



The COMET Finance 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 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 Friday, October 9, 2020 at 3:15 p.m.

**The Central Midlands Regional Transit Authority
Finance Committee Meeting Minutes
Wednesday, October 14, 2020 at 10:00 A.M.
3613 Lucius Road, Columbia, SC 29201 – Teleconference**

Members Present:

Joyce Dickerson*
Mike Green*
Representative Leon Howard* (joined at 10:40 A.M.)
Lill Mood* (joined at 10:24 A.M.)
Dr. Robert Morris* (joined at 10:05 A.M.)
Andy Smith*, Chair
Allison Terracio*

Guests Present:

Ben Limmer, Transition Manager, RATP Dev

Absent Board Members:

None

**Indicates participation by phone.*

The COMET Staff Present

John Andoh, Executive Director/CEO
Roselyn Andrews, Director of Finance/CFO
Arlene Prince, Director of Regulatory Compliance & Civil Rights Officer
Michelle Ransom, Grants and Regional Coordination Manager
Tanisha Gibbons, Customer Experience & Contract Compliance Manager
LeRoy DesChamps, Director of Administration & Operations/COO

1. CALL TO ORDER AND DETERMINATION OF QUORUM



Mr. Smith called the meeting to order at 10:04 A.M.
A quorum was determined at 10:04 A.M.

2. **ADOPTION OF THE AGENDA**

Motion:

A motion was made by Ms. Dickerson and seconded by Ms. Terracio to adopt the agenda.

Approved: Dickerson*, Smith*, Terracio*

Absent: Howard, Morris

Motion passed.

3. **ADOPT MINUTES FROM August 12, 2020 MEETING**

Motion:

A motion was made by Ms. Dickerson and seconded by Mr. Smith to approve the August 12, 2020 minutes as written.

Approved: Dickerson*, Morris*, Smith*, Terracio*

Absent: Howard

Motion passed.

4. **ADOPT MINUTES FROM September 9, 2020 MEETING**

Motion:

A motion was made by Ms. Dickerson and seconded by Ms. Terracio to approve the September 9, 2020 minutes as written.

Approved: Dickerson*, Morris*, Smith*, Terracio*

Absent: Howard

Motion passed.

5. **MATTERS REFERRED FROM THE BOARD OF DIRECTORS**

- Discuss Previous Motions From 2017 to Present

NONE

6. **MONTHLY FINANCIAL REPORTS**

Ms. Andrews reviewed the August 2020 Highlights section on Page 19.

August Highlights: 17% of fiscal year completed

- Total Revenue: Actual YTD ~ \$1.63M compared 2/12 of annual budget of ~\$35.90M; total YTD collections average ~12% of annual budgeted amount
- Total Expenses (with depreciation): \$2.63M compared to 2/12 of annual budget of ~ \$35.14M; total YTD expenditures represent an average ~ 16% of annual budget
- Year to Date paid to Contract Operator RATP Dev 7/1/2020 - present ~ \$223,529



- Year to Date paid to Contract Operator Transdev 7/1/2015 – present ~ \$69,498,439
- Cash: Wells Fargo - Operating: ~\$9.73 Million
- OPTUS Bank Reserve Funds: ~\$6.49 Million
- Local Government Investment Pool (LGIP): ~\$17.10 Million
- Total collections of Penny Revenue since 2013 to present: \$124,107,341 of \$300,991,000 allocation, remaining balance = \$176,883,659

Dr. Morris questioned why we are showing funds in the Passenger Fare Revenue line item. Ms. Andrews stated that The COMET is still receiving some “fare” funds from agencies that purchase passes even though the transit system is currently fare free.

There was additional discussion regarding any revenues The COMET may be receiving from the advertising wraps on buses. Ms. Andrews indicated those funds are included in the “Special” revenue line item.

Mr. Smith referenced a deficit shown on page 20 in the Budget column and asked if it was correct to show a deficit in a budget. Ms. Andrews agreed to look into the matter and will provide any corrections prior to the next Board meeting.

Ms. Dickerson stepped away from the meeting.

7. DISADVANTAGED BUSINESS ENTERPRISE (DBE) UPDATE

Dr. Prince provided an update on DBE performance since July 1, 2020.

- There are currently 22 vendors with DBE goals ranging from 2% to 100%
- The COMET has paid 15 vendors with DBE goals totaling approximately \$1.1M, of which 8 were DBE's that were paid approximately \$558,000
- Amount paid to DBE's in comparison to all vendors calculates to 52%
- 3 or 4 firms did not report but will be included in next month's report

Mr. Smith asked for verification of tracking both the contract goal as well as The COMET's overall goal. Dr. Prince indicated she is tracking both. Mr. Andoh stated we will be reporting the agency as a whole and will show the contract/project for each.

8. DISCUSSION and ACTION ITEMS

A. CUSTOMERS REQUEST FOR CASH REFUNDS

Ms. Andrews referenced page 39 of the packet and stated that a DART rider contacted her to say she is moving out of state and requested a cash refund for her tokens. The rider was told of the no refund policy and she then requested to appeal that policy. Ms. Andrews had no staff recommendation on the matter.



Dr. Morris stated that he sympathizes with this individual, but the policy is clear and should be adhered to.

Ms. Dickerson returned to the meeting.

Ms. Dickerson agreed that the policy should be adhered to.

Motion:

A motion was made by Ms. Dickerson and seconded by Ms. Terracio to adhere to the existing no refund policy.

Mr. Green asked if she could sell the tickets to someone else. Ms. Andrews stated that it is possible, but these are not physical passes. They could be transferred. Mr. Green then asked if Ms. Andrews knew the individuals age or where she worked. Ms. Andrews was not sure.

Dr. Morris asked that staff also send the individual a letter and a copy of the policy.

B. RATP DEV SUBCONTRACTING ON DETAILING AND BUS STOP MAINTENANCE

Dr. Prince referred to pages 44 - 47 in the committee packet and indicated that a company to perform drug and alcohol testing is also included in this report. She stated that this item was deferred at the last Finance Committee meeting and since then there has been a legal review of RATP Dev contracting with TCS for detailing work. TCS would then contract with DBE Kare Pro to provide the service. Legal had no concerns with moving forward with the detailing contract and staff recommends moving forward with that.

Capital Building Services was listed as the firm to perform bus stop maintenance. RATP Dev executed an agreement with them.

RATP Dev would like to add DBE Ed Rush Consulting Firm to handle their drug and alcohol testing as well as company physicals. This firm currently contracts for uniforms but would like to be added in this capacity.

Motion:

A motion was made by Ms. Dickerson and seconded by Ms. Terracio to accept the staff recommendation that the Finance Committee recommend to the Board of Directors that The COMET staff proceed to approve 1) RATP DEV subcontracting with TCS to handle the vehicle detailing via Kare Pro, a certified DBE; and 2) RATP DEV subcontracting with Ed Rush Development & Consulting to handle drug and alcohol testing, and company physicals.



Approved: Dickerson*, Morris*, Smith*, Terracio*

Absent: Howard

Motion passed.

C. SECURITY CONTRACT AWARD

Mr. Andoh reviewed pages 48 - 52 of the packet which detailed the recent procurement process for Security Guard Services for The COMET facilities. He stated that there were two proposals received and a review committee evaluation recommends DBE New Age Security.

Ms. Terracio asked if an armed guard is necessary. Mr. Andoh replied that COMET Central was a location for loitering and illegal activities in the past. He went on the state that, to his knowledge, there has never been an instance of a security guard pulling their gun and that it merely gives an extra sense of protection.

Ms. Terracio said she was not sure guns are needed and is not a fan of having more guns. Mr. Andoh agreed that COMET Central has come a long way and that staff could do a comprehensive look at policing with a more collaborative effort between the police and security guards. Ms. Terracio stated the focus should be on de-escalation of events with stun-guns used as a last resort.

Mr. Andoh stated that the proposed contract allows for the flexibility between armed and unarmed guards and that could be a part of the final contract negotiation.

Mr. Green added that stun guns are not always effective on people with impaired mental status and he doesn't want an officer to lose their life because they were unarmed. Mr. Andoh replied that security could be paired with armed police. Once the contract negotiations are finalized, staff could report back to this committee the exact security strategy to be implemented.

Motion:

A motion was made by Ms. Terracio and seconded by Ms. Dickerson to recommend to the Board to authorize the Executive Director/CEO to investigate using non-gun-carrying security officers for coverage and continue to use law enforcement in the way they show up.

There was brief discussion of the motion and if it limits the Executive Director in his negotiations.

Amended Motion:

An amended motion was made by Ms. Terracio and seconded by Ms. Dickerson to direct the Executive Director/CEO to negotiate and upon successful negotiations, execute a contract with New Age Security to provide Security Guard Services for The COMET facilities for a five year period with five, one year options and if negotiations are not successful, to negotiate and award to the second most responsive bidder, Strategic Security and that the Executive Director evaluate the



determination of having non-armed security guards at COMET Central provided that there is a community policing strategy in place in partnership between the proposed security guard company, the City of Columbia Police Department and City Center Partnership which all provide security services at COMET Central.

Approved: Dickerson*, Morris*, Smith*, Terracio*

Absent: Howard

Motion passed.

D. LANDSCAPING CONTRACT AWARD

Mr. Andoh referred to page 53 - 81 of the packet detailing the procurement of landscaping services at The COMET facilities for a five-year period with five, one-year options. He discussed the history and the procurement process and stated that there were two proposals received and a review committee evaluation recommends A. James Global Services.

Motion:

A motion was made by Rep. Howard and seconded by Ms. Terracio to recommend to the Board of Directors to authorize the Executive Director/CEO to negotiate and upon successful negotiations, execute a contract with A. James Global Services to provide landscaping services for The COMET facilities for a five year period with five, one year options and if negotiations are not successful, to negotiate and award to the second most responsive bidder, Gregg's Lawn and Landscaping.

Approved: Dickerson*, Morris*, Smith*, Terracio*, Howard*

Absent: None

Motion passed.

E. JANITORIAL CONTRACT AWARD

Mr. Andoh referred to page 82 - 86 of the packet detailing the procurement of janitorial services at The COMET facilities for a five-year period with five, one-year options. He discussed the history and the procurement process and stated that there were two proposals received and a review committee evaluation recommends Capital Building Services.

Both Mr. Andoh and Tanisha Gibbons, Customer Experience & Contract Compliance Manager, felt that Capital Building Services has consistently done a good job for The COMET in the past.

Motion:



A motion was made by Dr. Morris and seconded by Ms. Dickerson to accept staff's recommendation to recommend to the Board of Directors to authorize the Executive Director/CEO to negotiate and upon successful negotiations, execute a contract with Capital Building Services to provide janitorial services for The COMET facilities for a five-year period with five, one-year options and if negotiations are not successful, to negotiate and award to the second most responsive bidder, B & C Associates.

Approved: Dickerson*, Morris*, Smith*, Terracio*, Howard*

Absent: None

Motion passed.

F. VEHICLE TECHNOLOGIES

Mr. Andoh referred to page 87 - 155 of the packet which provided information for the Committee's review for discussion of vehicle technologies as requested by Dr. Morris.

~~There was much discussion of CNG fuel costs versus electric and hydrogen buses.~~

Ms. Dickerson stated that this topic is very complicated and should be a workshop presentation. Mr. Smith agreed and felt that the discussion needed to be at the Board level.

Motion:

A motion was made by Ms. Dickerson and seconded by Ms. Terracio to recommend the Board hold a workshop to explore future fuel technologies.

Dr. Morris stressed the importance of scheduling this workshop in the near future.

Approved: Dickerson*, Morris*, Smith*, Terracio*, Howard*

Absent: None

Motion passed.

G. ELECTRIC BUS TRANSFER FROM WEGO TRANSIT

Mr. Andoh referred to page 156 - 159 of the packet which provided information for the Committee's consideration pertaining to receiving up to five electric buses from Nashville Metropolitan Transit Authority.

Mr. Andoh highlighted some of the key factors for the committee to consider including:

- Training of bus operators to operate the bus and mechanics to maintain the bus
- Installation of a charging station at the Operations and Maintenance Facility



- Approval by SCDOT to install an overhead charger on its right of way
- Approval by the City of Columbia to install the overhead charger through its normal permit process.
- Establishment of an account with Dominion Energy regarding use of electric buses, since additional power would be generated beyond what The COMET is generally spending under its current rate schedule. An additional meter would be needed for the overhead charger.
- These buses historically work up to 10 miles per charge.

Mr. Andoh stated that this item is only for consideration at this time and that he would come back to the committee with additional details once they are known.

Motion:

A motion was made by Dr. Morris and seconded by Ms. Dickerson to recommend to the Board that Mr. Andoh submit a letter of interest to WEGO Transit and return to this committee with final details once known.

Approved: Dickerson*, Morris*, Smith*, Terracio*, Howard*

Absent: None

Motion passed.

9. ADJOURN

Motion:

A motion was made by Ms. Dickerson and seconded by Dr. Morris to adjourn the Committee

Approved: Dickerson*, Morris*, Smith*, Terracio*, Howard*

Absent: None

Motion passed.

Meeting adjourned at 11:56 A.M.

CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY

Adopted this November, 2020

Prepared by:

Michelle Ransom

Michelle Ransom, Grants & Regional Coordination Manager

Approved by:



Approved by:

Allison Terracio

Allison Terracio, Board Secretary

