



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 **Monday, July 6, 2020 at 3:15 p.m.**

Central Midlands Regional Transit Authority
Service Committee Meeting Minutes
Wednesday, July 8, 2020-12:00 P.M.
3613 Lucius Road, Columbia, SC 29201 – Conference Room A

Members Present:

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

Guests Present:

Ricky Angueria, Guest*
Mihir Bhosale, Guest*
Katherine Cason, DPA/Grant Assistant, Lexington County
Corey Gagnon, General Manager, RATP Dev
Frannie Heizer, Attorney, Burr & Forman Law Firm*
Ben Limmer, Lead Transition Manager, RATP Dev*
Zane McGhee, Civil Engineer, Davis & Floyd
Robert Smith, Senior Vice President/Client Relations, RATP Dev*
Debbie Summers, Board of Directors, Guest
Jarrett Walker, Jarrett Walker and Associates

Absent Committee Members:

Derrick Huggins
Geraldine Robinson

**indicates participation by phone*

The COMET Staff Present

John Andoh, Executive Director/CEO
Leroy DesChamps, Director of Administration Operations/COO
Eric Harris, Planning & Development Specialist
Paige Jernigan, Administrative & Customer Service Specialist

1. CALL TO ORDER AND DETERMINATION OF QUORUM



Col. Leaks called the meeting to order at 12:05 P.M.

A quorum was present at the opening of the meeting.

2. ADOPTION OF AGENDA

Motion:

A motion was made by Ms. Mood and seconded by Col. Leaks to adopt the agenda.

Approve: No vote

Absent: No vote

The Committee discussed removing Item 10 D. from the agenda. Mr. Furgess explained that the Intergovernmental Agreement needed to be reviewed due to Executive Committee posing questions regarding some material outlined in the document by legal counsel. He explained that the original motion would need to be amended. He added that it was decided to take the agreement to the Attorney General for another opinion.

Motion:

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

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

Absent: Huggins

Motion passed

Motion:

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

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

Absent: Huggins

Motion passed

3. MIDLANDS TRANIST RIDERS ASSOCIATION UPDATE - NONE

4. CALL TO THE PUBLIC

- INDIVIDUALS WISHING TO ADDRESS THE COMMITTEE MUST SIGN UP PRIOR TO THE CALL TO ORDER.
- COMMENT TIME LIMIT – TWO (2) MINUTES PER PERSON.
No representation

5. MINUTES FROM JUNE 4, 2020, JUNE 10, 2020 and JUNE 19, 2020 MEETINGS

Motion:

A motion was made by Ms. Mood and seconded by Ms. Gleaton to collectively approve the minutes as distributed.

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

Absent: Huggins



Motion passed

6. MATTERS REFERRED FROM THE BOARD OF DIRECTORS

A. Discuss Previous Motions from 2017 to Present

Mr. Andoh reviewed the motion outlined on Page 18.

- Motion to direct staff and Service Committee to develop a long-term service plan primarily in Richland County
- Motion to direct staff and Service Committee to work with SCDOT to develop a plan for Park and Ride Service, as an alternative plan primarily along the I-26 corridor for the 10-year construction period designated for the Carolina Crossroads project
- Develop Streetscape Plan for Harden & Taylor Streets, plus SuperStop
- Approve Safety Policy

No questions or comments from the Committee.

7. APRIL AND MAY 2020 TRANSDEV OPERATIONS REPORT

Mr. Andoh reviewed the April and May 2020 Operations Report. He explained there was no Safety Meeting held these months due to the COVID-19 pandemic. He added that we are still practicing rear boarding, no fare, and alternate seating to help maintain social distancing between the passengers and the operator.

Mr. Andoh referred to Page 24 – Page 23 for the Key Performance Indicators for April and May 2020. It was discussed that the numbers still aren't accurate due to the manual counting. He discussed the installation of Strategic Mapping and the accuracy improving in the future. The Committee discussed the pulse system.

8. RATP DEV OPERATIONS REPORT – None

9. RIDERSHIP REPORT

Mr. Andoh reviewed the April and May Ridership Report. He explained that due to the COVID-19 pandemic ridership is down compared to last year. He also referenced a graph chart comparison on Page 37.

10. DISCUSSION AND ACTION ITEMS

A. Passenger Amenities Program Update

Mr. McGhee gave the passenger amenities update for Davis & Floyd. He reviewed three encroachment permits and explained they received an approval letter from Allen University to move forward with the Harden/Taylor stop. He added that Walmart notified them that a signed agreement has been mailed out and once received, they can proceed with construction.

B. Review of FY 2018 and CY 2019 Ridership Data

Mr. Harris referred to the Service Route Analysis starting on Page 48. He explained that the report is based on three (3) primary performance indicators used in this report.



- Ridership - the number of passengers that enter a transit vehicle during service hours.
- True Efficiency - population within a 3/4-mile radius of service route divided by the calendar year ridership.
- Boarding per hour - the average number of riders boarding a given transit bus within one hour of service.

Mr. Harris referred to the graph on Page 52. He explained Route 101 has the highest ridership. Mr. Andoh confirmed that this information being presented is the accurate numbers. Mr. Harris explained the most efficient routes and suggested looking at the weekend routes that are not performing. Discussion ensued regarding the graph on Page 56 and specific routes. Mr. Andoh confirmed that the loss of revenue fare is being covered by CARES Act funding.

Mr. Andoh stated that at the next meeting he will have a detailed list of route changes that need to be made.

RATP Dev report: Ben Limmer, Lead Transition Manager
Corey Gagnon - General Manager

Mr. Limmer introduced himself and identified all the key personnel. He explained the transition process has been successful. He added they developed a 30, 60, 90-day plan and hopes for a seamless transition.

Mr. Gagnon introduced himself and thanked Mr. Andoh. He mentioned that he has been meeting with drivers, maintenance, and staff. He added that he is very impressed with the staff and the operations.

C. Reimagine The COMET discussion.

Mr. Andoh introduced Mr. Jarrett Walker, a Master Planner. Mr. Walker presented to the Committee the Reimage The COMET, Transit Choices Report.

11. 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:



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

Paige Jernigan, Administrative & Customer Service Specialist

Approved by:

A handwritten signature in black ink, appearing to be "Allison Terracio", written over a horizontal line.

Allison Terracio, Secretary

