



The COMET Service 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.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 Tuesday, June 16, 2020 at 3:15 p.m.

**Central Midlands Regional Transit Authority
Special Service Committee Meeting Minutes
Friday, June 19, 2020-11:00 A.M.
3613 Lucius Road, Columbia, SC 29201 – Conference Room A**

Members Present:

John V. Furgess, Sr.*
Carolyn Gleaton*
Skip Jenkins*
Derrick Huggins*
Al Koon*
Lil Mood*
Colonel (R) Roger Leaks, Jr., Chair*
Geraldine Robinson*

Guests Present:

Katherine Cason, DPA/Grant Assistant, Lexington
County*
Frannie Heizer, Attorney, Burr & Foreman Law Firm*

Absent Committee Members:

**indicates participation by phone*

The COMET Staff Present

John Andoh, Executive Director/CEO
Leroy DesChamps, Director of Administration Operations/COO
Alexis Feliciano, Transit Traffic Checker
Eric Harris, Planning & Development Specialist
Paige Jernigan, Administrative & Customer Service Specialist
Arlene Prince, Director of Regulatory Compliance & Civil Rights Officer
Crystal Willis, Financial Accountant

1. CALL TO ORDER AND DETERMINATION OF QUORUM

Col. Leaks called the meeting to order at 11:03 A.M.



A quorum was present at the opening of the meeting.

2. ADOPTION OF AGENDA

Motion:

A motion was made by Ms. Gleaton and seconded by Mr. Furgess to adopt the agenda.

Approve: Gleaton*, Furgess*, Huggins *, Leaks*, Mood*

Absent: None

Motion passed

3. DISCUSSION AND ACTION ITEMS

A. RATP Dev Key Personnel Review of Quality Assurance Manager and IT Manager Request to Subcontract IT Management for 90 Days

Mr. Andoh referred to Page 2. He explained that at the May 2020 Board of Directors meeting, the Board adopted internal procedures related to the review or rejection of Key Personnel as defined in the contract with RATP Dev.

Mr. Andoh reported that RATP Dev is presenting Linda Tucker Johnson to act as the Quality Assurance Manager.

Mr. Andoh stated RATP Dev is still recruiting for an Information Technology Manager and for a ninety (90) day period not to exceed September 30, 2020 is requesting to subcontract the position to Team Logic IT, the same firm that Transdev is using to provide an IT Manager. He explained that RATP Dev also intends to subcontract the IT Analyst position. Mr. Andoh reviewed Section 31 of the Agreement which states that the Board may grant or withhold its consent in its sole and absolute discretion.

Mr. Andoh asked for Attorney Heizer's expertise. She explained the Board's position in the process. If the Committee is satisfied and comfortable, it would be passed on to the Board. Discussion ensued regarding the candidate's resume and the transition period of RATP Dev temporary IT position.

Motion was made and amended as restated below after further discussion.

Motion:

A motion was made by Ms. Mood and seconded by Ms. Gleaton to accept RATP Dev's key personnel appointment for Quality Assurance Manager and temporary arrangement for IT.

Approve: Gleaton*, Furgess*, Huggins *, Leaks*, Mood*

Absent: None

Motion passed

B. Special Shuttle Service Request for the Million Man March & COVID 19 Testing



Mr. Koon joined the meeting at 11:15 A.M.

Mr. Andoh explained that he is requesting the Committee to ratify his action regarding providing shuttle service during the Million Man March on Sunday, June 14, 2020 and to authorize providing shuttle service to COVID-19 testing on Friday, June 19, 2020 and Saturday, June 20, 2020.

Mr. Andoh stated that The COMET received a request from the organizers of the Million Man March to provide shuttle service between Martin Luther King Park and Senate Street between 2:00 p.m. and 6:00 p.m. He added that a total of one hundred and thirty-nine (139) people rode this shuttle and it assisted in the flow of traffic during this time since many streets were blocked off.

Motion:

A motion was made by Mr. Furgess and seconded by Ms. Gleaton to approve the action done by the Executive Director.

Approve: Gleaton*, Furgess*, Huggins *, Leaks*, Mood*

Absent: None

Motion passed

C. Review The COMET's Public Transportation Safety Plan

Mr. Andoh stated that the Federal Transit Administration (FTA) published the Public Transportation Agency Safety Plan Final Rule, which requires certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS).

Mr. Andoh recapped for the Committee that The COMET Public Transit Agency Safety Plan is made up of the elements required by the FTA that includes:

- Safety Performance Targets
- Safety Management Policy
- Safety Risk Management Strategies
- Safety Assurance
- Safety Promotion.

Mr. Andoh continued to state that the Board reviewed the Safety Policy in February 2020 as a component of the Safety Plan. He added that on May 27, 2020 the Board of Directors adopted Safety Performance Targets that were forwarded to the Central Midlands Council of Governments (CMCOG) per Federal Transit Administration (FTA) requirements and incorporated into the Safety Plan.



Mr. Andoh mentioned that due to timing and this need to be submitted to SCDOT by July 10, 2020 and their desire is to have this adopted by the Board of Directors by July 20, 2020, even though the Federal Transit Administration (FTA) has issued a "Notice of Enforcement Discretion, effectively extending the PTASP compliance deadline from July 20, 2020, to December 31, 2020." As result, the staff is seeking Service Committee approval for recommendation to the Board of Directors so that the deadlines can be met, especially since South Carolina Department of Transportation (SCDOT) is an agency that The COMET receives funding from.

Col. Leaks suggested adding riders to the verbiage in the plan. The Committee discussed the usage of the acronyms. Mr. Andoh confirmed that he would notify the consultant to not use acronyms.

Motion:

A motion was made by Ms. Mood and seconded by Ms. Gleaton that the Service Committee recommend approving and implementing the Public Transit Agency Safety Plan as required by the Federal Transit Administration; and authorize the Executive Director/CEO as the Accountable Executive, or his designee, to implement the plan.

Approve: Gleaton*, Furgess*, Huggins *, Leaks*, Mood*

Absent: None

Motion passed

D. Transdev's Request to Change the IT Manager

Mr. Andoh referred to Page 69 and stated that at the September 2019, Board of Directors Meeting, the Board of Directors adopted internal procedures related to the acceptance and withdrawal of the General Manager and the acceptance of Key Personnel as defined in the contract with Transdev.

Mr. Andoh mentioned that on Thursday, June 11, 2020, The COMET learned that Mr. Charles Burgess, the current contracted IT Manager was absent. It was confirmed that Mr. Burgess was absent since at least June 1, 2020 or earlier. He added that Transdev failed to notify The COMET and liquidated damages will be assessed for lack of key staff. Transdev is requesting Benjamin Cornish to fill in the role until June 30, 2020.

Motion:

A motion was made by Ms. Mood and seconded by Ms. Gleaton to accept Transdev's request to place Benjamin Cornish as the IT Manager through June 30, 2020.

Approve: Gleaton*, Furgess*, Huggins *, Leaks*, Mood*

Absent: None

Motion passed

Mr. Andoh informed Attorney Heizer that he received a request from the Mayor for an event tomorrow to shuttle people from the State capital to Allen University. It was discussed that due



to the time sensitivity, Mr. Andoh would like to add this to the agenda. Attorney Heizer stated that it could be discussed.

Mr. Andoh asked the Chairman to authorize adding an agenda item to authorize the Executive Director to provide a special shuttle to help move people from the State Capital to Allen University tomorrow afternoon. Col. Leaks approved.

Motion:

A motion was made by Col. Leaks and seconded by Ms. Gleaton to authorize the Executive Director to provide a special shuttle to help move people from the State Capital to Allen University tomorrow afternoon.

Approve: Gleaton*, Furgess*, Huggins *, Leaks*, Mood*

Absent: None

Motion passed

Discussion ensued regarding the event and the process of adding an item to the agenda.

4. Adjourn

Motion:

A motion was made by Ms. Gleaton and seconded Ms. Mood to adjourn the Service Committee meeting.

Approve: Gleaton*, Furgess*, Huggins *, Leaks*, Mood*

Absent: None

Motion passed

The meeting adjourned at 11:39 A.M.

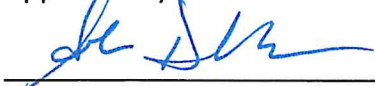
CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY

Adopted this _____, 2020, Agenda Item _____

Prepared by:

Paige Jernigan, Administrative & Customer Service Specialist

Approved by:



—
Andy Smith, Secretary

