep the Strategic Plan on the Work Session agenda,

Approved: Anderson, Furgess, Leaks, Morris, Smith*

Absent: None

Motion passed.

Reimagine The COMET Project:

Motion:

A motion was made by Col. Leaks and seconded by Dr. Morris to keep the Reimagine The COMET Plan on the Work Session agenda.

Approved: Anderson, Furgess, Leaks, Morris, Smith*

Absent: None

Motion passed.

Replacement of COMET Central:

Motion:

A motion was made by Mr. Furgess and seconded by Dr. Morris to keep the Replacement of COMET Central on the Work Session agenda.

Approved: Anderson, Furgess, Leaks, Morris, Smith*

Absent: None

Motion passed.

The Corona Virus:



It was suggested that Mr. Andoh will develop a plan for the Board if we cannot meet at regularly scheduled meetings. Mr. Anderson expressed concern of the Staff, bus drivers and the Board. Mr. Andoh agreed.

Motion:

A motion was made by Dr. Morris and seconded by Col. Leaks for Mr. Andoh to come back to the Board with a developed plan on how to continue operations and future meetings.

Approved: Anderson, Furgess, Leaks, Morris, Smith*

Absent: None

Motion passed.

7. 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.

Motion:

A motion was made by Mr. Furgess and seconded by Dr. Morris to enter Executive Session.

Approved: Anderson, Furgess, Leaks, Morris, Smith*

Absent: None

Motion passed.

Executive Committee entered Executive Session at 12:00 p.m.

Motion:

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

Approved: Anderson, Furgess, Leaks, Morris, Smith*

Absent: None

Motion passed.

Executive Committee exited Executive Session at 12:18 p.m.

8. ADJOURN

Motion:

A motion was made by Mr. Furgess and seconded by Col. Leaks to adjourn the Executive Committee meeting at 12:18 p.m.

Approved: Anderson, Furgess, Leaks, Morris, Smith*

Absent: None

Motion passed.

THE UNIVERSITY OF CHICAGO

THE UNIVERSITY OF CHICAGO
DIVISION OF THE PHYSICAL SCIENCES
DEPARTMENT OF CHEMISTRY

PH.D. THESIS
SUBMITTED TO THE FACULTY OF THE DIVISION OF THE PHYSICAL SCIENCES
IN CANDIDACY FOR THE DEGREE OF DOCTOR OF PHILOSOPHY
BY
[Name]

DEPARTMENT OF CHEMISTRY
5780 SOUTH CAMPUS DRIVE
CHICAGO, ILLINOIS 60637

ADVISOR: [Name]
CHICAGO, ILLINOIS 60637

DATE OF DEFENSE: [Date]

DEPARTMENT OF CHEMISTRY
5780 SOUTH CAMPUS DRIVE
CHICAGO, ILLINOIS 60637

CHICAGO, ILLINOIS 60637

CHICAGO, ILLINOIS 60637

CHICAGO, ILLINOIS 60637

CHICAGO, ILLINOIS 60637

CHICAGO, ILLINOIS 60637



CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY

Adopted this April, 2020, Agenda Item _____

Prepared by:

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

Paige Jernigan, Administrative & Customer Service Specialist

Approved by:

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

Andy Smith, Board Secretary

