



3613 LUCIUS ROAD. • COLUMBIA, SC • 29201

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**Central Midlands Regional Transit Authority**

**BOARD OF DIRECTORS AGENDA**

**Wednesday, May 25, 2022**

**12:00 p.m.**

*Prior to entering the meeting, please turn all electronic devices (cell phones, pagers, etc.) to a silent, vibrate or off position.*

OFFICERS

Allison Terracio, Chair (Richland County)

John V. Furgess, Sr., Vice Chair (Richland County)

Christopher Lawson, Secretary (Richland County)

Andy Smith, Treasurer (Forest Acres)

BOARD MEMBERS

Lill Mood (Lexington County)

Carolyn Gleaton (City of Columbia)

Overture Walker (Richland County)

Will Brennan (City of Columbia)

Representative Leon Howard (Richland County Legislative Delegation)

Dr. Robert Morris, (Richland County Legislative Delegation)

Tina Herbert (City of Columbia)

ADVISORY BOARD MEMBERS

Skip Jenkins (City of Cayce)

Mike Green (City of West Columbia)

Debbie Summers (Town of Springdale)

Geraldine Robinson (Town of Eastover)

Al Koon (Town of Chapin)

Barry Walker (Town of Irmo)

Stephen Cain (Town of Batesburg-Leesville)

William "B.J." Unthank (Lexington County Legislative Delegation)

1. CALL TO ORDER AND DETERMINATION OF QUORUM

2. ADOPTION OF THE AGENDA

PAGES 1-2

3. MIDLANDS TRANSIT RIDERS' ASSOCIATION UPDATE (C. GOSSETT/W. DURST - 2 MINUTES)

4. CALL TO THE PUBLIC

A. INDIVIDUALS WISHING TO ADDRESS THE BOARD MUST SIGN UP AT [INFO@THECOMETSC.GOV](mailto:INFO@THECOMETSC.GOV)

B. COMMENT TIME LIMIT - TWO (2) MINUTES PER PERSON.

i. MR. JAVAR JUAREZ - BROAD RIVER BUSINESS ALLIANCE

5. 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. Please limit to 2 minutes.

A. APPROVAL OF APRIL 27, 2022 BOARD MINUTES (PAMELA BYNOE-REED) PAGES 3-8

B. APPROVAL OF THE INVOICE PAYMENT SELECTION LISTING ENDING MAY 31, 2022 (ACCOUNTING DEPARTMENT)

I. DRAFT payables 06/01/2022.

6. DISCUSSION AND ACTION ITEMS

- A. FY22-23 OPERATIONS AND CAPITAL BUDGET (ROSALYN ANDREWS) PAGES 10-17
- B. ON-TIME PERFORMANCE & PROGRESS UPDATE (L. COOKSEY/M. HUBELL) PAGES 18-52
- C. LUCIUS AND RIVER UPDATE (ERIC HARRIS/DERRICK HUGGINS, VERBAL)
- D. ICAM GRANT UPDATE (MICHELLE RANSOM, VERBAL)
- E. SODA CAP REVITALIZATION PLAN (P. BYNOE-REED, E. HARRIS) PAGES 53-63

7. MOTION PERIODS FROM BOARD MEMBERS AND/OR BROUGHT FORTH FROM COMMITTEE

- A. PROCESS FOR MOTIONS TO AND FROM THE BOARD (PAM BAKER, ESQ.)

8. PROGRESS REPORTS – INFORMATIONAL ONLY – 1 MINUTE PER PRESENTER

- A. CHAIR REPORT & EXECUTIVE COMMITTEE UPDATE (ALLISON TERRACIO, VERBAL)
- B. COMMITTEE CHAIRS UPDATE
  - A. SERVICE COMMITTEE UPDATES (LILL MOOD, VERBAL)
  - B. FINANCE COMMITTEE UPDATES (ANDY SMITH, VERBAL)
- C. EXECUTIVE STAFF UPDATES
  - A. INTERIM CHIEF EXECUTIVE OFFICER (DERRICK HUGGINS, VERBAL)
  - B. CHIEF OPERATING OFFICER (LEROY DESCHAMPS)
    - ADMINISTRATION AND OPERATIONS STAFF REPORT PAGES 64-66
  - C. CHIEF FINANCIAL OFFICER (ROSALYN ANDREWS)
    - FINANCE/IT STAFF REPORT PAGE 67
  - D. CIVIL RIGHTS OFFICER (DR. ARLENE PRINCE)
    - REGULATORY COMPLIANCE STAFF REPORT PAGES 68-70
    - DBE REPORT PAGES 71 - 74
  - E. PUBLIC INFORMATION OFFICER (PAMELA BYNOE-REED)
    - MARKETING & COMMUNITY AFFAIRS REPORT PAGES 75-77
  - F. REVIEW OF BOARD MOTIONS

9. EXECUTIVE SESSION

- A. **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. (PAM BAKER, ESQ.)

10. ADJOURN

All items on this agenda are subject to action being taken by the Board of Directors. Agenda order is subject to change.

GENERAL INFORMATION ABOUT BOARD MEETINGS: The COMET will make all reasonable accommodations for persons with disabilities to participate in this meeting. Upon request to the Public Information Specialist and Clerk of the Board, The COMET will provide agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Requests should be sent to The COMET by mail at 3613 Lucius Road, Columbia, SC 29201, by fax at (803) 255-7113, or by e-mail to [info@catchthecomet.org](mailto:info@catchthecomet.org). For language assistance, interpreter services, please contact (803) 255-7133, 711 through the Relay Service. Parainformación en Español, por favor llame al (803) 255-7133.

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*The COMET BOARD OF DIRECTORS 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 Juliet Sowell at [jsowell@thecometsc.gov](mailto:jsowell@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 April 22, 2022.*

**Central Midlands Regional Transit Authority  
BOARD OF DIRECTORS MEETING  
Wednesday, April 27, 2022 - 12:00 PM  
3613 Lucius Road, Columbia, SC 29201 - Conference Room A**

**Members Present:**

Allison Terracio (12:25pm exit)  
John V. Furgess, Sr.\*  
Carolyn Gleaton\*  
Christopher Lawson\*  
Lil Mood  
Dr. Robert Morris\*  
Andy Smith\* (12:45p)

**Guests Present:**

Pam Baker, Burr Forman LLP  
Hampton Miller, Chernoff Newman  
Diane Sumpter, DESA, Inc.

**The COMET Staff Present:**

Derrick E. Huggins, Interim CEO  
Rosalyn Andrews, Director of Finance/CFO  
Jackie Bowers, Customer Experience & Compliance Manager  
Pamela Bynoe-Reed, Director of Marketing & Community Affairs/PIO  
Leroy DesChamps, Director of Administration Operations/COO  
Eric Harris, Planning and Development Specialist  
Blake Gibbons, Transit Services Coordinator  
Arlene Prince, Director of Regulatory Compliance & Civil Rights Officer  
Michelle Ransom, Grants & Regional Coordination Manager  
Amaris Ray-Pope, Financial Office Assistant  
Juliet Sowell, Public Information Specialist/Clerk of Board  
Crystal Willis, Financial Accountant

**Advisory Members Present:**

Michael Green\*\*  
Skip Jenkins\*\*  
Barry A. Walker\*\*  
Debbie Summers\*\*

**Members Absent:**

Stephen D. Cain\*\*  
Will Brennan  
Tina Herbert  
Leon Howard  
Al Koon\*\*  
Geraldine Robinson\*\*  
William B.J. Unthank\*\*  
Overture Walker

**Guest Present:**

Robert Smith, RATP DEV	Steve Sherrer, RATP DEV
Lenny Cooksey, RATP DEV	Katherine Cason, Lex County
Mike Hubbell, Lone Star	Dennis Franklin, RATP DEV
Walter Durst, MTRA	Olga Graziano, RATP DEV
Robert Smith, RATP DEV	Brian Butler, CIVICOG
Joey McKelvey, RATP DEV	
Courtney Coney, RATP DEV	

\*\*Advisory Board Member

\*Via Phone

1. **CALL TO ORDER AND DETERMINATION OF QUORUM**  
Chairperson Terracio called the meeting to order at 12:01 P.M.  
A quorum was present at the opening of the meeting.
  
2. **ADOPTION OF THE AGENDA** Pgs. 1-2  
**Motion:** A motion was made by Dr. Morris and seconded by Mr. Lawson.  
**Ayes:** Furgess, Gleaton, Lawson, Mood, Morris, Smith, Terracio  
**Nays:** None.  
**Absent:** Brennan, Herbert, Howard, Walker  
**Motion passes**
  
3. **MIDLANDS TRANSIT RIDERS' ASSOCIATION - Walter Durst.**  
Mr. Durst began by referencing the MTR's Facebook and their insistence for the Board Members to participate on their page.
  
4. **CALL TO THE PUBLIC (2 minute)**  
No Public Participation.
  
5. **CONSENT CALENDAR**
  - A. APPROVAL OF MAR. 23, 2022, BOARD MINUTES (P. Bynoe-Reed) Pgs. 3-8
  - B. APPROVAL OF THE INVOICE PAYMENT SELECTION LISTING  
MAY 1, 2022 (ACCOUNTING DEPT.) Pgs. 9-18  
DRAFT payables 04/01/2022**Motion:** A Motion was made by Ms. Mood to adopt the Consent Calendar and seconded by Chairwoman Terracio.  
**Ayes:** Furgess, Gleaton, Lawson, Mood, Morris, Smith, Terracio  
**Nays:** None  
**Motion passes**
  
6. **DISCUSSION AND ACTION ITEMS**
  - A. **OTP & PROGRESS UPDATE FROM RATP DEV (Cooksey/R. Smith)** Pgs. 19-47  
Mr. Cooksey reported over 1,000 hours of information in training sessions with staff and system operators regarding the project to modify schedules to increase system wide performance. Running times have been analyzed and adjusted, as needed, to improve OTP. Mr. Cooksey states that we are currently at 46% and anticipates us being in the low 70% by the end of May ultimately reaching the 85% mark and maintaining.  
*{Chair Terracio exits meeting and Mr. Furgess leads meeting 12:31pm}*

B. LUCIUS AND RIVER UPDATE (Eric Harris/Derrick Huggins, Verbal)

Mr. Harris reminded the Board that the engineering consulting firm on our Lucius Road project is Brownstone. He goes on to remind us that the project is trying to mitigate some of the downtown traffic and have the traffic signal installed. Mr. Harris clarifies, once again, that we are making it possible for our customers to change buses and that a bicycle route will be added to the purchase order along with another shelter which totals eight (8) shelters at this stop. Approval was obtained from SCDOT and they plan to begin their work May 2022.

Ms. Bowers explains that the Lucius Road Super Stop will be run like the other Super Stops. The only exception with the Lucius Road stop is that it has more shelters.

Ms. Diane Sumpter of DESA was hired in developing a session on May 23, 2022 at the Adult Center in Hopkins, SC at the request of Senator Jackson and Director Huggins. The request is The COMET come to the Hopkins area with information to better serve the Hopkins residents as the end goal. This idea is currently in draft form.

C. RATP DEV PRICING STRUCTURE CHANGE (Rosalyn Andrews) Pgs. 48-57

Mr. Hubble speaks on the July 2020 Contract for the Operations & Maintenance of Fixed Route, Flex Route & Paratransit Services - Pricing Modifications and impacts of the pandemic and modification goals. The recommended action for the change order is to: Eliminate CPI cost.....; Replace the existing base compensation rate tables.....; Retroactively apply Flex/Paratransit matrix rates for services.....; and apply the matrix rates to all services effective April 1, 2022.

**Motion:** A Motion was made by Mr. Smith to adopt the recommended proposed matrix for the change order to: Eliminate CPI cost.....; Replace the existing base compensation rate tables.....; Retroactively apply Flex/Paratransit matrix rates for services.....; and apply the matrix rates to all services effective April 1, 2022. and seconded by Chairwoman Terracio.

**Ayes:** Furgess, Gleaton, Lawson, Mood, Morris, Smith

**Nays:** None

**Motion passes**

**Motion:** Mr. Smith made a motion to Adopt a Fare Free proposal beginning May 1, 2022 for 2 months. Mr. Furgess suggests sending the No Fare idea back to Service to be reevaluated with a marketing plan, Mr. Lawson seconded the motion.

**Ayes:** Furgess, Gleaton, Lawson, Mood, Morris, Smith

**Nays:** None

**Motion passes**

- D. BOARD OF DIRECTORS GOVERNANCE POLICIES (Pam Baker, Esq., Verbal)
  - Policy No. 3 - Setting Committee Agendas
  - Attorney Baker clarified how items get on our agenda in accordance to Board Governance Policies. Information can get on the Committee Agenda the following ways:
    - 1: Staff to Committee and then Committee votes,
    - 2: Agenda items can get on the Committee's agenda from the Board.

7. MOTION PERIODS FROM BOARD MEMBERS AND/OR FROM THE COMMITTEE

- A. PROCESS FOR MOTIONS TO AND FROM THE BOARD (Pam Baker, Esq., Verbal)
  - Refer to 6D.

8. PROGRESS REPORTS - INFORMATIONAL ONLY

- A. BOARD CHAIR REPORT & EXECUTIVE COMMITTEE UPDATE
  - No further updates

B. COMMITTEE CHAIR UPDATES

- I. SERVICE COMMITTEE UPDATES: (Lill Mood)
  - No further updates
- II. FINANCE COMMITTEE (Andy Smith) Pgs. 58-95
  - No further updates

C. EXECUTIVE STAFF UPDATES

- I. INTERIM CHIEF EXECUTIVE OFFICER (Derrick Huggins, Verbal)
  - Mr. Huggins and Attorney Baker had a few updates and requests that some staff members meet with them afterwards.
- II. CHIEF OPERATING OFFICER (Leroy DesChamps) Pgs. 96-98
- III. CHIEF FINANCIAL OFFICER (Rosalyn Andrews) Pgs. 99
  - Ms. Andrews references her report. She mentioned the press release referencing The COMET being awarded the LIVE UNITED award accepted by Ms. Willis on behalf of The COMET.
- IV. CIVIL RIGHTS OFFICER (Arlene Prince) Pgs. 100-106
  - Dr. Prince references her report on pages 100-102. Dr. Prince mentions her meeting with Mr. Smith and Mr. Cooksey regarding her approach at DBE goals and additional opportunities. This includes Director Huggins blocking out an hour on Thursday, every week to increase our DBE pool. Additionally, throughout Lexington and Richland the counties we will conduct seminars with further understanding of DBE participation for prospects.

- V. PUBLIC INFORMATION OFFICER (Pamela Bynoe-Reed) Pgs. 107-109  
Ms. Bynoe-Reed references an upcoming LIVE United event, RAPT Dev transportation apprenticeship program, A May 23<sup>rd</sup> Lower Richland community listening event, and a revamping/relaunching of our Soda Cap Connector with additional information provided at our next Service meeting.
- VI. REVIEW OF BOARD MOTIONS  
No Board Motions

9. EXECUTIVE SESSION

- A. SECTION 30-4-70 (A) (5) Discussion of matters relating to the proposed location, expansion, or the provision of service encouraging location or expansion of industries or other businesses in the area s served by the public body.

Director Huggins request that Ms. Ransom, Ms. Bynoe-Reed, Ms. Bowers, Ms. Andrews, and Dr. Prince remain in Executive Session with the Board for informational input on proposed contractual matters that relate to a particular contract, and employment matters.

**Motion:** Motion was made at 1:50 pm by Ms. Gleaton to go into Executive Session and seconded by Mr. Lawson.

**Ayes:** Furgess, Gleaton, Lawson, Mood, Morris, Smith

**Nays:** None

**Motion passes**

**Motion:** Motion was made at 2:17 pm by Ms. Gleaton to come out of Executive Session and seconded by Mr. Lawson. No actions were taken during Executive Session.

**Ayes:** Furgess, Gleaton, Lawson, Mood, Morris, Smith

**Nays:** None

**Motion passes**

10. ADJOUN

**Motion:** Ms. Gleaton made a motion to adjourn the meeting and seconded by Mr. Lawson.

**Ayes:** Aye (Voice Vote)

**Nays:** None.

**Motion passes**



*The meeting adjourned at 2:17 p.m.*

CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY

Adopted this \_\_\_\_\_, 2022

Prepared by:

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Juliet Sowell, Public Information Specialist & Clerk of the Board

Reviewed by:

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Pamela Bynoe-Reed, Director of Marketing & Community Affairs/PIO

Approved by:

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Christopher Lawson, Secretary



DATE: May 18, 2022 AGENDA ITEM #5B  
TO: Central Midlands Regional Transit Authority Board of Directors  
FROM: Rosalyn Andrews, Director of Finance/CFD  
SUBJECT: Approval of the Draft Invoice Payment Selection Ending May 31, 2022

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**Requested Action:** Staff recommends the Board of Directors review and approve the attached draft Invoice Payment Selection Listing with due date through May 31, 2022, and payable June 1, 2022.

**Background and Summary:** Attached is the draft Invoice Payment Selection Listing through May 31, 2022 for the Board's consideration. Total expense \$2,448,161.03 with 12 checks and 61 ACHs would be issued.

**Fiscal Impacts:** Total expenses would be \$2,448,161.03 as of May 31, 2022.

**Recommended Motion:** N/A. For review purposes only.

**Attachments:** Draft Invoice Payment Selection Listing.

For information regarding this staff report, please contact Rosalyn Andrews, Director of Finance/CFD at (803) 255-7135 or email [randrews@thecometsc.gov](mailto:randrews@thecometsc.gov).

Approved for Submission,



Rosalyn Andrews, Director of Finance/CFD

**Board Members:**

Invoice Payment Selection Listing

Vendor Number/ Invoice Number	Dates			Invoice Amount	Discount Applied	Net Amount
	Invoice	Due	Discount			
0001421 ABLE South Carolina						
<b>Check Entry Number:</b> 001						
<b>Electronic Payment: Bank Account:</b> 2049335488 Ameris Bank 10,019.00						
2850	5/9/2022	6/8/2022		5,964.08	0.00	5,964.08
	<b>Comment:</b> Mobility Management- April 2022					
2851	5/9/2022	6/8/2022		4,054.92	0.00	4,054.92
	<b>Comment:</b> Applications- April 2022					
<b>Check Entry 001 Totals:</b>				10,019.00	0.00	10,019.00
<b>Vendor 0001421 Totals:</b>				10,019.00	0.00	10,019.00
0001554 ACE Hardware - Horse & Garden, Inc.						
<b>Check Entry Number:</b> 001						
<b>Electronic Payment: Bank Account:</b> 080041305601 First Citizens 313.44						
479686	4/27/2022	5/27/2022		59.70	0.00	59.70
	<b>Comment:</b> 13.60 gals @ 4.39 / gal					
480654	5/2/2022	6/1/2022		78.58	0.00	78.58
	<b>Comment:</b> 17.90 gals @ 4.39 / gal					
481840	5/9/2022	6/8/2022		79.90	0.00	79.90
	<b>Comment:</b> 18.20 gals @ 4.39 / gal					
482061	5/10/2022	6/9/2022		25.46	0.00	25.46
	<b>Comment:</b> 5.80 gals @ 4.39 / gal					
483074	5/16/2022	6/15/2022		69.80	0.00	69.80
	<b>Comment:</b> 15.90 gals @ 4.39 / gal					
<b>Check Entry 001 Totals:</b>				313.44	0.00	313.44
<b>Vendor 0001554 Totals:</b>				313.44	0.00	313.44
0001055 AmeriGas Propane LP						
<b>Check Entry Number:</b> 001						
<b>Electronic Payment: Bank Account:</b> 0027481 BNY Mellon 42,862.85						
3135917154	4/26/2022	5/26/2022		1,052.38	0.00	1,052.38
	<b>Comment:</b> 513.5 gals @ 1.91 / gal					
3135963191	4/27/2022	5/27/2022		6,918.08	0.00	6,918.08
	<b>Comment:</b> 3375.6 gals @ 1.91 / gal					
3136031519	4/29/2022	5/29/2022		3,452.90	0.00	3,452.90
	<b>Comment:</b> 1684.8 gals @ 1.91 / gal					
3136031520	4/29/2022	5/29/2022		616.26	0.00	616.26
	<b>Comment:</b> 300.7 gals @ 1.91 / gal					
3136122040	4/30/2022	5/30/2022		2,163.39	0.00	2,163.39
	<b>Comment:</b> 1055.6 gals @ 1.91 / gal					
3136266771	5/5/2022	6/4/2022		5,282.50	0.00	5,282.50
	<b>Comment:</b> 2635.4 gals @ 1.87 / gal					
3136368439	5/6/2022	6/5/2022		4,630.05	0.00	4,630.05
	<b>Comment:</b> 2309.9 gals @ 1.87 / gal					
3136368440	5/6/2022	6/5/2022		1,192.65	0.00	1,192.65
	<b>Comment:</b> 595 gals @ 1.87 / gal					
3136444878	5/8/2022	6/7/2022		3,782.58	0.00	3,782.58
	<b>Comment:</b> 1887.1 gals @ 1.87 / gal					
3136556120	5/11/2022	6/10/2022		2,272.55	0.00	2,272.55
	<b>Comment:</b> 1114.3 gals @ 1.90 / gal					
3136592105	5/12/2022	6/11/2022		4,527.55	0.00	4,527.55
	<b>Comment:</b> 2220 gal @ 1.90/gal					
3136628452	5/13/2022	6/12/2022		2,787.51	0.00	2,787.51
	<b>Comment:</b> 1366.8 gals @ 1.90 / gal					
3136753484	5/17/2022	6/16/2022		4,184.45	0.00	4,184.45
	<b>Comment:</b> 2075 gals @ 1.88 / gal					
<b>Check Entry 001 Totals:</b>				42,862.85	0.00	42,862.85
<b>Vendor 0001055 Totals:</b>				42,862.85	0.00	42,862.85
0009660 Arlene Prince						
<b>Check Entry Number:</b> 001						
<b>Electronic Payment: Bank Account:</b> 000784230170 Bank of America 151.96						
JUN22 - AP TRAVEL	5/16/2022	5/31/2022		151.96	0.00	151.96
	<b>Comment:</b> TASC Board Retreat 6/1 - 6/3					
<b>Vendor 0009660 Totals:</b>				151.96	0.00	151.96
0001257 ASI Flex - Admin Fees						
<b>Check Entry Number:</b> 001						
<b>Electronic Payment: Bank Account:</b> 128613463 Central Bank of Boone County 9.28						

Invoice Payment Selection Listing

Vendor Number/ Invoice Number	Dates			Invoice Amount	Discount Applied	Net Amount
	Invoice	Due	Discount			
MAY 2022	5/20/2022	5/20/2022		9.28	0.00	9.28
<b>Comment:</b> Chk Dates 5/5 & 5/20						
<b>Vendor 0001257 Totals:</b>				9.28	0.00	9.28
0001256 ASI FLEX c/o Application Software, Inc.						
<b>Check Entry Number:</b> 001						
<b>Electronic Payment: Bank Account:</b> 128608478 Central Bank of Boone County						
MAY 2022	5/20/2022	5/20/2022		533.32	0.00	533.32
<b>Comment:</b> Chk Dates 5/5 & 5/20						
<b>Vendor 0001256 Totals:</b>				533.32	0.00	533.32
0001167 AT&T - Atlanta						
<b>Check Entry Number:</b> 002 <b>Check Comment:</b> Elevator & Fire Alarm						
<b>Electronic Payment: Bank Account:</b> 2000009850974 COMET Oper - Wells Fargo						
0749-0422	4/22/2022	5/7/2022		331.85	0.00	331.85
<b>Comment:</b> Elevator & Fire Alarm						
<b>Check Entry Number:</b> 003						
<b>Electronic Payment: Bank Account:</b> 2000009850974 COMET Oper - Wells Fargo						
7103-0422	4/25/2022	5/10/2022		1,039.01	0.00	1,039.01
<b>Vendor 0001167 Totals:</b>				1,370.86	0.00	1,370.86
0001626 B&C Associates Inc.						
<b>Check Entry Number:</b> 001						
<b>Electronic Payment: Bank Account:</b> 1410004962270 Truist Bank						
2225471	4/26/2022	5/26/2022		200.00	0.00	200.00
<b>Comment:</b> Upholstery Cleaning-COMET Central, Lucius						
2225496	5/9/2022	6/8/2022		12,697.20	0.00	12,697.20
<b>Comment:</b> May2022 Janitorial Services						
2225497	5/16/2022	6/15/2022		700.00	0.00	700.00
<b>Comment:</b> Fogging - May2022						
<b>Check Entry 001 Totals:</b>				13,597.20	0.00	13,597.20
<b>Vendor 0001626 Totals:</b>				13,597.20	0.00	13,597.20
0001018 Brownstone Construction Group						
<b>Check Entry Number:</b> 001						
<b>Electronic Payment: Bank Account:</b> 083143745401 First Citizens						
04-2022	4/30/2022	5/30/2022		23,615.10	0.00	23,615.10
<b>Comment:</b> Architect & Engineering- April 2022						
<b>Vendor 0001018 Totals:</b>				23,615.10	0.00	23,615.10
0001003 Burr Forman McNair						
<b>Check Entry Number:</b> 001						
<b>Electronic Payment: Bank Account:</b> 707054165 Bank of America						
1310749	5/3/2022	6/2/2022		3,750.00	0.00	3,750.00
<b>Comment:</b> Special Projects- April 2022						
APR2022	5/9/2022	6/8/2022		4,000.00	0.00	4,000.00
<b>Comment:</b> Professional Services- April 2022						
MAR2022	5/9/2022	6/8/2022		4,000.00	0.00	4,000.00
<b>Comment:</b> Professional Services- March 2022						
<b>Check Entry 001 Totals:</b>				11,750.00	0.00	11,750.00
<b>Vendor 0001003 Totals:</b>				11,750.00	0.00	11,750.00
0001159 Canon Financial Services						
<b>Check Entry Number:</b> 001						
28575711	5/13/2022	5/28/2022		599.18	0.00	599.18
<b>Comment:</b> Canon Copier Lease						
<b>Vendor 0001159 Totals:</b>				599.18	0.00	599.18
0001290 Carolina Wiring Service LLC						
<b>Check Entry Number:</b> 001						
74982	5/16/2022	6/15/2022		157.50	0.00	157.50
<b>Comment:</b> Camera System Service Call						
<b>Vendor 0001290 Totals:</b>				157.50	0.00	157.50
0001132 Chernoff Newman, LLC						
<b>Check Entry Number:</b> 001						
<b>Electronic Payment: Bank Account:</b> 4509324701 National Bank of SC						
54060-0000	4/30/2022	5/30/2022		2,887.50	0.00	2,887.50
<b>Comment:</b> Consultation to COMET Board- Apr. 2022						
<b>Vendor 0001132 Totals:</b>				2,887.50	0.00	2,887.50

Invoice Payment Selection Listing

Vendor Number/ Invoice Number	Dates			Invoice Amount	Discount Applied	Net Amount
	Invoice	Due	Discount			
0001664 Cherokee Inc.						
<b>Check Entry Number:</b> 001						
8079-0422	4/18/2022	4/18/2022		8,568.00-	0.00	8,568.00-
<b>Comment:</b> Dominion Energy - Power Line Relocation						
APPL2 2113	4/30/2022	4/30/2022		36,283.11	0.00	36,283.11
<b>Comment:</b> SuperStop #673 Lucius Rd. / River Dr.						
<b>Check Entry 001 Totals:</b>				27,715.11	0.00	27,715.11
<b>Vendor 0001664 Totals:</b>				27,715.11	0.00	27,715.11
0000061 City Center Partnership, Inc.						
<b>Check Entry Number:</b> 001						
<b>Electronic Payment: Bank Account:</b> 1003	083088635401		First Citizens			5,000.00
	5/6/2022	6/5/2022		2,500.00	0.00	2,500.00
<b>Comment:</b> Yellow Shirt Service- April 2022						
1004	5/6/2022	6/5/2022		2,500.00	0.00	2,500.00
<b>Comment:</b> Yellow Shirt Service- May 2022						
<b>Check Entry 001 Totals:</b>				5,000.00	0.00	5,000.00
<b>Vendor 0000061 Totals:</b>				5,000.00	0.00	5,000.00
0001555 City of Cayce						
<b>Check Entry Number:</b> 001						
12201614	4/25/2022	5/25/2022		850.00	0.00	850.00
<b>Comment:</b> Security- 3/31, 4/6 4/6, 4/7, 4/8, 4/13						
<b>Vendor 0001555 Totals:</b>				850.00	0.00	850.00
0001010 City of Columbia - Water						
<b>Check Entry Number:</b> 002						
<b>Electronic Payment: Bank Account:</b> 0540-0422	2000009850974		COMET Oper - Wells Fargo			70.75
	5/11/2022	5/11/2022		70.75	0.00	70.75
<b>Comment:</b> 1745 Sumter St.						
<b>Check Entry Number:</b> 003						
<b>Electronic Payment: Bank Account:</b> 5705-0422	2000009850974		COMET Oper - Wells Fargo			183.95
	5/11/2022	5/11/2022		183.95	0.00	183.95
<b>Comment:</b> 3800 Lucius Rd.						
<b>Check Entry Number:</b> 004						
<b>Electronic Payment: Bank Account:</b> 5706-0422	2000009850974		COMET Oper - Wells Fargo			212.25
	5/11/2022	5/11/2022		212.25	0.00	212.25
<b>Comment:</b> 3808 Lucius Rd.						
<b>Check Entry Number:</b> 005						
<b>Electronic Payment: Bank Account:</b> 5754-0422	2000009850974		COMET Oper - Wells Fargo			3,594.90
	5/3/2022	5/3/2022		3,594.90	0.00	3,594.90
<b>Comment:</b> 3613 Lucius Rd.						
<b>Vendor 0001010 Totals:</b>				4,061.85	0.00	4,061.85
0001247 Colonial Printing, Inc.						
<b>Check Entry Number:</b> 001						
<b>Electronic Payment: Bank Account:</b> 100849	223012476056		Bank of America			113.69
	5/9/2022	6/8/2022		113.69	0.00	113.69
<b>Comment:</b> Business Cards- J. Sowell						
<b>Vendor 0001247 Totals:</b>				113.69	0.00	113.69
0000083 Columbia Fireflies, LLC						
<b>Check Entry Number:</b> 001						
22-0087A	5/30/2022	6/29/2022		8,269.00	0.00	8,269.00
<b>Comment:</b> Outfield Ad, Giveaways, Half Page Ad						
<b>Vendor 0000083 Totals:</b>				8,269.00	0.00	8,269.00
0001559 Columbia Office Furniture						
<b>Check Entry Number:</b> 001						
<b>Electronic Payment: Bank Account:</b> INV-05092022	4277694521		TD Bank			3,031.10
	5/9/2022	6/8/2022		3,031.10	0.00	3,031.10
<b>Comment:</b> Office Chairs						
<b>Vendor 0001559 Totals:</b>				3,031.10	0.00	3,031.10
0001034 Commercial Fitness Service & Sales						
<b>Check Entry Number:</b> 001						
<b>Electronic Payment: Bank Account:</b> 32167	2003206451128		Wells Fargo			145.00
	5/3/2022	5/18/2022		145.00	0.00	145.00
<b>Comment:</b> Preventative Maintenance Inspection						

Invoice Payment Selection Listing

Vendor Number/ Invoice Number	Dates			Invoice Amount	Discount Applied	Net Amount
	Invoice	Due	Discount			
<b>Vendor 0001034 Totals:</b>				145.00	0.00	145.00
0001004 Dominion Energy South Carolina						
<b>Check Entry Number:</b>	002	<b>Check Comment:</b>	1224 Laurel St.			
<b>Electronic Payment: Bank Account:</b>	2000009850974	COMET Oper - Wells Fargo				801.45
0664-0422	5/5/2022	5/20/2022	801.45	0.00	801.45	
<b>Comment:</b> 1224 Laurel St.						
<b>Check Entry Number:</b>	003	<b>Check Comment:</b>	3613 Lucius Rd.			
<b>Electronic Payment: Bank Account:</b>	2000009850974	COMET Oper - Wells Fargo				6,563.28
1452-0422	4/19/2022	5/4/2022	6,563.28	0.00	6,563.28	
<b>Comment:</b> 3613 Lucius Rd.						
<b>Check Entry Number:</b>	004	<b>Check Comment:</b>	Fuel Island & Bus Wash			
<b>Electronic Payment: Bank Account:</b>	2000009850974	COMET Oper - Wells Fargo				890.17
9634-0422	4/19/2022	5/4/2022	890.17	0.00	890.17	
<b>Comment:</b> Fuel Island & Bus Wash						
<b>Vendor 0001004 Totals:</b>				8,254.90	0.00	8,254.90
0000050 Enterprise Holdings, Inc.						
<b>Check Entry Number:</b>	001					
<b>Electronic Payment: Bank Account:</b>	350700770	Commerce Bank				7,000.00
17236486	5/1/2022	5/31/2022	7,000.00	0.00	7,000.00	
<b>Comment:</b> April 2022- Renter Subsidy						
<b>Vendor 0000050 Totals:</b>				7,000.00	0.00	7,000.00
0001637 Feonix - Mobility Rising						
<b>Check Entry Number:</b>	001					
<b>Electronic Payment: Bank Account:</b>	2004493669	West Gate Bank				9,996.48
1352	5/16/2022	6/15/2022	9,996.48	0.00	9,996.48	
<b>Comment:</b> FTA iCam - May 2022						
<b>Vendor 0001637 Totals:</b>				9,996.48	0.00	9,996.48
0001543 Flock & Rally						
<b>Check Entry Number:</b>	001					
<b>Electronic Payment: Bank Account:</b>	83129844301	First Citizens Bank				29,287.51
3882	5/9/2022	6/8/2022	14,022.92	0.00	14,022.92	
<b>Comment:</b> April 2022 Marketing Hours						
58ADV	4/28/2022	5/28/2022	15,264.59	0.00	15,264.59	
<b>Comment:</b> April 2022 Advertising Expenses						
<b>Check Entry 001 Totals:</b>				29,287.51	0.00	29,287.51
<b>Vendor 0001543 Totals:</b>				29,287.51	0.00	29,287.51
0001653 Gamecock Sports Properties, LLC						
<b>Check Entry Number:</b>	001					
<b>Electronic Payment: Bank Account:</b>	403549625	Commerce Bank				1,666.67
759-229262-469809	5/3/2022	5/3/2022	1,666.67	0.00	1,666.67	
<b>Comment:</b> 2021-2022 South Carolina Sponsorship						
<b>Vendor 0001653 Totals:</b>				1,666.67	0.00	1,666.67
0001639 Gateway Outdoor Advertising						
<b>Check Entry Number:</b>	001					
<b>Electronic Payment: Bank Account:</b>	8052414105	PNC Bank				1,085.00
40134	4/1/2022	4/1/2022	1,085.00	0.00	1,085.00	
<b>Comment:</b> Concealed Weapons Stickers						
<b>Vendor 0001639 Totals:</b>				1,085.00	0.00	1,085.00
0001287 Geneva Companies, Inc.						
<b>Check Entry Number:</b>	001					
<b>Electronic Payment: Bank Account:</b>	6201873639	Citizens Bank of PA				504.89
1266554	5/16/2022	5/31/2022	504.89	0.00	504.89	
<b>Comment:</b> Commercial Fitness Equipment						
<b>Vendor 0001287 Totals:</b>				504.89	0.00	504.89
0001666 Guttman Energy, Inc.						
<b>Check Entry Number:</b>	001					
<b>Electronic Payment: Bank Account:</b>	6201873639	Citizens Bank of PA				32,881.60
R22083657	5/12/2022	5/12/2022	32,881.60	0.00	32,881.60	
<b>Comment:</b> 7471 gals @ 4.12 / gal						
<b>Vendor 0001666 Totals:</b>				32,881.60	0.00	32,881.60
0001006 ID Wholesaler (DW, LLC)						
<b>Check Entry Number:</b>	001					
<b>Electronic Payment: Bank Account:</b>	1000032973041	Suntrust Bank				439.98

Invoice Payment Selection Listing

Vendor Number/ Invoice Number	Dates			Invoice Amount	Discount Applied	Net Amount
	Invoice	Due	Discount			
INV6831397	5/13/2022	6/12/2022		439.98	0.00	439.98
<b>Comment:</b> Printer Ribbon						
<b>Vendor 0001006 Totals:</b>				439.98	0.00	439.98
0001489 iT1 Solutions						
<b>Check Entry Number:</b> 001						
<b>Electronic Payment: Bank Account:</b> 002232696400 Bank of America						
12957	4/1/2022	4/16/2022		8,422.00	0.00	8,422.00
<b>Comment:</b> April iT Services						
<b>Vendor 0001489 Totals:</b>				8,422.00	0.00	8,422.00
0001585 JF Petroleum Group						
<b>Check Entry Number:</b> 001						
PSER-0718744	5/12/2022	6/11/2022		252.69	0.00	252.69
<b>Comment:</b> Service Call- Diesel Pump						
<b>Vendor 0001585 Totals:</b>				252.69	0.00	252.69
0001635 Lone Star Transit Asset Management, LLC						
<b>Check Entry Number:</b> 001						
<b>Electronic Payment: Bank Account:</b> 488075765002 Bank of America						
182	5/1/2022	5/16/2022		6,937.50	0.00	6,937.50
<b>Comment:</b> April 2022 Consulting						
<b>Vendor 0001635 Totals:</b>				6,937.50	0.00	6,937.50
0001579 Luminator Technology Group, Inc.						
<b>Check Entry Number:</b> 001						
<b>Electronic Payment: Bank Account:</b> 159208278 JPMorgan Chase Bank						
577490	5/13/2021	6/12/2021		5,452.57	0.00	5,452.57
<b>Comment:</b> Camera Surveillance System						
595214	4/30/2022	5/30/2022		14,500.00	0.00	14,500.00
<b>Comment:</b> On-Board Video Security						
<b>Check Entry 001 Totals:</b>				19,952.57	0.00	19,952.57
<b>Vendor 0001579 Totals:</b>				19,952.57	0.00	19,952.57
0001522 Lyft, Inc.						
<b>Check Entry Number:</b> 001						
<b>Electronic Payment: Bank Account:</b> 984166157 JPMORGAN CHASE						
1001043059	4/30/2022	5/15/2022		32,127.82	0.00	32,127.82
<b>Comment:</b> Pick Up, Market, Night-Time- April 2022						
<b>Vendor 0001522 Totals:</b>				32,127.82	0.00	32,127.82
0001648 Melissa Amerson						
<b>Check Entry Number:</b> 001						
VTRIP APR'22	4/30/2022	4/30/2022		83.07	0.00	83.07
<b>Comment:</b> Volunteer Driver: John Hodge						
<b>Vendor 0001648 Totals:</b>				83.07	0.00	83.07
0009630 Natavis Eric Harris						
<b>Check Entry Number:</b> 001						
<b>Electronic Payment: Bank Account:</b> 7041591772 Navy FCU						
648	5/17/2022	6/1/2022		5,469.41	0.00	5,469.41
<b>Comment:</b> Planning Consultant 4/25/22 - 5/20/22						
<b>Vendor 0009630 Totals:</b>				5,469.41	0.00	5,469.41
0001545 Nexsen Pruet, LLC						
<b>Check Entry Number:</b> 001						
<b>Electronic Payment: Bank Account:</b> 000707905572 Bank of America						
535919163	5/2/2022	5/2/2022		6,000.00	0.00	6,000.00
<b>Comment:</b> Matter No. 061920-00001						
<b>Vendor 0001545 Totals:</b>				6,000.00	0.00	6,000.00
0007059 Nilcaliz Delpozo Fulmore						
<b>Check Entry Number:</b> 001						
<b>Electronic Payment: Bank Account:</b> 223003596424 Bank Of America						
03192022B FEB	3/22/2022	3/22/2022		420.00	0.00	420.00
<b>Comment:</b> Security - 2/20						
<b>Vendor 0007059 Totals:</b>				420.00	0.00	420.00
0001019 Office Depot, Inc.						
<b>Check Entry Number:</b> 001						
239597168001	4/22/2022	5/22/2022		159.05	0.00	159.05
<b>Comment:</b> Copy Paper, Coffee,Cleaning Wipes,Duster						

Invoice Payment Selection Listing

Vendor Number/ Invoice Number	Dates			Invoice Amount	Discount Applied	Net Amount
	Invoice	Due	Discount			
239597248001 Comment: Magnets	4/28/2022	5/28/2022		11.99	0.00	11.99
<b>Check Entry 001 Totals:</b>				171.04	0.00	171.04
<b>Vendor 0001019 Totals:</b>				171.04	0.00	171.04
0001497 Palmetto Exterminators, Inc.						
<b>Check Entry Number:</b> 001						
<b>Electronic Payment: Bank Account:</b>	170011999101		First Citizens			3,000.00
2627606 Comment: Pest Control- Facility	4/24/2022	5/24/2022		160.00	0.00	160.00
2627738 Comment: Monthly Pest Service- Vehicles	4/24/2022	5/24/2022		2,840.00	0.00	2,840.00
<b>Check Entry 001 Totals:</b>				3,000.00	0.00	3,000.00
<b>Vendor 0001497 Totals:</b>				3,000.00	0.00	3,000.00
0001486 PassportParking, Inc.						
<b>Check Entry Number:</b> 001						
<b>Electronic Payment: Bank Account:</b>	1894832110		Comerica			1,099.44
INV-1029888 Comment: Transit Service- April 2022	4/30/2022	5/30/2022		1,099.44	0.00	1,099.44
<b>Vendor 0001486 Totals:</b>				1,099.44	0.00	1,099.44
0001057 PEBA - SC Retirement Systems						
<b>Check Entry Number:</b> 001						
<b>Electronic Payment: Bank Account:</b>	2000009850974		COMET Oper - Wells Fargo			26,004.00
MAY 2022	5/31/2022	6/30/2022		26,004.00	0.00	26,004.00
<b>Vendor 0001057 Totals:</b>				26,004.00	0.00	26,004.00
0001144 PEBA Insurance Finance						
<b>Check Entry Number:</b> 002						
<b>Electronic Payment: Bank Account:</b>	2000009850974		COMET Oper - Wells Fargo			9,020.74
MAY 2022	4/21/2022	4/21/2022		9,020.74	0.00	9,020.74
<b>Vendor 0001144 Totals:</b>				9,020.74	0.00	9,020.74
0001607 PEX - Prepaid Expense Card Solutions						
<b>Check Entry Number:</b> 001						
<b>Electronic Payment: Bank Account:</b>	2000009850974		COMET Oper - Wells Fargo			200.00
MAY22 VTRIP/PUP Comment: COG Grant#TR20-01-001	5/13/2022	5/28/2022		200.00	0.00	200.00
<b>Vendor 0001607 Totals:</b>				200.00	0.00	200.00
0001028 Pitney Bowes Purchase Power						
<b>Check Entry Number:</b> 001						
<b>Electronic Payment: Bank Account:</b>	0001250933		Bank of NY - Mellon			201.00
0788-0422 Comment: Ink Refill	5/5/2022	5/20/2022		201.00	0.00	201.00
<b>Vendor 0001028 Totals:</b>				201.00	0.00	201.00
0001620 PXC, Inc.						
<b>Check Entry Number:</b> 001						
<b>Electronic Payment: Bank Account:</b>	20000020327635		COMET - Payroll Acct			465.98
2022050301 Comment: Salary Payroll - 5/5/22	5/3/2022	5/3/2022		90.33	0.00	90.33
2022050401 Comment: Hourly Payroll - 5/6/22	5/4/2022	5/4/2022		122.70	0.00	122.70
2022051601 Comment: Salary Payroll - 5/20/22	5/16/2022	5/16/2022		130.25	0.00	130.25
2022051602 Comment: Hourly Payroll - 5/20/22	5/16/2022	5/16/2022		122.70	0.00	122.70
<b>Check Entry 001 Totals:</b>				465.98	0.00	465.98
<b>Vendor 0001620 Totals:</b>				465.98	0.00	465.98
0001000 RATP Dev USA Inc.						
<b>Check Entry Number:</b> 001						
<b>Electronic Payment: Bank Account:</b>	061939633		Bank of the West			1,703,646.24
03OCT22 Comment: March 1 - 31, 2022 Contract Services	4/28/2022	5/28/2022		1,703,646.24	0.00	1,703,646.24
<b>Vendor 0001000 Totals:</b>				1,703,646.24	0.00	1,703,646.24
0001209 Sam's Club						
<b>Check Entry Number:</b> 001						

Invoice Payment Selection Listing

Vendor Number/ Invoice Number	Dates			Invoice Amount	Discount Applied	Net Amount
	Invoice	Due	Discount			
<b>Electronic Payment: Bank Account:</b> 2000009850974 0638-0422	4/20/2022	5/5/2022	COMET Oper - Wells Fargo	467.97	0.00	467.97
				<u>467.97</u>	<u>0.00</u>	<u>467.97</u>
			<b>Vendor 0001209 Totals:</b>	467.97	0.00	467.97
0001335 SC Deferred Compensation <b>Check Entry Number:</b> 001						
<b>Electronic Payment: Bank Account:</b> 2000009850974 996206279	5/20/2022	5/20/2022	COMET Oper - Wells Fargo	330.00	0.00	330.00
<b>Comment:</b> 457 Plan - May 2022						
996209452	5/17/2022	5/17/2022		3,018.50	0.00	3,018.50
<b>Comment:</b> 401K - May 2022						
			<b>Check Entry 001 Totals:</b>	<u>3,348.50</u>	<u>0.00</u>	<u>3,348.50</u>
			<b>Vendor 0001335 Totals:</b>	3,348.50	0.00	3,348.50
0001022 Segra <b>Check Entry Number:</b> 001						
<b>Electronic Payment: Bank Account:</b> 4124706490 2229733	5/1/2022	5/31/2022	Wells Fargo	2,799.80	0.00	2,799.80
<b>Comment:</b> Internet Charges- 5/1/2022-5/31/2022						
			<b>Vendor 0001022 Totals:</b>	<u>2,799.80</u>	<u>0.00</u>	<u>2,799.80</u>
0001389 Shred With Us <b>Check Entry Number:</b> 001						
251168	5/3/2022	5/3/2022		74.50	0.00	74.50
<b>Comment:</b> Shredded Confidential Documents						
			<b>Vendor 0001389 Totals:</b>	<u>74.50</u>	<u>0.00</u>	<u>74.50</u>
0001667 Smith & Jones Janitorial Supplies <b>Check Entry Number:</b> 001						
<b>Electronic Payment: Bank Account:</b> 1410005520174 217855	5/16/2022	5/16/2022	Truist bank	278.00	0.00	278.00
<b>Comment:</b> Towels, Air Freshener						
			<b>Vendor 0001667 Totals:</b>	<u>278.00</u>	<u>0.00</u>	<u>278.00</u>
0001547 Solutions for Transit <b>Check Entry Number:</b> 001						
<b>Electronic Payment: Bank Account:</b> 4422722680 22-0505COMET	5/5/2022	6/4/2022	Chase	4,166.66	0.00	4,166.66
<b>Comment:</b> The Reporting Solution- April 2022						
			<b>Vendor 0001547 Totals:</b>	<u>4,166.66</u>	<u>0.00</u>	<u>4,166.66</u>
0001041 SPX Genfare <b>Check Entry Number:</b> 001						
<b>Electronic Payment: Bank Account:</b> 3750653733 90182955	5/2/2022	6/1/2022	Bank of America	16,200.00	0.00	16,200.00
<b>Comment:</b> Token Transit App Integration						
90183003	5/3/2022	6/2/2022		2,092.48	0.00	2,092.48
<b>Comment:</b> S/A Data Probe						
90183087	5/5/2022	6/4/2022		18,228.00	0.00	18,228.00
<b>Comment:</b> Software License Agreement						
			<b>Check Entry 001 Totals:</b>	<u>36,520.48</u>	<u>0.00</u>	<u>36,520.48</u>
			<b>Vendor 0001041 Totals:</b>	36,520.48	0.00	36,520.48
0001603 Strategic Mapping Inc. <b>Check Entry Number:</b> 001						
3005	5/5/2022	6/4/2022		68,875.00	0.00	68,875.00
<b>Comment:</b> Software License- Year 2						
			<b>Vendor 0001603 Totals:</b>	<u>68,875.00</u>	<u>0.00</u>	<u>68,875.00</u>
0000099 Thompson Rental Services Inc. <b>Check Entry Number:</b> 001						
<b>Electronic Payment: Bank Account:</b> 1150005339 42095-1	5/6/2022	6/5/2022	First Community Bank	57.00	0.00	57.00
<b>Comment:</b> 57 gals @ 3.80 / gal						
			<b>Vendor 0000099 Totals:</b>	<u>57.00</u>	<u>0.00</u>	<u>57.00</u>
0001539 Tolar Manufacturing Co. Inc. <b>Check Entry Number:</b> 001						
<b>Electronic Payment: Bank Account:</b> 2250117739 14246	3/8/2022	4/7/2022	Union Bank	220,680.00	0.00	220,680.00
<b>Comment:</b> Shelters & Shelter Amenities						



Invoice Payment Selection Listing

Vendor Number/ Invoice Number	Dates			Invoice Amount	Discount Applied	Net Amount
	Invoice	Due	Discount			
<b>Vendor 0001539 Totals:</b>				220,680.00	0.00	220,680.00
0001373 Transit Talent.Com						
<b>Check Entry Number:</b>	001					
1982204	4/28/2022	4/28/2022		135.00	0.00	135.00
<b>Comment:</b> Employment Ads						
<b>Vendor 0001373 Totals:</b>				135.00	0.00	135.00
0001059 Trapeze Software Group, Inc.						
<b>Check Entry Number:</b>	001					
<b>Electronic Payment: Bank Account:</b>	4175554583	Wells Fargo Bank		11,282.08		
T SMAU220179	4/28/2022	6/12/2022		11,095.00	0.00	11,095.00
<b>Comment:</b> Passenger Portal- 7/1/2022-6/30/2023						
T SMAU220273	4/28/2022	6/12/2022		187.08	0.00	187.08
<b>Comment:</b> Voice Minutes- 1/1/2022-3/31/2022						
<b>Check Entry 001 Totals:</b>				11,282.08	0.00	11,282.08
<b>Vendor 0001059 Totals:</b>				11,282.08	0.00	11,282.08
0001541 UBER Technologies, Inc.						
<b>Check Entry Number:</b>	002	<b>Check Comment:</b> April 2022- PUP Applications				
<b>Electronic Payment: Bank Account:</b>	70095168100100001	Citibank		50.00		
AADA02	5/1/2022	5/31/2022		50.00	0.00	50.00
<b>Comment:</b> April 2022- PUP Applications						
<b>Vendor 0001541 Totals:</b>				50.00	0.00	50.00
0001212 United Way of the Midlands						
<b>Check Entry Number:</b>	001					
<b>Electronic Payment: Bank Account:</b>	5126464594	BB&T		244.68		
MAY2022	5/20/2022	6/19/2022		244.68	0.00	244.68
<b>Comment:</b> 2021 Campaign Pledges						
<b>Vendor 0001212 Totals:</b>				244.68	0.00	244.68
0001512 VERIZON WIRELESS						
<b>Check Entry Number:</b>	001					
<b>Electronic Payment: Bank Account:</b>	2000009850794	COMET Oper - Wells Fargo		1,250.65		
9904864408	4/23/2022	5/23/2022		1,250.65	0.00	1,250.65
<b>Comment:</b> iPad & Tablet Data Plan						
<b>Vendor 0001512 Totals:</b>				1,250.65	0.00	1,250.65
0001254 W. W. Williams						
<b>Check Entry Number:</b>	001					
<b>Electronic Payment: Bank Account:</b>	880286518	JP Morgan Chase Bank		17,440.86		
067W13397	5/11/2022	6/10/2022		17,440.86	0.00	17,440.86
<b>Comment:</b> Bus#10323 Transmission						
<b>Vendor 0001254 Totals:</b>				17,440.86	0.00	17,440.86
0001328 Waste Management						
<b>Check Entry Number:</b>	002	<b>Check Comment:</b> 3613 Lucius Rd.				
<b>Electronic Payment: Bank Account:</b>	2000009850974	COMET Oper - Wells Fargo		2,773.52		
4476426-0080-6	4/18/2022	5/18/2022		2,773.52	0.00	2,773.52
<b>Comment:</b> 3613 Lucius Rd.						
<b>Check Entry Number:</b>	003	<b>Check Comment:</b> 1224 Laurel St.				
<b>Electronic Payment: Bank Account:</b>	2000009850974	COMET Oper - Wells Fargo		1,171.19		
4476501-0080-6	4/18/2022	5/18/2022		1,171.19	0.00	1,171.19
<b>Comment:</b> 1224 Laurel St.						
<b>Vendor 0001328 Totals:</b>				3,944.71	0.00	3,944.71
0001470 WEX BANK						
<b>Check Entry Number:</b>	001					
<b>Electronic Payment: Bank Account:</b>	2000009850974	COMET Oper - WELLS FARGO		4,901.67		
80646036	4/30/2022	5/5/2022		4,901.67	0.00	4,901.67
<b>Comment:</b> 1282.6 gals @ 3.72 avg / gal						
<b>Vendor 0001470 Totals:</b>				4,901.67	0.00	4,901.67
<b>Report Totals:</b>				2,448,161.03	0.00	2,448,161.03

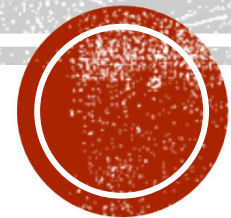
Total number of checks: 12  
 Total number of checks not printed: 12  
 Total number of ACH entries: 61

# THE COMET / RATP DEV SERVICE DELIVERY IMPROVEMENTS

Central Midlands Regional Transit Authority

Board Briefing

May 25, 2022



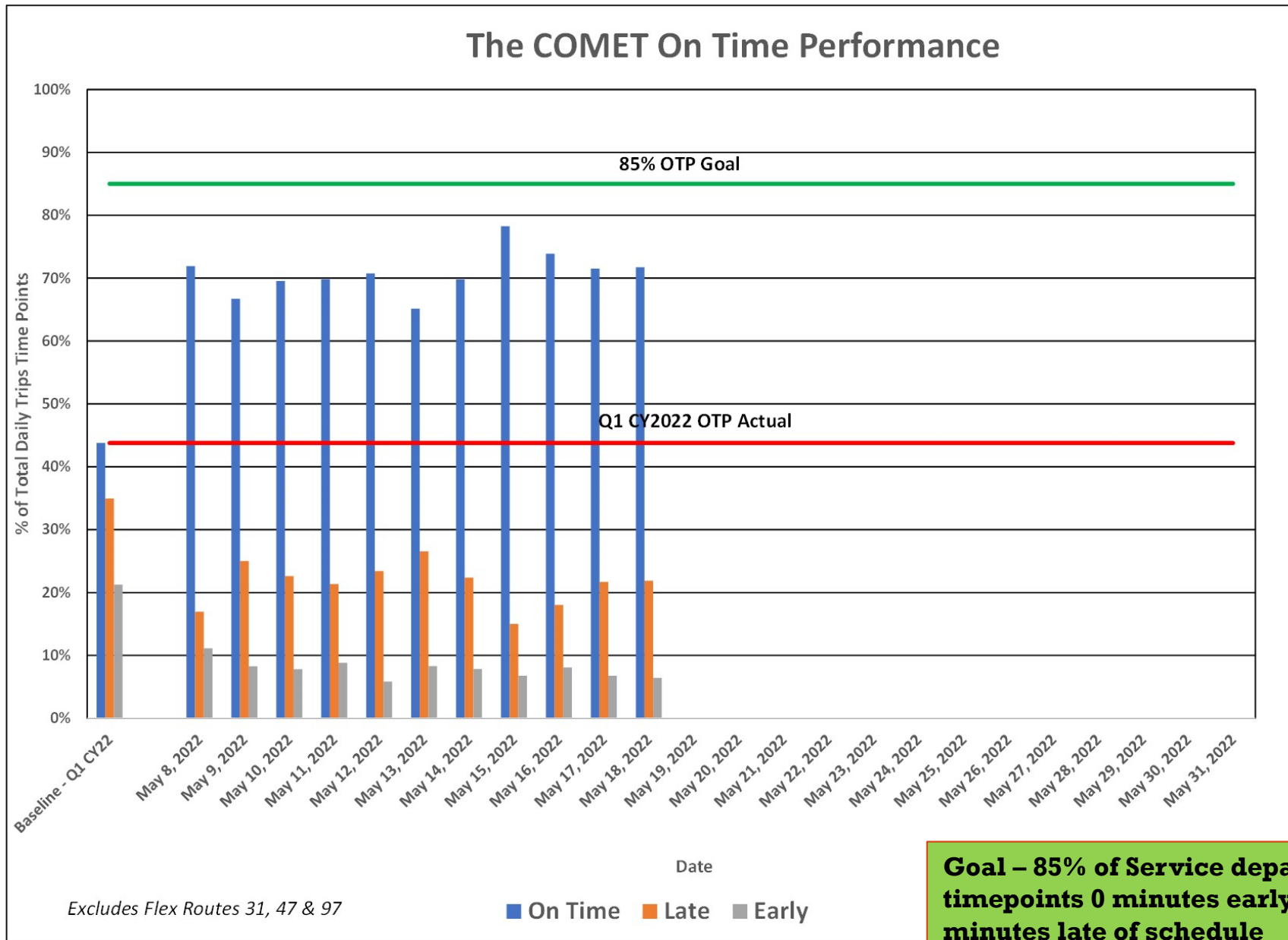
Mike Hubbell  
Vice President, Client Services  
Lone Star Transit Asset Management, LLC

# MAY 8<sup>TH</sup> SERVICE CHANGE SUMMARY

- **Revised Running Times**
  - Analyzed 6 Different Daily Timeframes (2 to 4 hour windows)
  - Revised Running Times
  - Eliminated 1 – 2 Timing Points from Majority of Routes in Each Direction
  - Improved Recovery / Layover Times
  - No Title VI Impacts
  - Blocking – Interlining (COMET Central Alignment)
- **Public Timetables / Maps**
  - Reflect Accurate Interlines
  - Synced with Timing Points
  - Accurate Route Profiles
- **Operator / Supervisor Training**
  - On-Time Emphasis
  - Utilization of Technologies
  - Feedback Process



# MAY 8<sup>TH</sup> SERVICE CHANGE RESULTS



# SERVICE DELIVERY COMPARISON

**January – March 2022**  
**85% of Service - Performance Range**



**May 8<sup>th</sup> to May 18<sup>th</sup> 2022**  
**85% of Service - Performance Range**



**Goal – 85% of Service departing timepoints 0 minutes early to 5 minutes late of schedule**

# NEXT STEPS

- Distribute Timetables
- Technology
  - Route profiles
  - Time points
  - Use of data
- Operators
  - Feedback loop
  - Conformance counseling
- Supervisors
  - Tablet deployment
  - Focused field monitoring



# QUESTIONS





# RATP Dev USA Monthly Performance Report

**APRIL  
2022**







# Hot Topics:

1. COVID-19 – Lenny Cooksey
2. Customer Service – Alicia Peterson
3. Maintenance – Ron Sweeney
4. Operations – Joey McKelvey
5. Safety and Training – Charles Hall
6. Human Resources – Courtney Coney
7. Performance Measures - Lenny Cooksey





# Covid- 19

**CDC Reissues Mask Recommendation On Planes And Public Transportation Across America As Much Of The Northeast Moves Into “High Transmission” Category** 5-3-2022

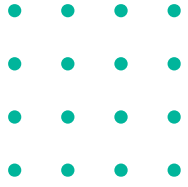
*RATPDEV /TCS COVID-19 CASES/QUARANTINED*

**1**



Bus Cleaning	Totals
Detailed	336
Fogging	338
Interior / Exterior	1674





# Customer Service

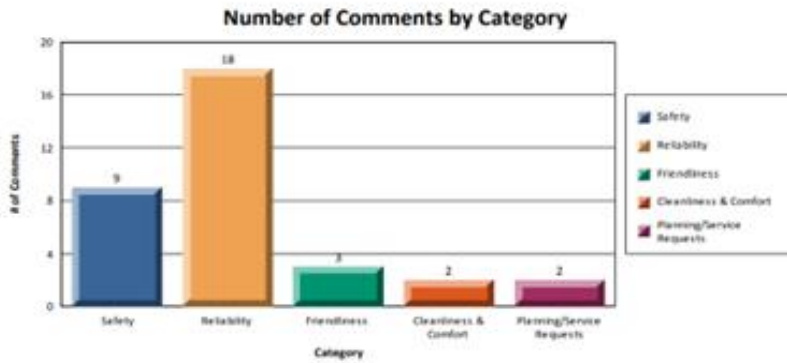




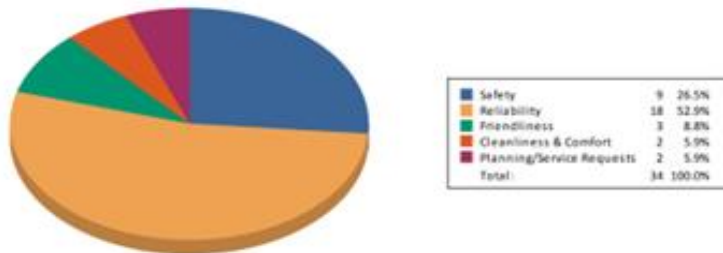
# Customer Service

## CUSTOMER COMMENTS

For the Period: 4/1/2022 to 4/30/2022



**Percentage by Category**



For the month of April 2022, RATP Dev had a total of 35 customer complaints comparing to 61 of March 2022, that is a 42.62% decrease from the previous month. The Safety category was increase to 26.5% from 6.6% and the Reliability category was decreased to 52.9% from 62.3% of the previous month.

The complaint rate 2.59 (complaints per 10,000 riders) for the month of March, is lower than our target goal of 6 complaints per 10,000 customers.

RATP Dev has been continuously addressing the customer complaint issues in different training programs, personal counseling/coaching, and other management actions.





# RECOGNITION

**MALIK SAEED**



**Ayanna Whitfield**



**Employees of the Month**



# Maintenance

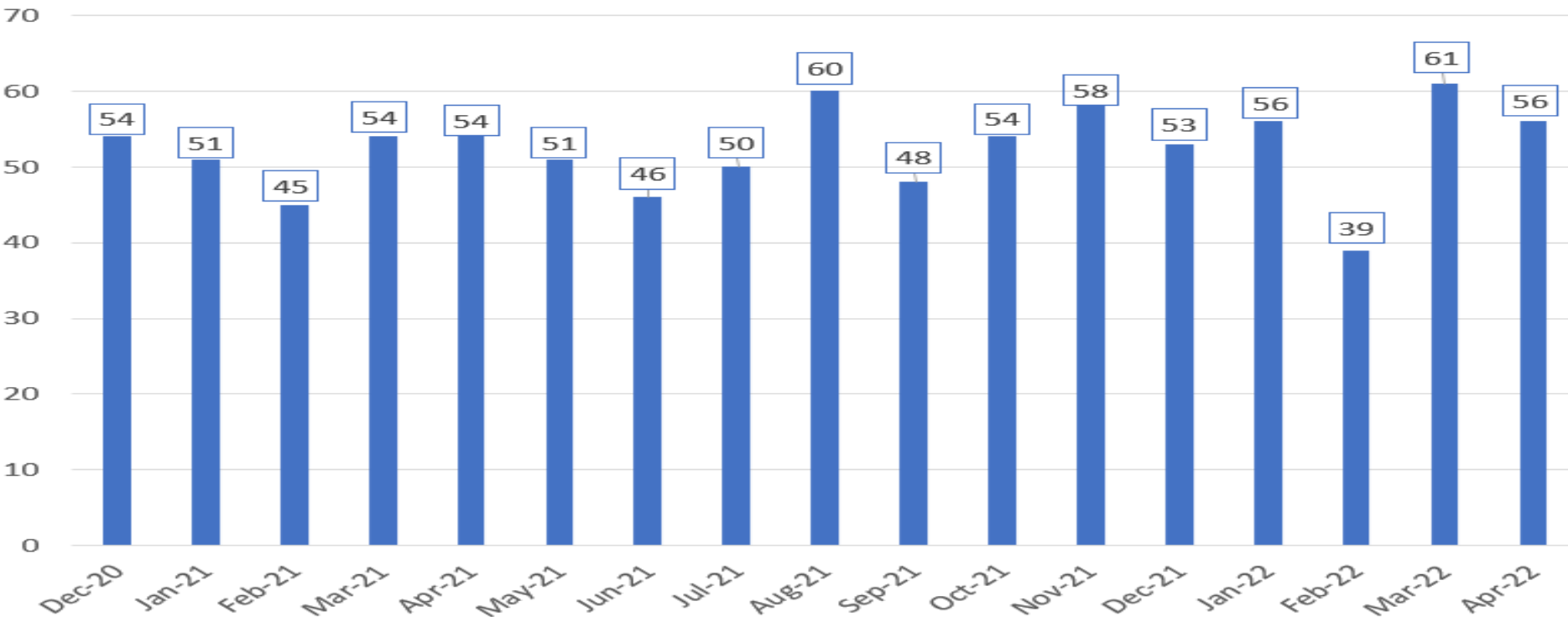


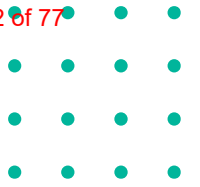


# Preventive Maintenance



**Scheduled PMIs = 56**  
**Completed PMIs = 56**  
**100% On-Time**  
PMI'S ARE TRIGGERED BY ACCUMULATED MILEAGE  
AMOUNT VARIES BY MONTH

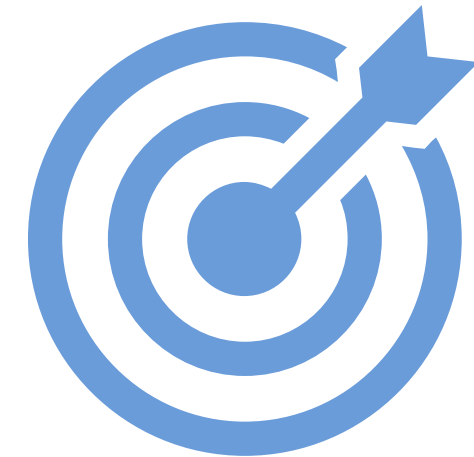




# PM Results



Vehicle Preventative Maintenance Interval Statistics



Total Miles Between Road Calls = **10,459**  
Target Miles Between Road Calls = 12,000





# On Time Performance (OTP)

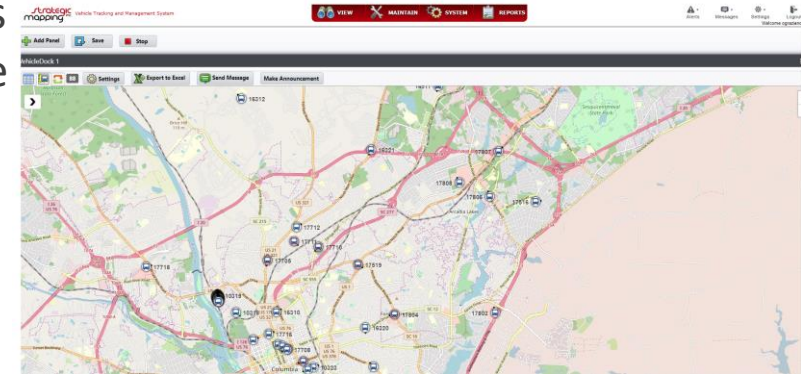




# OTP for Fixed Route / DART / Flex



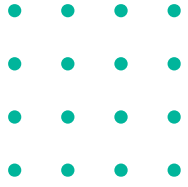
On-time performance is a leading indicator of service reliability and is inscribed as an essential [service standard](#). On-time performance measures the percentage of actual arrival times that are between (0) minutes early and five (5) minutes late at designated points along transit routes. The metric is reported by the COMET's AVL system for Fixed Route ( Strategic Mapping) and DART Paratransit (Trapeze).



- Fixed Route OTP for April 2022: **46.98%**
- Fixed Route OTP had not significant change from March to April
- DART/Paratransit OTP for April 2022: **92.43%**
- DART/Paratransit OTP increased **2.43%** compared to March at **90%**

*Clever Devices has been replaced with the new AVL system, Strategic Mapping. We are currently in phase one of three-part implementation to improve depiction of the system OTP.*





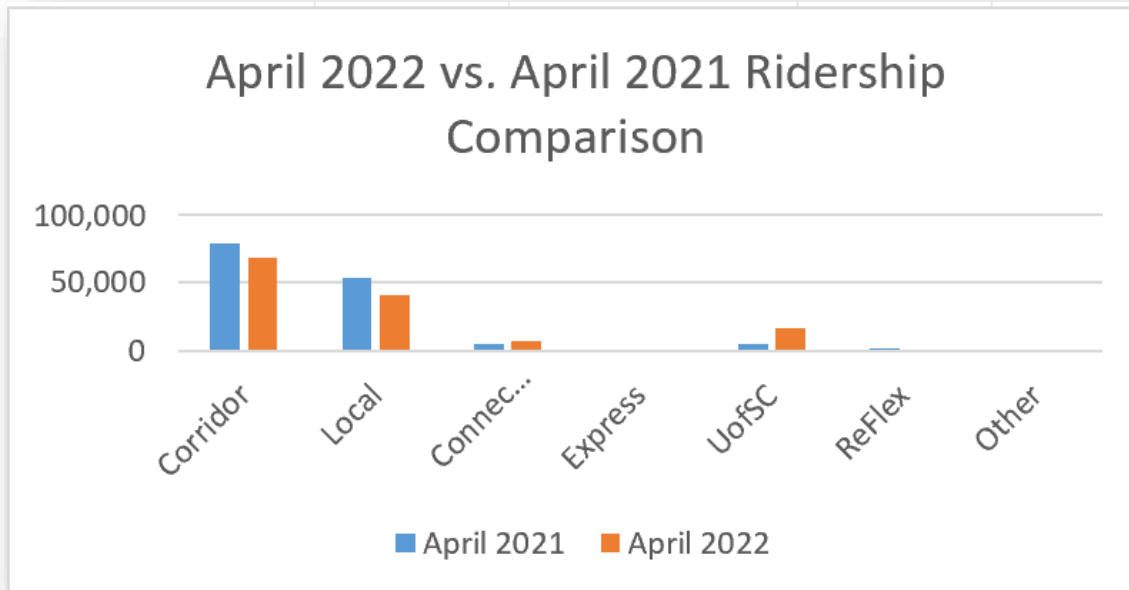
# Ridership Summary

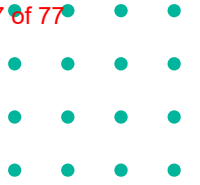




# All Aboard

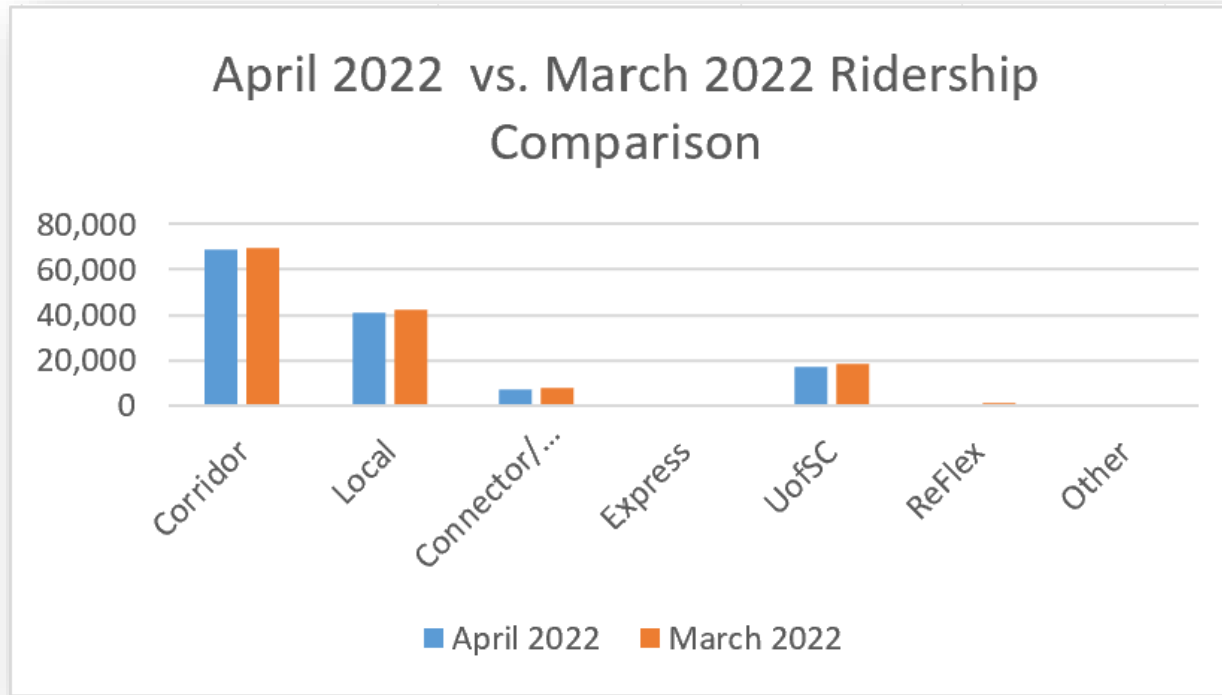
- **134,878 total ridership for April 2022**
- 145,833 total ridership for April 2021
- Ridership decreased –8% compared to April 2021





# Previous Month Comparison

- **134,878 total ridership for April 2022**
- 138,952 total ridership for March 2022
- Ridership decreased 3% compared to March 2022





# Average Daily Ridership

Average Daily Ridership					
Month	Monthly Ridership		Average Daily Ridership		
	2021	2022	2021	2022	% Change
January	201,634	106,428	28,805	15,204	-47%
February	180,366	112,303	25,767	16,043	-38%
March	197,617	138,952	28,231	19,850	-30%
April	152,549	134,878	21,793	19,268	-12%
May	134,918	-	19,274	-	-100%
June	112,840	-	16,120	-	-100%
July	111,695	-	15,956	-	-100%
August	137,928	-	19,704	-	-100%
September	158,796	-	22,685	-	-100%
October	138,010	-	19,716	-	-100%
November	101,489	-	14,498	-	-100%
December	112,745	-	16,106	-	-
<b>Year to Date</b>	<b>1,740,587</b>	<b>492,561</b>	<b>248,655</b>	<b>70,366</b>	<b>-72%</b>



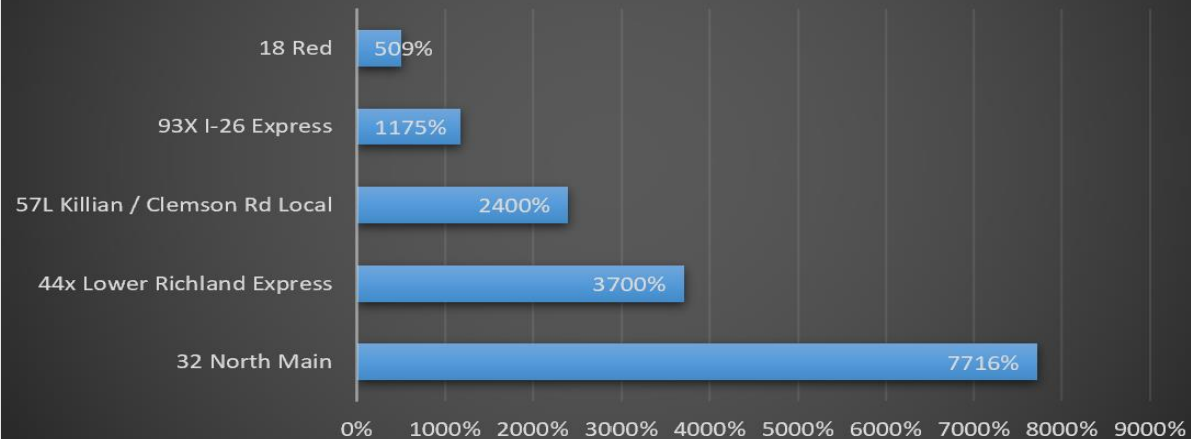


# Top 5 INCREASES VS 2021

## 5 LARGEST RIDERSHIP INCREASES VS PREVIOUS YEAR

	<u>Routes</u>	<u>April 2021 Ridership</u>	<u>April 2022 Ridership</u>	<u>% Increase</u>
1	32 North Main	25	1,954	7716%
2	44x Lower Richland Express	1	38	3700%
3	57L Killian / Clemson Rd Local	7	175	2400%
4	93X I-26 Express	4	51	1175%
5	18 Red	848	5,166	509%

## 5 Largest Ridership Increases vs Previous Year



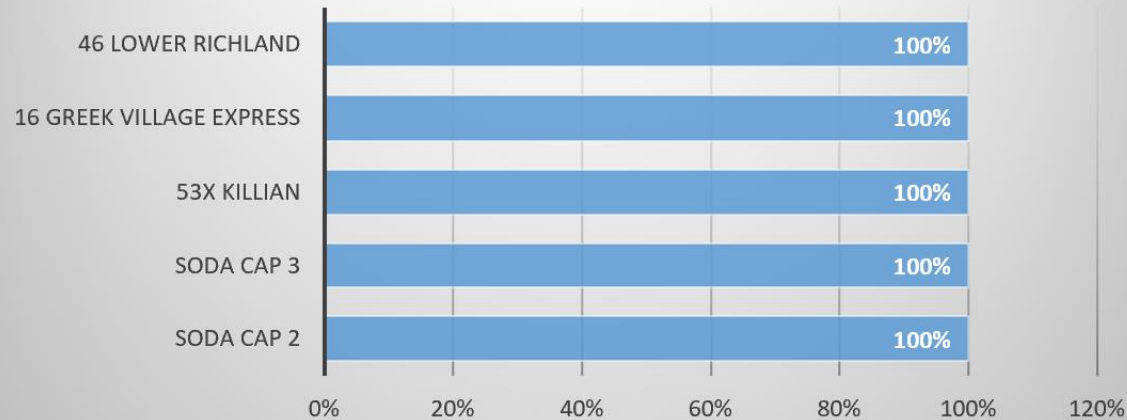


# Top 5 DECREASES VS 2021

## 5 LARGEST RIDERSHIP DeCREASES VS PREVIOUS YEAR

	<u>Routes</u>	<u>April 2021 Ridership</u>	<u>April 2022 Ridership</u>	<u>% Increase</u>
1	Soda Cap 2	3	-	-100%
2	Soda Cap 3	69	-	-100%
3	53X Killian	21	-	-100%
4	16 Greek Village Express	47	-	-100%
5	46 Lower Richland	5	-	-100%

## 5 Largest Ridership Decreases vs Previous Year







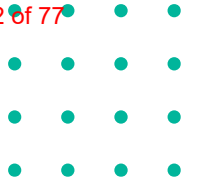
# GAMECOCK RIDERSHIP

UofSC Ridership April vs March

Route	March Total	April Total	Variance	% Change
13 North Loop	847	300	(547)	-65%
14 Express	2,008	1,815	(193)	-10%
15 Yellow	515	507	(8)	-2%
16 Greek Village	60	176	116	193%
17 Green	797	597	(200)	-25%
18 Red	5,526	5,166	(360)	-7%
19 Blue	24	24	-	0%
20 West Campus	5,726	5,795	69	1%
24 Evening 1	46	67	21	46%
25 Evening 2	202	240	38	19%
2001 Gamecock Express	-	-	-	
	15,751	14,687	(1,064)	-7%

- 14,687 passenger boardings
- Represents 7% decrease vs March (15,751)
- Difference of 1,064 passengers compared to March



# DART Ridership



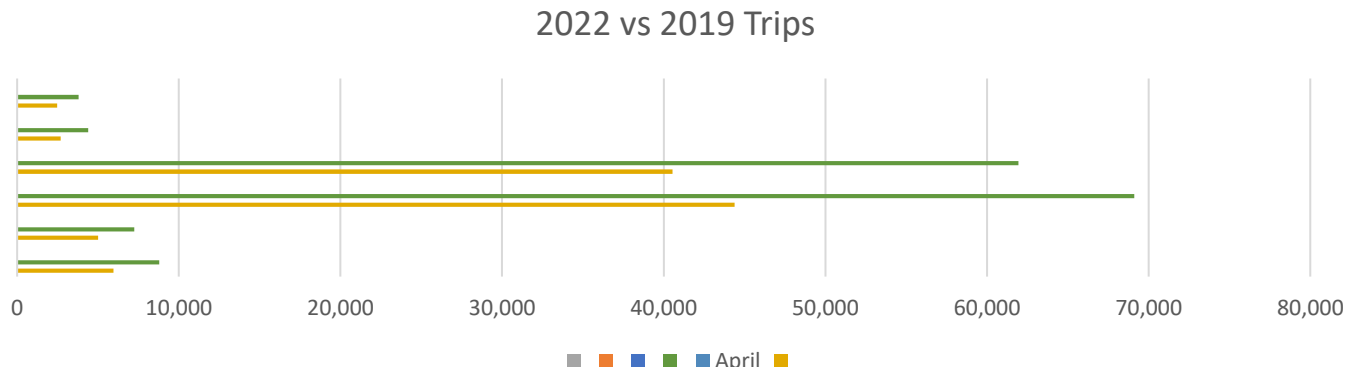
2022		2019	
April		April	
Requested Trips	5,961	Requested Trips	8,787
Passenger Transported	5,006	Passenger Transported	7,251
Total Miles	44,375	Total Miles	69,104
Revenue Miles	40,542	Revenue Miles	61,943
Total Hours	2,693.20	Total Hours	4,402.30
Revenue Hours	2,477.80	Revenue Hours	3,805.00
Cancellations		Cancellations	
No Show	140	No Show	110
Cancel at Door	154	Cancel at Door	151
Late Cancel	76	Late Cancel	53
Same Day Cancel	184	Same Day Cancel	691
Total Cancellation Rate	11.07%	Total Cancellation Rate	13.86%
OTP Goal	90%	OTP Goal	90.00%
Actual OTP	92.43%	Actual OTP	92.60%
Above/Below Goal	2.43%	Above/Below Goal	2.60%



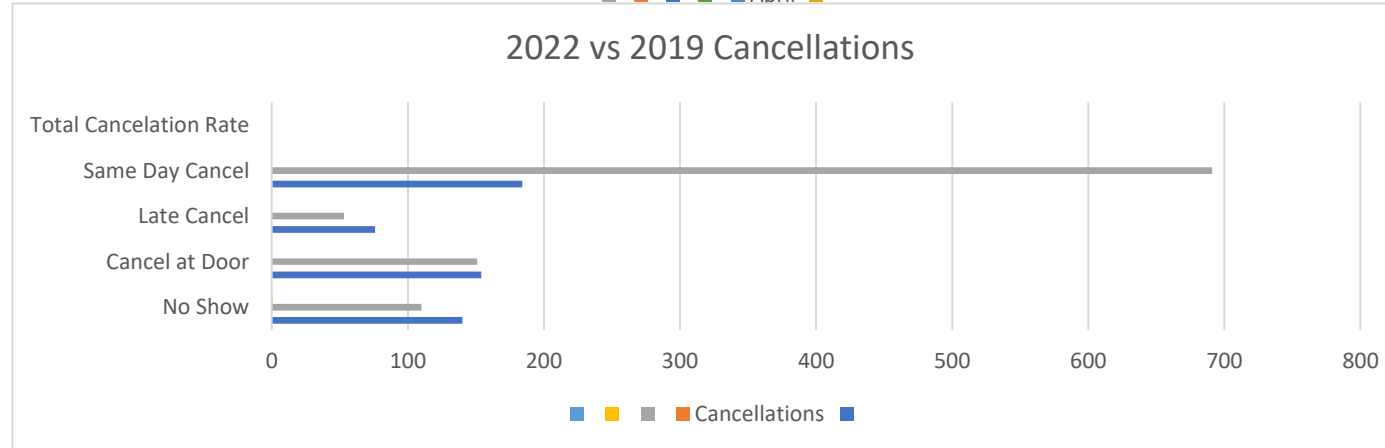
# DART Ridership

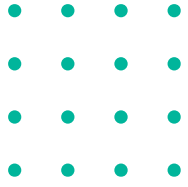


2022 vs 2019		
Requested Trips	-2,826	-32.16%
Passenger Transported	-2,245	-30.96%
Total Miles	-24,729	-35.79%
Revenue Miles	-21,401	-34.55%
Total Hours	-1,709.10	-38.82%
Revenue Hours	-1,327.20	-34.88%



Cancellations		
No Show	30	27.27%
Cancel at Door	3	1.99%
Late Cancel	23	-43.40%
Same Day Cancel	-507	73.37%
Total Cancellation Rate		-2.79%





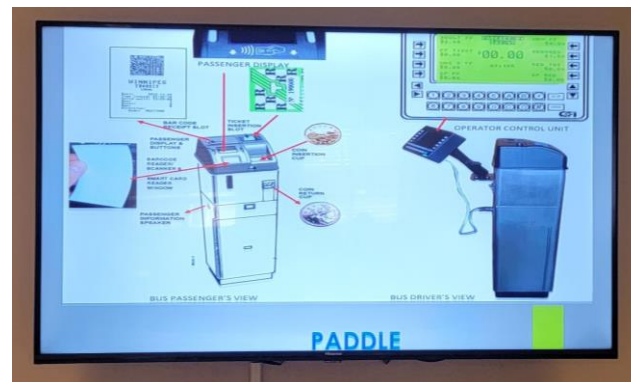
# Safety First, Safety Always





# Safety First

- Safety First Safety Always
  - Monthly Meeting Agenda:
- COVID-19 Prevention - Proper PPE Training and Resources
- Digital Dashboard for Safety announcements
- Safety Performance Overview
- Preventable Accidents 4
- Collisions per 100,000 – 3.54



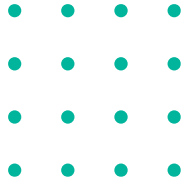


# Safety Performance

Vehicle Accidents				
	Fixed Route	Flex Route	DART	Total Accidents
Revenue Incidents	10	0	0	10
Deadhead Incidents	0	0.0	0.0	0
Per 100,000 Miles	3.54	0	0	3.54
Total Incidents	10	0	0	10

Injuries				
	Fixed Route	Flex Route	DART	3.54
Revenue Incidents	3	0.0	0.0	3
Deadhead Incidents	0	0.0	0.0	0
Per 100,000 Miles	1.06	0.0	0.0	1.06
Total Incidents	3	0	0	3



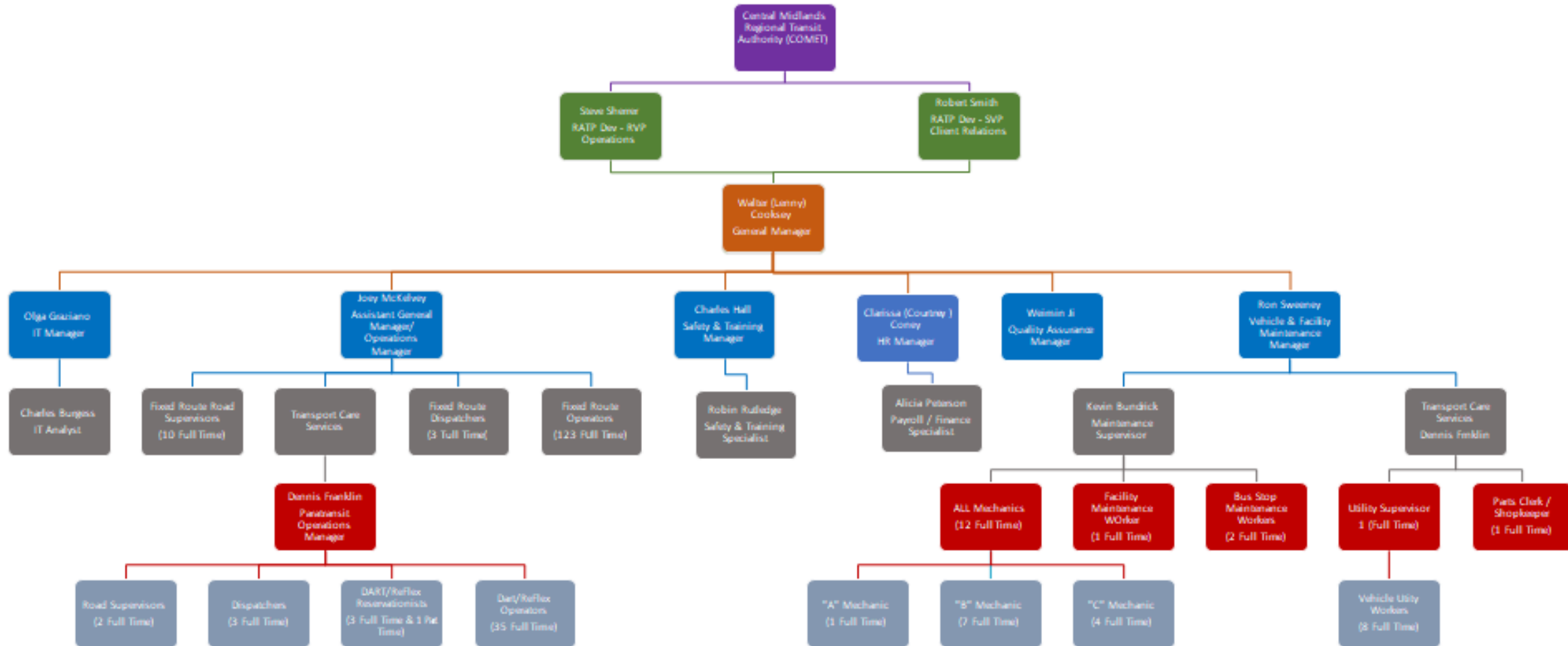
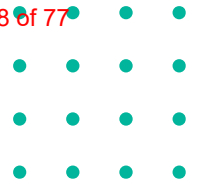


# Human Resources





# Organizational Chart







# Staffing & Recruitment

Description	Active	Training	Leave	Total
Fix Route Operators	109	5	7	121
U of SC Operator	15	1	2	18
Ops Supervisor (UofSC)	1			1
Dispatcher/supervisor (UofSC)	3			3
Fix Route Operations Supervisor	7			7
Fix Route Dispatcher	3			3
DART/ReFlex Reservationist	2.5			2.5
TCS Total Operators	22	2		24
IT Analyst	1			1
Mechanics	12	0	1	13
Lead mechanic/Maintenance Supervisor	1			1
Utility Worker	8	0		8
Shopkeeper	1			1
Totals	185.50	8	10	203.50





# Key Performance Indicator (KPI)





# Key Performance Indicator (KPI)

Performance Measure	RATP Dev Contract Goal	RATP Dev April/Actual
On-Time Performance (Fixed Route / Paratransit)	85% / 90%	46.98% / 92.43%
Miles Between Road Calls	12,000	10,459
Customer Complaints (Per 10,000 Customers)	6.0	2.59
Preventable Accidents (Per 10,000 Miles)	2	.35





Thank You



## Overview:

### The Soda Cap Connector, presented by The COMET

The Soda Cap Connector is a key service of The COMET that allows easy access between major Downtown Columbia destinations and districts on three main routes and one Orbit “loop” route at an affordable cost.

Recently, The COMET has been in discussion about ways to retool the Soda Cap Connector to expand ridership and better fulfill its purpose in the Midlands. As an existing affordable and convenient option for downtown travel, The COMET has an opportunity to reposition the Soda Cap Connector as the top transportation method for tourists in the Columbia, SC region.

Through thoughtful partnerships with hospitality leaders in the Midlands, revamped collateral and marketing materials and a strategic communications plan, The COMET can shift the Soda Cap’s existing framework into a service that better engages audiences and fulfills its purpose.

## Goals

The following goals align with outreach recommendations listed in this plan.

- Reposition the Soda Cap Connector as the top transportation method for tourists in the Columbia, SC region and create top of mind awareness for the service
  - Key words: Safe, Convenient, Fun, Affordable, Coolest way to Travel
- Increase ridership among key audiences, including tourists and locals desiring access to the hospitality districts in the Columbia, SC region.
- Engage partners in the Columbia, SC region to include hotels, restaurants, tourism entities and others as The COMET sees fit for partnership purposes, such as the colleges and universities along the route.
- Make riding Soda Cap easy to understand and easy to access.

## Objectives

The following objectives align with outreach recommendations listed in this plan.

- Engage with at least 50% of the hotels in the downtown area in some form of a partnership to promote and support the Soda Cap Connector in the first 12 months.
- Form cross-promotional and support partnerships with
  - Experience Columbia South Carolina
  - South Carolina Restaurant and Lodging Association
  - WeGOJA Foundation and Historic Columbia District



- Main Street District, Five Points Association, River District and the Vista
- Form support partnerships with Allen University and Benedict College.
- Engage in support of major events occurring along the Soda Cap route and within the districts.
- Develop and roll out new route maps and collateral materials as needed.

## Key Target Audiences

This plan is based on the audiences listed below.

1. **Target Audience (Primary): Tourists visiting Columbia, S.C. (This includes college students and their parents):** The Soda Cap Connector has the potential to become the go-to method of transportation for tourists visiting downtown Columbia. These are individuals who are visiting for business or leisure and staying near the city's downtown districts, like Main Street, The Vista, Five Points or River District. This would also include freshman college students and their visiting parents. These guests are likely staying overnight in a hotel and checking out Columbia's restaurants and bars or are interested in various attractions, outdoor recreation or arts and culture. They may not have a car, or know how to get around the city center and need convenient travel to and from all of their destinations.
2. **Target Audience (Secondary): Champions – Local leaders in business, government, media:** This audience includes community leaders, neighborhood leaders, elected officials, business leaders and the media. These individuals hold power and have influence within their communities. It is important The COMET has their support of the Soda Cap Connector and supply them with information that can be shared with their networks and constituents. This category may also include employees of SC State Government, needing a convenient way to access downtown amenities without moving their cars.

**Existing Audience (Secondary): Locals living in Columbia, S.C.:** This audience includes all individuals living in or around Columbia, S.C. who use the Soda Cap Connector for travel between districts. These are typically choice riders who want to skip the hassle of parking downtown. They may use the Soda Cap specifically when they know parking will be difficult or when driving isn't their preferred option – like on Fireflies game days or to go to an event or concert in The Vista. This may include existing college students who are transit-dependent or who want a convenient, safe and affordable way to access the restaurant and entertainment districts along Soda Cap's route. This category may also include employees of SC State Government, needing a convenient way to access downtown amenities without moving their cars.



## Strategy

A primary challenge for the Soda Cap has been engaging local riders to use it for the purpose of hopping from district to district and exploring the city, which is how it has historically been marketed.

The people who *do* need to be aware of these connections are the families visiting their children at local colleges and universities, the out-of-towners coming in for an event, festival, exhibit or play, the business professionals visiting with a conference who want a taste for the city and all it has to offer and others who are new to the region. The Soda Cap's framework of easy access, affordability, fun and convenience makes it an alluring option for individuals who don't know how to get around Columbia, don't have a car or don't want to deal with the hassle of parking.

Likewise, the locals who love a "staycation" or a progressive date night hopping between downtown districts, need to know about ways to explore locally while still feeling like a tourist in their city. Positioning the Soda Cap as a tourism bus alleviates any fears that this service is "competing" with the regular bus system, because for locals, it becomes a "date night", "Saturday family outing" bus, or lunch trip for State employees – not the day-to-day transport they may choose The COMET's regular fleet for.

By positioning the Soda Cap as the go-to transportation option for tourism in downtown Columbia, The COMET has the potential to expand ridership among an untapped audience of tourists, receive new grant funding opportunities and further increase connectivity to some of the top destinations in the Midlands. This also gives The COMET the opportunity to establish close relationships with key tourism and hospitality entities in South Carolina, like Experience Columbia SC and the South Carolina Restaurant and Lodging Association, who can become primary partners and help grow awareness of the Soda Cap among target audiences.

## Service Recommendations

To amplify the Soda Cap Connector's position as the go-to tourism transportation option in downtown Columbia, the following service changes are recommended:

- **Update the fleet with Soda Cap wrapped cutaway type vehicles and trolleys** to replace the 35-foot buses. The two trolleys would remain in the fleet. This can maintain the "trolley style" Soda Cap branding in a more cost-effective way than purchasing multiple new trolleys. This would also reduce the "empty bus" issue that the large buses create with fewer passengers. (Addressing barrier to success of "large, empty buses" downtown)
- **Rework Route 2** (Five Points) to include more stops along the Historic Columbia District. Consider Route 2 traveling down Hampton Street instead of down Taylor Street.
- Consider combining Routes 1 and 2 into **one continuous route** (Addressing barrier to success of "confusing routes").
- Once service plans are reworked, separate the route maps into Route 1/2, Route 3 (Fireflies/Segra Park on the marquee) and Orbit so riders have a clear understanding of each route, whether online or on a physical collateral piece or both.



- Create **route maps that are destination focused** vs. only line drawings. The present route maps only have 3-4 destinations listed. Highlights hotel, restaurant, school and attractions partners so people know where they are going along the Soda Cap route and can plan trips accordingly. (Addressing barrier of “we don’t know where it goes or how to ride it”).
- Work with Moovit or Transit to create unique **QR codes** for Soda Cap Service. These would be located at each Soda Cap Bus Stop. The codes would be accessible from ANY phone, not just smart phones. The information would include:
  - Present location, Next stop (include district) and direction (EB, WB, etc.)
  - Easy to read map
- Work with Olga and operations to have an **announcement on the SCC buses that announces next stops**. (for example: Next stop, The Vista. Visit Blue Marlin, the Koger Center, and other attractions). We would make advertising mentions on the intercom part of a premium package to partner with us.

## Outreach Proposals

The following brand strategy and communications outreach is recommended to increase visibility of the Soda Cap Connector and encourage ridership among key audiences in downtown Columbia.

### Partnerships

With a shift to focus on tourism, The COMET has the opportunity to partner with hospitality entities spanning downtown Columbia to engage with key audience members. Key partnerships to develop may include the following:

**Experience Columbia SC Partnership:** This entity should be the primary focus for an ongoing partnership in year one. ECSC, if properly engaged, can weave Soda Cap information, messaging and opportunities into the communications and channels they use to talk to visitors to the region.

- Cross-promotional proposals
  - Exclusive space or an advertorial in the Columbia Official Visitor’s Guide.
  - Free rack space for brochures at the Columbia SC Visitor’s Center.
  - Presence or promotional item distribution at applicable tradeshows.
  - Potential to use the new Soda Cap map as the official “Experience Columbia” map
  - Formal promotion to Take a Spin on The Soda Cap Connector, the best way to Experience Columbia SC (potentially positioning as official way to get around)
- ECSC agrees to include Soda Cap advertising in all publications and online channels.
- The Soda Cap agrees to use Experience Columbia SC branding (“Block C”) in select collateral, online, etc. when applicable to promote ECSC.

**South Carolina Restaurant and Lodging Association Partnership:** This entity should be another key focus for an ongoing partnership in year one. If engaged properly, SCRLA can share Soda Cap information and messaging with their network of hospitality entities and may be able to help engage these entities in partnership deals.





- Cross-promotional agreements
  - SCRLA and Soda Cap share each other's branding and messaging in physical collateral or online when applicable.
  - SCRLA can send out a select number of e-blasts with Soda Cap information to their membership email lists.
- Soda Cap presence at select SCRLA events (like Hospitality Day at the State House) and conferences.
- The Soda Cap as the primary mode of transportation during SCRLA's Restaurant Week South Carolina. This can be discussed and creative activations or sponsorship during this event can be determined.

**Hotel Partnerships:** Engage with all hotels in the districts served by the Soda Cap and offer trade advertising opportunities or exclusive partnerships with a handful of hotels that make the Soda Cap the hotel's primary transportation service. These partnerships may also stem from the primary partnership with SCRLA.

Hotels within the Soda Cap service area include the following:

- The Vista:
  - Hyatt Place
  - New Cambria Hotel
  - Springhill Suites by Marriott Columbia
  - Holiday Inn Express & Suites Columbia Downtown
  - Aloft Columbia Downtown
  - Hampton Inn Columbia-Downtown Historic District
  - Hilton Columbia Center
- Main Street:
  - Sheraton
  - Hotel Trundle
  - Marriott
  - Kasa Columbia Main Street
  - Holiday Inn Columbia Downtown
- Five Points:
  - New hotel coming to Wells Fargo
  - Graduate Columbia, SC
  - Courtyard by Marriott - Downtown USC

Hotel partnerships could include the following:

- **Soda Cap collateral distribution:** The COMET can negotiate deals with hotel partners to share Soda Cap collateral in the hotel lobby or include a brochure in guests' rooms.
- **Soda Cap kiosk:** The COMET can produce a branded "kiosk" that sits atop the hotel lobby desk with information about the service and discount tickets for guests. This could work as part of the consignment program (detailed below) or in exchange for trade advertising.



- **“Soda Cap Cafe”:** Exclusive partnerships can be developed with select hotel partners who are open to setting up a “Soda Cap Cafe” space near the hotel lobby as a dedicated area to relax while waiting for the bus to arrive. The space could include complimentary beverages, Soda Cap/hotel SWAG, Soda Cap coloring books, fun photo opportunities, etc. with comfortable seating and an iPad or TV tracking the Soda Cap routes. Include reminders to be present AT THE STOP prior to the bus arrival.

*A consignment program* could allow The COMET to give great benefits to hospitality entities in downtown Columbia, who in turn could provide their guests a discount and encourage them to ride the Soda Cap.

A consignment program may include the following:

- Offer hospitality partners – like hotels – a discounted package of Soda Cap passes to sell to their guests.
- The COMET can also offer passes for hotels to sell to guests in exchange for advertising in a Soda Cap collateral piece, listed as a partner on the website, etc.

**Attraction-Based Partnerships:** The Soda Cap routes run along the city’s top downtown destinations and have an opportunity to partner with tourism entities along each route. Example entities to engage include the following:

- Segra Park
- Allen University
- Benedict College
- SC State Government/SC State House
- South Carolina State Museum
- EdVenture Children’s Museum
- The WeGOJA Foundation, for Green Book historical destinations
- Experience Columbia SC Visitors’ Bureau
- River Runner Outdoor Center
- Historic Columbia
- Columbia Fireflies at Segra Park
- Columbia Museum of Art
- Colonial Life Arena
- The Koger Center for the Arts
- UofSC campus highlights along the SCC route
- Columbia Metropolitan Convention Center

A partnership could include the following collaterals:

- **Soda Cap kiosk:** The COMET can produce a branded “kiosk” that sits atop the front desk area of the business with information about the service and discount tickets for guests. This could work as part of the consignment program (detailed below) or in exchange for trade advertising.



- **Exclusive placements at events:** The Soda Cap can become the primary transportation partner for select businesses or events where public transportation may be needed. As the exclusive partner, The COMET can negotiate promotional placements such as the following:
  - A retractable banner near the entrance/exit
  - Branded graphics/ads shown on TV screens, jumbotrons, etc.
  - Flyers in restrooms with QR codes to a Soda Cap route tracker
  - Etc.
- **Soda Cap promo packages:** Select businesses can partner with The COMET to offer a Soda Cap promo package. This could include discount tickets for the business/event, a package of Soda Cap passes, SWAG from Soda Cap and the business' brand, etc. This could be offered at an affordable price and primarily targeted at tourists or groups. Different packages could be created for different audiences – i.e. a family package, a package for those traveling for business, etc.

**District-Based Partnerships:** The COMET can work with The Congaree Vista Guild, The Five Points Association, City Center Partnership, the City of West Columbia and the City of Cayce as a marketing partner.

A partnership could include the following:

- **Web sponsorship or trade:** Soda cap listing and link on partner website for “How to get around”. Conversely, the Districts are listed on the Soda Cap page of The COMET website with links to their sites.
- **Soda Cap promo packages:** Districts can partner with The COMET to offer pre-made SWAG bags to include Soda Cap collateral and SWAG, district branded SWAG, select discounts or coupons to restaurants, shops and attractions in the area, etc. These can be handed out at events, offered in select amounts at district hotels, or at other times when the district's marketing team has a presence to engage with tourists.
- **Hospitality Event Partnerships:** As part of a district partnership, The COMET and district leaders can develop a food and beverage focused package for tourists with transportation from place to place on the Soda Cap. This could include a progressive dinner down Columbia's Main Street, or a “cocktail hop” in The Vista, etc. Select dates/times and participating restaurants would need to be chosen in advance for a partnership opportunity like this.

## Sponsorships

**Exclusive Transportation Partner for Events:** The COMET will become the exclusive transportation partner for signature events happening within districts on the Soda Cap route, such as St. Pat's in Five Points, Juneteeth Festival, Artista Vista, the Famously Hot SC Pride Festival, etc. This would include the following examples:

- Inclusion in event marketing
- A designated pick-up spot/wait area outside of the event footprint and/or tripper service, if available. Terms for tripper service must meet stringent guidelines.



- Soda Cap Lounge at the event highlighting amenities and instruction on how to ride (In-Kind Value: \$2500)
- Parade Entry (Soda Cap Trolley)

**Event Sponsorships: Soda Cap Connector, presented by** The COMET will continue to sponsor key events in Columbia, SC that draw in a large number of tourists or match the Soda Cap's target audience make-up. The Soda Cap Lounge has been a success in 2021-2022 and should continue to be the primary on-site activation offered by The COMET at sponsored events.

List of Current and Proposed Event Sponsorships:

- St. Pat's in Five Points (March 19, 2022)
- Columbia Food and Wine (April 3, 2022)
- Events hosted by Historic Columbia, like Modjeska Monteith Simkins House tour (Soda Cap proposes sponsorship fourth Sunday from 11am-1pm) and Storytime in the Garden at Hampton-Preston gardens (1615 Blanding Street)
- Artista Vista (late April)
- Harambee Festival at Benedict College (late April)
- Hospitality Day at the State House (April)
- Columbia Black Expo (May 20-21, 2022)
- Juneteenth Parade (June 18, 2022)
- Allen University Freshman Student Orientation: Soda Cap Expedition/Tour of Columbia (August 11-13, 2022)\*\*\*
  - This is a pilot program with Allen University's incoming freshman. The exact event launch date is TBD. For many, public transportation is unfamiliar and potentially "uncool". Introducing the Freshman to the "Cool way to travel" on the Soda Cap, which is a smaller system than COMET's fixed route, allows them access to restaurant and entertainment amenities in the Vista, Main Street, River District and 5 points all currently unavailable to them if they don't have a car. The expedition will be open to parents and incoming students and will be offered as a travel training. Along the route, we will partner with restaurants and hotels for sample servings (amuses bouches) of food and/or coupons for a proposed 10% discount. Soda Cap is fun, cool, safe, convenient and a perfect introduction to the fixed route system. For sustainability, Soda Cap ambassadors will be established after meeting with the Student Government Association of Allen University. The ambassadors will operate as cheerleaders for the service. We plan to expand this proposal to Benedict College.
- Main Street Latin Festival (Late August)
- Le Diner en Blanc (late summer date to be announced)\*\*\*
  - This is a pop-up event where attendees wear all white and meet at a surprise location for dinner and dancing. Began in Paris and celebrated globally, public transportation is an integral part of every Diner en Blanc event. Tripper service.
- Jubilee Festival of Black History & Culture at Manns-Simon Cottage (Sept 17, 2022)
- Midlands Restaurant Week kickoff: Progressive Dinner on the Soda Cap (Oct 5, 2022)\*\*\*
  - Presently working with the SCRLA to identify restaurant partners in each district where the Soda Cap will transport attendees to various restaurants along its route for a featured portion of a 5-course meal. This works as a "travel training" on the



Soda Cap experience while highlighting specific restaurant partners and their sponsored meal course.

- SC Famously Hot Pride Parade/Festival (Late October)
- WeGOJA Foundation's GreenBook Tour of African American historical sites (ongoing) \*\*\*
  - Soda Cap will be the official transportation partner of Green Book in the Midlands and will be featured on the WeGOJA website. Conversely, the new Soda Cap map will feature Green Book locations along the route.
- Soda City Market featuring the Soda Cap Lounge experience
  - TBD throughout the year.

## Collateral

New and refreshed collateral is recommended to align with the recommendations listed in this plan. Collateral includes the following:

- Updated Soda Cap route map which is destination focused with points of interest and rack cards as appropriate
- A Soda Cap desk kiosk for hotels, restaurants and other hospitality partners
- Updated Soda Cap Coloring book with Spanish-language subtitles (consider offering to partners for hotel and restaurant guests).
- Updated Window clings for partners and clings for new partners
- The "Just steps from a stop!" stickers on sidewalk will need to be replaced as they are aging and some stops have lost their sticker.

Future collaterals to be considered:

- Soda Cap A-frames for partners "The Soda Cap Guide To...": As a tourism-focused service, The COMET can get creative with ways to market the Soda Cap to key audiences through an itinerary style guide. This guide can serve as real estate for partnership ad opportunities and help interest partners in creative and authentic partnerships that truly engage individuals. This may include:
  - "The Soda Cap Guide to Family-Friendly Activities"
  - "The Soda Cap Guide to Date Night"
  - "The Soda Cap Guide to Arts & Culture"
  - "The Soda Cap Guide to Outdoor Activities"
  - Etc.

## PARTNER PACK

A partner pack will help The COMET pitch Soda Cap partnerships to hospitality entities and serve as the foundation to set up partnerships.

This could include the following:

- Information on partnership levels.
- A one-sheeter with quick Soda Cap stats and facts.
- Various Soda Cap collateral. This may include Soda Cap route map(s), Soda Cap rack card/trifold and Soda Cap coloring book.

## **APPENDIX A**

### **Points of Interest along Soda Cap Routes**

(Just a starting point. Not all-inclusive)

#### **SCC #1 route**

The State Museum

Edventure Children's Museum

Convention Center (1 block south) Colonial Life Arena (3 blocks south) Vista Restaurants, Shops, Bars

Memorial Park (2 blocks north)

Columbia Museum of Art

The South Carolina State House

Main Street

West Columbia/Cayce River District

#### **SCC #2 Route**

Robert Mills House/Hampton-Preston Mansion

Maxcy Gregg Park

The South Carolina State House

Main Street

University of South Carolina (2 blocks south) USC Barnwell Street Parking Lot

Richland County Administration Center

Five Points Restaurants, Shops, Bars

#### **SCC #3 Route (Fireflies)**

Segra Park

( WE WILL List stops along the route)

**GREEN BOOK DESTINATIONS ALONG OR NEAR A SODA CAP ROUTE**

Woodrow Wilson Family Home	1705 Hampton St.
Allen University Historic District	1530 Harden St.
Benedict College	1600 Harden St.
Randolph Cemetery	Western terminus of Elmwood Avenue
1963 USC Desegregation Commemorative Garden Administration Building)	1501 Pendleton St. (near Osborne
Richard T. Greener Memorial Library at the University of South Carolina)	1322 Green St. (in front of the Thomas Cooper
Mann Simons Site	1403 Richland St.
Zion Baptist Church	801 Washington St.
Bethel AME Church	1528 Sumter St.
Modjeska Simkins House	2025 Marion St.

**HOTELS TO TARGET**

- Hotel Trundle
- Sheraton
- Hyatt
- Marriott
- Aloft
- Wyndham Garden
- Hilton
- Hampton Inn
- Clarion
- Holiday Inn



TO: The COMET Board of Directors  
 FROM: LeRoy DesChamps, Director of Administration and Operations/COO  
 DATE: May 19, 2022  
 SUBJECT: Administration and Operations Report: Activities from April 19, 2022 to May 19, 2022.

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### Administration, Operations, Customer Experience and Human Resources (LeRoy DesChamps, Jackie Bowers, and Patricia Geddis)

- Attended SCAIN Advocacy Day Debrief and 2023 Planning Meeting hosted by ABLE South Carolina.
- Participated in SC PEBA Retirement Meeting for Optional Employers.
- Worked with Finance staff in preparing The COMET Fiscal Year 2022/2023 Operating Budget. Budget was presented to the Finance Committee.
- Continuing to advertise and work with Directors in identifying and selecting candidates for the Planning and Development Manager and Customer Experience Representative positions.
- Attended meetings with Brownstone, Davis and Floyd and Cherokee, Inc. for the Lucius Road SuperStop project. Addressing project issues through appropriate Change Orders. Project is currently on schedule.
- Periodically performed site visits of shelters and bus stops in downtown area, Two Notch Road and at SuperStops to monitor cleanliness and loitering.
- Participating in meetings with RATP Dev staff and consultant to review and discuss plan of action for contract deliverables, staffing, reporting and the data management system. Working with Consultant, Staff and RATP Dev on action plan to address On Time Performance issues.
- Continued assisting with the evaluation of On Time Performance of the system routes.
- Met with Mr. Chapman, Owner of B & C Associates (Janitorial Company) regarding issues at COMET Central.
- Conducted in person visits of bus stops and shelters for cleanliness on Harden Street, Taylor Street, Devine Street and all bus stops in the Greenvine neighborhood.
- Attending weekly meetings with the Center for Transportation and the Environment/CTE and other vendors on the Low or No Emission Buses project.
- Visited COMET Central to observe and monitor The COMET staff, Contractor's staff and cleanliness of building.
- Assisted Transportation Management & Design, Inc. (TMD) with adjusting routes running times and On Time Performance.
- Monitor the Customer Experience Call Center and provided constant feedback on performance and service.

**Board Members:**



- Attended the Midlands Technical College 2022 Administrative Professional Conference at the Columbia Metropolitan Convention Center.
- Continuously train on the new Segra Phone System and reports.
- Continuously document the Weekly Call Log to record the weekly number of and various call types received in the Call Center to determine most common issues and methods to resolve.
- Continuously discuss fares, schedule changes to The COMET's routes, what is new with The COMET, and best customer service practices with Customer Experience Representatives.
- Through The COMET Solutions for Transit system, expeditiously monitor customer inquiries, concerns and complaints related to services, ensuring that they are coded properly and closed out accordingly.
- Continuously provide telephone assistance to incoming customer inquiries, to include escalated transfer calls from CER's and other departments.
- Attended all scheduled staff meetings.

**Board Members:**



To: The COMET Board of Directors  
From: Eric Harris, Planning and Development  
Blake Gibbons, Intern  
Date: May 16, 2022  
Subject: MONTHLY REPORT for May 2022

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- Completed operator internal turn sheets
- Finalized schedule for May 8<sup>th</sup> Service Change
- Worked with UofSC to finalize budget for FY23
- Settled cost escalation strategies for on-going projects
- Started work to amend Gateway amenity contract
- Continued to manage Lucius & River SuperStop project
- Reviewed Soda Cap final report from Flock & Rally
- Continued schedule auditing process with Swiftly
- Continued update of turn sheets
- Conducted site plan reviews
- Continued to coordinate plans for all construction projects for new bus stop amenities
- Continued monitoring of service on the road and issues with routes/vehicles
- Held project bi-weekly meetings with AOS, Brownstone, Gateway, UTA, and UofSC

Central Midlands Regional Transit Authority  
3613 Lucius Road  
Columbia, SC 29201

803.255.7133 - p  
803.255.7113 - f  
[info@TheCOMETSC.gov](mailto:info@TheCOMETSC.gov)

[CatchTheCOMETSC.gov](http://CatchTheCOMETSC.gov)

Derrick E. Huggins, Interim Executive Director & CEO  
Allison Terracio, Chair  
John V. Furgess, Sr., Vice Chair  
Christopher Lawson, Secretary  
Andy Smith, Treasurer

Board Members:

Will Brennan, Stephen Cain, John V. Furgess, Sr., Carolyn Gleaton, Mike Green, Tina Herbert, Leon Howard, Skip Jenkins, Al Koon, Lill Mood, Robert Morris, Geraldine Robinson, DebbieSummers, William [B.J.] Unthank, Barry Walker, Overture Walker

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## Monthly Activity Report

Finance Department and Information Technology Department  
(Roselyn Andrews, Crystal Willis, Amaris Ray-Pope, and Jeremy Berry)

Apr 22 – May 22

### Work Summary

#### IT Dept

##### Security and business continuity

- Windows & application updates

##### Projects, Setups, Break, Fix

- OTP Improvement Project (meetings/testing)
- New employee setup
- Deploy Adobe Acrobat
- Deploy UPS management system
- Deploy replacement NVR
- Conference room system VoIP setup
- Deploy phones
- Deploy replacement laptop

##### Break/fix

- Technical support for conference room technologies
- APC troubleshooting
- Network troubleshooting
- Bluescreen troubleshooting
- Technical support and troubleshooting phones
- Technical support for network assets and services
- UPS battery replacement
- Digital signage account maintenance
- Server maintenance
- Camera system maintenance
- Phone system maintenance
- Security badge system maintenance
- Troubleshoot laptop

#### Accounting Dept

##### Day to Day

- Counted farebox revenue, and COMET Central pass sales receipts
- Processed ticket orders (customers, replenish CSR, 3<sup>rd</sup> party vendors)
- Compile and mail half fare applications, Lifeline Applications, DART applications
- Processed payroll
- Bank reconciliations completed
- Processed payables and receipts
- Submitted SC DDR Fuel Motor Application
- Finance Committee Meeting Packet
- Monthly and Bi-Weekly Meetings, Conferences

**Regulatory Compliance & Civil Rights Report**  
**(Arlene Prince, Michelle Ransom, Alicia Pearson, Brittany Higgins)**  
**Reporting Period–April 27, 2022-May 24, 2022**

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- Met with appropriate team members in preparation for Public Participation Meeting which is a component of the federal DBE Goal Methodology process. The Federal DBE Goal Methodology is due on August 1<sup>st</sup>. The current DBE goal for Federal Transit Administration will expire on September 30, 2022. The new goal will be for a period of three federal fiscal years.
- Coordinated with The COMET Procurement Manager to jointly prepare the FTA-DBE Semi-Annual Report of Awards and Commitments for the first six months (October 2021-March 2022) of Federal Fiscal Year 2022. The report is due on June 1, 2022.
- Coordinated with CMCOG Deputy Executive Director/Transportation Director and The COMET Procurement Manager regarding Change Order #1 for Able SC regarding the mobility management program.
- Coordinated with TripSpark and The COMET legal team to finalize agreements relevant to Trapeze modules for eligibility and service infractions.
- The Regional Grants and Coordination Manager prepared several grant applications to request future funding for agency's initiatives as follows:
  - Submitted monthly vanpool data to NTD
  - Submitted 5310 Letter of Intent to Apply to CMCOG
  - Compiled and entered invoice data for grant-eligible expenses
  - Prepared and submitted FTA drawdown requests totaling \$609,697 (this is same as last month because FTA mistakenly deposited the funds into our closed Wells Fargo account and drawdown had to be resubmitted)
  - Worked on preparation of Bus and Bus Facilities grant application for future multi-modal transportation center
  - Prepared and submitted quarterly financial and milestone reports for each active grant
  - Continued developing Low/No grant application in TrAMS
  - Began closeout procedures for fully expended grant SC-2017-024
- Activities implemented by Procurement & Compliance Manager
  - Retrieving all Procurement related files from share point i.e., accounting records, change orders, contracts, forms etc. and itemized them in chronological order while adding additional necessary file folders and documents needed for the Procurement and Compliance division.
  - Scanning in all previous Regulatory Compliance and Civil Rights records into created files on share point new folder titled Regulatory Compliance and Civil Rights
  - CMRTA Update Meeting w/ Taylor Neely of Brownstone Consulting, regarding Lucius Rd Superstop.
  - Reviewed and Approved the RATP DEV Change Order #9 for Contract Modification
  - Online webinar for ADOBE
  - Renewed Snacktime Contract for Vending Services
  - Dominion Energy Kick Off Meeting, with Victor Johnson, and Rosalyn Andrews regarding the Lucius Rd Superstop

- Initiated a Change Order for Able SC
- Meeting with Dr. Prince regarding the FTA Semi Annual Report Prep
- DBE Goal Methodology Public Participation Meeting Prep
- Meeting with PJ Noble and Associates regarding Public Participation Meeting
- Activities attended by Regulatory Compliance & Civil Rights Officer
  - Attended a virtual Women in Transportation SC Lunch Bunch: Your Best You in 2022 through Self Care.
  - Attended a Safety Committee Meeting to hear about agency safety strategies.
- Activities attended by Grants & Regional Coordination Manager
  - Participated in CMCOG Board of Directors, Transportation Subcommittee, and Rural Transportation Committee meetings
  - Participated in monthly ICAM Grant conference call with all stakeholders
  - Participated in weekly Low/No Grant planning calls with stakeholders
- Activities attended by Procurement & Compliance Manager
  - Attended Finance Committee Meeting (Virtually)
  - Attended The COMET Staff Meeting on 4/18/2022; Presented a presentation on the Procurement Process to use departmentally
  - Attended The COMET Board of Directors Meeting on 4/27/2022
- Mobility Management Initiatives that occurred during the Reporting Period
  - **Pick Up Program (PUP) & Volunteer Transportation Reimbursement Program (V-TRIP)**
    - Since its launch over 40 people have contacted the Mobility Management Specialist (MMS) asking about the program. Seventeen (not counting the person who was temporarily enrolled) individuals are actively enrolled (gone through the application process). One person is being processed. Six people rode in the month of March. They completed 20 trips. The MMS and team plan to review both programs' procedures for improvements.
  - **Richland Lifeline Program**
    - The Richland Lifeline Program launched on October 22, 2021. Since its launch on October 22, 2021, the MMS has received around 60 applications to date. Sixteen applications need additional documentation. Twenty-three have been denied. Twenty-six applicants were sent passes in March. Two were approved in the month of March. Eighteen people need more information.
  - **Access to Healthcare**
    - This program launched on July 6, 2021. The Feonix Mobility Manager is emailing the MMS surveys of passenger who specify a need for more information on transportation options. One to two individuals have taken the bus. The rest of the patients were transferred directly. There are a total of 51 passengers.
  - **Increasing Accessibility through Pedestrian Infrastructure**
    - The MMS is working with the Director of Community Access (DCA) at Able SC to create more accessible pedestrian infrastructure. They are starting at the inbound bus stop path of travel for route 84 from the stop leaving from Able SC. The MMS will make note of the process of identifying, requesting, and acquiring the material to make more accessible pedestrian infrastructure. In a

meeting with Transit app, they revealed that they can note the accessible bus stops in The COMET's system.

- **Travel Navigator/Travel Ambassador**
  - The MMS met with a Vocational Rehabilitation counselor to go over how to use the online resources. Information will be shared with consumers.
- **The COMET Accessibility Advisory Committee**
  - The Accessibility Advisory Committee took place on April 21, 2022, via Zoom at 10 am. The Community Access Specialist hosted the committee for the MMS. Updates were given on the Disability Sensitivity Training, the Accessible Schedules, and the apps the system uses.

**M/DBE Tracking  
Local Funds Only  
July 1, 2020 - March 31, 2022**


<b>Fiscal Year Summary (July 1, 2020 - March 31, 2022)</b>			<b>The COMET/Contractors Vendor Name</b>	<b>The COMET Paid Vendor YTD</b>	<b>Amount DBE Paid YTD* (Direct/Indirect)</b>	<b>Contract M/DBE Requirement</b>	<b>Percentage of Goal Achieved</b>
Vendors Paid - Contracts with M/DBE Goal	\$ 31,054,910.58	1	A James Global Services	\$ 109,358.39	\$ 109,358.39	100%	100%
# M/DBEs Paid*	\$ 7,909,477.58	2	AOS Specialty Contractors (20%)	\$ 310,518.07	\$ 310,518.07	100%	100%
The COMET M/DBE Goal	25%	3	Able South Carolina	\$ 204,985.86	\$ 2,900.00	2%	1%
M/DBE Goal Percentage Achieved	25.5%	4	Amerigas	\$ 849,905.00	\$ 9,360.00	2%	1%
# Vendors with M/DBE Goal	18	5	B & C Associates	\$ 143,754.50	\$ 143,754.50	100%	100%
Note: Data reviewed from The COMET's Check Register from July 2020 -March 2022		6	Brownstone Construction Group (MBE) (20%)	\$ 107,339.44	\$ 101,570.84	2%	95%
**Payments being verified for RATP Dev/Payments reflect up thru March 2022		7	Burr Furman McNair	\$ 492,391.97	\$ 73,730.00	2%	15%
		8	Capital Building Services	\$ 116,854.61	\$ 116,854.61	100%	100%
		9	Chernoff Newman	\$ 77,068.75	\$ 4,050.00	2%	5%
		10	CR Jackson Inc (20%)	\$ 128,835.66	\$ 14,668.00	5%	11%
		11	Flock and Rally	\$ 466,330.96	\$ 466,330.96	100%	100%
		12	IT1 Solutions (20%)	\$ 34,921.00	\$ 325.14	2%	1%
		13	New Age Protection	\$ 350,296.20	\$ 350,296.20	100%	100%
		14	RATP Dev**	\$ 27,039,973.25	\$ 6,159,123.69	20.06%	23%
		15	Strategic Mapping (20%)	\$ 351,375.40	\$ 18,390.00	7%	5%
		16	Tolar Manufacturing (20%)	\$ 181,832.60	\$ 4,262.66	2%	2%
		17	Transit Mgmt Oversight & Solutions	\$ 17,014.92	\$ 17,014.92	100%	100%
		18	Walker White (20%)	\$ 72,154.00	\$ 6,969.60	12%	10%
		<b>Total Payments</b>		<b>\$ 31,054,910.58</b>	<b>\$ 7,909,477.58</b>		<b>25.5%</b>

M/DBE Tracking  
July 1, 2020 - March 2022


	DBE Firm	The COMET Vendor	Service Description	The COMET Paid Vendor YTD	Amount DBE Paid YTD**
1	A James Global Services	A James Global Services	Landscaping	\$ 109,358.39	\$ 109,358.39
2	AOS Specialty	AOS Specialty	Bus Stop Amenities	\$ 310,518.07	\$ 310,518.07
3	Flock and Rally	Able South Carolina	Certification/Mobility Management	\$ 204,985.86	\$ 2,900.00
4	Apex Construction	Amerigas	Propane Fuel	\$ 849,905.00	\$ 9,360.00
5	B & C Associates	B & C Associates	Janitorial	\$ 143,754.50	\$ 143,754.50
6	Brownstone Construction Group (MBE)	Brownstone Construction Group (MBE)	Architectural & Engineering	\$ 103,943.19	\$ 98,174.59
	CES Group Engineers	Brownstone Construction Group (MBE)	Civil Engineering, Surveying, Environmental	\$ 3,396.25	\$ 3,396.25
7	Gaffney Lewis LLC	Burr Furman McNair	Legal Services	\$ 492,391.97	\$ 73,730.00
8	Capital Building Services	Capital Building Services	Janitorial/Landscaping	\$ 116,854.61	\$ 116,854.61
10	Heyward Bannister/Banco-Bannister	Chernoff Newman	PR/Website	\$ 77,068.75	\$ 4,050.00
11	AOS Specialty	CR Jackson Inc	Parking Lot Repair	\$ 128,835.66	\$ 14,668.00
12	Flock and Rally	Flock and Rally	Marketing	\$ 466,330.96	\$ 466,330.96
13	No Info to Date	IT1 Solutions	IT	\$ 34,921.00	\$ 325.14
14	New Age Protection	New Age Protection	Security	\$ 350,296.20	\$ 350,296.20
15		RATP Dev	Fixed Route/Paratransit Oper	\$ 27,039,973.25	
	Transport Care Services	RATP Dev	Paratransit, Bus Cleaning		\$ 5,495,498.04
	Capital Building Services	RATP Dev	Bus Stop Maintenance, Vehicle Detailing		\$ 252,038.00
	Nissi Group	RATP Dev	NTD Reporting		\$ 20,991.00
	Hard Hat	RATP Dev	Safety Equipment		\$ 7,800.79
	A Customer Point of View	RATP Dev	Mystery Rider		\$ 17,520.00
	Ed Rush	RATP Dev	Uniforms		\$ 271,151.07
	Alpha Business Solutions	RATP Dev	Office Supplies		\$ 14,454.17
	Rely Supply	RATP Dev	Oil, Lube, etc.		\$ 79,670.62
16	Elite Professionals	Strategic Mapping	ITS	\$ 351,375.40	\$ 18,390.00
17	Davis Freight Mgmt	Tolar Manufacturing	Bus Shelters	\$ 181,832.60	\$ 4,262.66
18	Transit Mgmt Oversight & Solutions	Transit Mgmt Oversight & Solutions	Triennial Review Prep	\$ 17,014.92	\$ 17,014.92
19	Wallace Mechanic Supply	Walker White	HVAC Replacement	\$ 72,154.00	\$ 6,969.60
<b>Total Payments</b>				<b>\$ 31,054,910.58</b>	<b>\$ 7,909,477.58</b>



M/DBE Tracking  
 RATP Dev Payments  
 7/1/20-3/31/22

Fiscal Year Summary (July 1, 2020 - February 28, 2022)		RATP Dev Contractors	Type of Work or Products	Contract Period	RATP Dev Paid Vendor YTD	RATP Dev Contract M/DBE Requirement	Percentage of Goal Achieved
The COMET Paid RATP Dev*	\$ 27,039,973.25	1 Transport Care Services	Operate DART services, vehicle cleaning	7/1/20 - current (5 yr term)	\$ 5,495,498.04	18.41%	20.3%
M/DBEs Paid**	\$ 6,159,123.69	2 Capital Building Services	Bus Stop cleaning/maintenance & vehicle detailing services	12/17/21 - 4/30/22 (being extended)	\$ 252,038.00	1.14%	0.9%
The COMET M/DBE Goal	20.06%	3 Nissi Group	Trip sampling for NTD Reports	7/1/20 - current (5 yr term)	\$ 20,991.00	0.14%	0.1%
M/DBE Goal Percentage Achieved	22.8%	4 Hard Hat Transportation	Safety, facility and office supplies and equipment	7/1/20 - current (5 yr term)	\$ 7,800.79	0.02%	0.0%
		5 A Customer's Point of View	Mystery rides/observations on Fixed Routes	7/1/20 - current (5 yr term)	\$ 17,520.00	0.20%	0.1%
Note: Data reviewed from The COMET's Check Register*		6 Ed Rush Consulting & Dev	Operator uniforms	7/1/20 - current (5 yr term)	\$ 271,151.07	0.14%	1.0%
Note: Verified data provided by RATP Dev from July 2020 -March 2022**		7 Alpha Business Solutions	Office supplies	7/1/20 - current (5 yr term)	\$ 14,454.17		0.1%
		8 Rely Supply	Lube, oil, coolants, etc.	7/1/20 - current (5 yr term)	\$ 79,670.62		0.3%
	<b>Total Payments</b>				<b>\$ 6,159,123.69</b>		<b>22.8%</b>

M/DBE Tracking  
 RATP Dev Payments  
 7/1/21-3/31/22

Fiscal Year Summary (July 1, 2021 - March 31, 2022)		RATP Dev Contractors	Type of Work or Products	RATP Dev Paid Vendor YTD	RATP Dev Contract M/DBE Requirement	Percentage of Goal Achieved
The COMET Paid RATP Dev*	\$ 15,237,844.73	1 Transport Care Services	Operate DART services, vehicle cleaning	\$ 2,507,358.54	18.41%	16.5%
# M/DBEs Paid**	\$ 2,713,098.18	2 Capital Building Services	Bus Stop cleaning/maintenance & vehicle detailing services	\$ 63,300.00	1.14%	0.4%
The COMET M/DBE Goal	20.06%	3 Nissi Group	Trip sampling for NTD Reports	\$ 5,264.00	0.14%	0.0%
M/DBE Goal Percentage Achieved	17.8%	4 Hard Hat Transportation	Safety, facility and office supplies and equipment	\$ -	0.02%	0.0%
		5 A Customer's Point of View	Mystery rides/observations on Fixed Routes	\$ 1,260.00	0.20%	0.0%
Note: Data reviewed from The COMET's Check Register*		6 Ed Rush Consulting & Dev	Operator uniforms	\$ 101,679.10	0.14%	0.7%
Note: Verified data provided by RATP Dev from July 2021 -March 2022**		7 Alpha Business Solutions	Office supplies	\$ -		0.0%
		8 Rely Supply	Lube, oil, coolants, etc.	\$ 34,236.54		0.2%
		<b>Total Payments</b>		<b>\$ 2,713,098.18</b>		<b>17.8%</b>

## DEPARTMENT OF MARKETING AND COMMUNITY AFFAIRS

(For Period of April 21, 2022 – May 21, 2022)

- Pamela Bynoe-Reed, Director of Marketing & Community Affairs/Public Information Officer  
*Contributing Team Members*
  - Juliet Sowell, Public Information Specialist & Clerk of the Board
  - Blake Gibbons, Transit Services Intern (contributing from Planning and Development)
  - Mariana Paredes, Marketing Intern
- 

### JULIET

April 2022 – BoD Meeting

Finance Meeting

Service Meeting

InterAgency Networking Meeting

WTS Scholarship event mtg

WeCo District Meeting

Soda Cap Plan review with Dr. Harpe from Allen University

Lady Gamecock parade

May 2022 - Columbia Black Expo Sponsor Meeting

Interagency Networking meeting

FTA DBE Goal Methodology with Dr. Prince and Ms. Pearson

WTS SC Chapter – Transportation Equity discussion

Led The COMET's participation in Senior Jamboree with Cola Parks & Recreation

\*\*In-between Board meeting dates, I worked on minutes for those meetings, uploading minutes for COMET web, delivering minutes to committee members, and assisted finance dept. with COMET revenue

### BLAKE

- Received training on website backend and made edits
- Continued monitoring of social media inboxes and post creation
- Delivered new route maps to COMET Central
- Professional development by joining WTS and TRB

### MARIANA

- Printed COMET on the Go! for May.
  - Scheduled social media Post for the whole month of May using Hootsuite and Translated posts into Spanish from English.
  - Photographed RATP Dev “Employee Recognition” and scheduled posts
  - Responded to social media Comments in all our social media platforms.
- 

#### Board Members:

- **Events**

**NOTE: We are cautiously continuing community activities with The COMET in the Community. Notable projects may be highlighted.**

- Sweet Potato Festival in Lower Richland via DESA (April 30)
- Collaboration with Broad River Business Alliance (March against Gun Violence) – (May 14)
- Senior Jamboree (May 19)
- Black Expo (May 21)

#### UPCOMING EVENTS

- Lower Richland Community Listening Event with DESA (May 23)
- Juneteenth Parade and Sponsorship (June 20)
- Le Diner en Blanc transportation (Summer 2022)
- Allen University Freshman Orientation (August 2022)
- Restaurant Week Progressive Dinner on Soda Cap (October 2022)

- **Major Projects (working)**

- The COMET/RATP Dev Transportation Apprenticeship Program (TBD Fall)
  - Convening with Richland School District 1, Apprenticeship SC
- Partnership with DHEC's Diabetes Awareness and Prevention Project (May-October)
  - One custom wrapped bus for six months (purchase)
  - Paper promos in all buses (comped PSA)
  - Bus featured in scheduled community events
  - Awareness advertising in select COMET shelters (purchase)
- Plan of Revamp and Relaunch of Soda Cap Connector (ongoing)
  - Met with Allen University (August event scheduled)
  - SC Restaurant and Lodging Association (August and October events scheduled)
  - Presentation to Districts, HBCUs and SCRLA meetings (in process)

- **Board of Directors and Government Relations**

- The COMET Board of Directors Meeting (April)
  - Packets, Invitations and Public Notices, Deliveries, Meeting Management, Digital
- The COMET Service Subcommittee Meeting (May - deferred)
  - Packets, Invitations and Public Notices, Deliveries, Meeting Management, Digital
- The COMET Finance Subcommittee Meeting (May)
  - Packets, Invitations and Public Notices, Deliveries, Meeting Management, Digital

- **Press releases and Media Advisories**

- Press Release - *COMET ROLLS OUT NEW SERVICE PLAN AIMED AT IMPROVING ON-TIME PERFORMANCE (May 4)*
- Press Release - *COMET TO CONNECT WITH LOWER RICHLAND COMMUNITY FOR SERVICE FEEDBACK (May 21)*
- Media Advisories – Board and Committee meeting notices to local media

- **Articles, Newsletters, Interviews and Blogs**

- Interview on Gospel 95.3 (April 30)
  - OTP project and Lower Richland outreach (P. Bynoe-Reed)

**Board Members:**

- WLTX-TV 19 Interview (May 5)
  - On Time Performance launch (P. Bynoe-Reed)
- OnPoint with Cynthia Hardy! Television broadcast (May 15)
  - OTP project and Lower Richland outreach (P. Bynoe-Reed and T. Clifton)
- **Social Media Highlights**
  - Lower Richland Outreach
  - On Time Performance project
- **Honors and Awards**
  - The COMET and Flock and Rally – Mercury Award for “Don’t Miss Your Shot” campaign
- **Presentations**
- **Campaigns and/or Issues Management**
  - Continuing “Don’t Miss Your Shot” Campaign
  - Work Sessions on New Soda Cap Connector Strategy
  - DHEC Diabetes Awareness
- **Professional Development and Industry**
  - TRB senior research panel (new)
  - TCRP Synthesis SB-35 for Transportation Research Board (ongoing)
  - WTS Diversity, Equity and Inclusion Committee (ongoing Leadership Development)
  - Leadership Columbia – Class of 2022 (P. Bynoe-Reed)
- **Marketing and Public Information Administrative**
  - Website development and training
  - Vanpool outreach meeting
- **Community Affairs and Other**
  - WTS Diversity, Equity and Inclusion Committee (J. Sowell, B. Gibbons)
  - City of Columbia Food Policy Committee (P. Bynoe-Reed)
  - MBLG – Midlands Business Leaders’ Group (P. Bynoe-Reed)
  - Affordable Housing Task Force (P. Bynoe-Reed)
  - Midlands Area Consortium for the Homeless (MACH) board meeting (P. Bynoe-Reed)
  - City of Columbia Bike, Pedestrian Advisory Committee (BPAC) meeting (P. Bynoe-Reed)

For information regarding this staff report, please contact Pamela Bynoe-Reed (803) 255-7139 or email [pbynoe-reed@TheCOMETSC.gov](mailto:pbynoe-reed@TheCOMETSC.gov)

Respectfully submitted,



Pamela Bynoe-Reed

Director of Marketing & Community Affairs/Public Information Officer

**Board Members:**