



3613 LUCIUS ROAD. • COLUMBIA, SC • 29201

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**Central Midlands Regional Transit Authority  
BOARD OF DIRECTORS AGENDA FOR  
Wednesday, August 23, 2023 - 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 Legislative Delegation)
- Christopher Lawson, Secretary (Richland County)
- Dr. Robert Morris, Treasurer (Richland County Legislative Delegation)

BOARD MEMBERS

- Lill Mood (Lexington County)
- Overture Walker (Richland County)
- Representative Leon Howard (Richland County Legislative Delegation)
- Andy Smith (Forest Acres)
- Tina Herbert (City of Columbia)
- Carolyn Gleaton (City of Columbia)
- Will Brennan (City of Columbia)

ADVISORY BOARD MEMBERS

- Skip Jenkins (City of Cayce)
- Debbie Summers (Town of Springdale)
- Al Koon (Town of Chapin)
- Stephen Cain (Town of Batesburg-Leesville)
- William "B.J." Unthank (Lexington County Legislative Delegation)
- Mike Green (City of West Columbia)
- Geraldine Robinson (Town of Eastover)
- Barry Walker (Town of Irmo)

1. CALL TO ORDER AND DETERMINATION OF QUORUM
2. ADOPTION OF THE AGENDA PAGES 1-2
3. MIDLANDS TRANSIT RIDERS' ASSOCIATION UPDATE **(WALTER DURST/CHARLES GOSSETT - 2 MINUTES)**
4. CALL TO THE PUBLIC
  - INDIVIDUALS WISHING TO ADDRESS THE BOARD MUST SIGN UP AT [INFO@THECOMETSC.GOV](mailto:INFO@THECOMETSC.GOV)
  - COMMENT TIME LIMIT - TWO (2) MINUTES PER PERSON.
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 JULY 26, 2023, BOARD MINUTES **(PAMELA BYNOE-REED)** PAGES 3-9
  - B. SUBMISSION OF THE INVOICE CHECK REGISTER(S) **(ACCOUNTING DEPARTMENT)** PAGES 10-26
    - Check Register 7/28/23      CD-000837
    - Check Register 8/1/23      CD-000838
    - Check Register 7/31/23      CD-000839
    - Check Register 8/11/23      CD-000840

## 6. DISCUSSION AND ACTION ITEMS

- A. ON-TIME PERFORMANCE UPDATE (LENNY COOKSEY/LEROY DESCHAMPS) PAGES 27-54
- B. LUCIUS AND RIVER UPDATE (ERIC HARRIS/LEROY DESCHAMPS)
- C. PUBLIC TRANSIT AGENCY SAFETY PLAN (DR. ARLENE PRINCE) PAGES 55-129

## 7. MOTION PERIODS

## 8. PROGRESS REPORTS – 1 MINUTE PER PRESENTER

- CHAIR REPORT & EXECUTIVE COMMITTEE UPDATE (ALLISON TERRACIO, verbal)
- COMMITTEE CHAIRS UPDATE
  - A. SERVICE COMMITTEE UPDATES (LILL MOOD, verbal)
  - B. FINANCE COMMITTEE UPDATES (DR. ROBERT MORRIS, verbal) PAGES 130-170
  - C. AD-HOC COMMITTEE FOR ED SEARCH UPDATES (OVERTURE WALKER)
- EXECUTIVE STAFF UPDATES
  - A. INTERIM EXECUTIVE DIRECTOR (LEROY DESCHAMPS)
    - ADMINISTRATION AND OPERATIONS STAFF REPORT PAGES 171-172
    - UPDATE ON SERVICE TO LOWER RICHLAND (ROUTE 47)
  - B. CHIEF FINANCIAL OFFICER (ROSALYN ANDREWS)
    - FINANCE/IT STAFF REPORT PAGE 173
  - C. CIVIL RIGHTS OFFICER (DR. ARLENE PRINCE)
    - REGULATORY COMPLIANCE STAFF REPORT PAGES 174-176
    - DBE REPORT PAGES 177-180
  - D. PUBLIC INFORMATION OFFICER (PAMELA BYNOE-REED)
    - MARKETING & COMMUNITY AFFAIRS REPORT PAGES 181-182

## 9. EXECUTIVE SESSION

- A. SECTION 30-4-70 - Discussion of matters relating to legal advice on Board of Directors' policy and procedure. (FRANNIE HEIZER, PAM BAKER)
- B. 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. (WILL BRENNAN)

## 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@catchthecometsc.gov](mailto:info@catchthecometsc.gov). For language assistance, interpreter services, please contact (803) 255-7133, 711 through the Relay Service. Para información en Español, por favor llame al (803) 255-7133.

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Central Midlands Regional Transit Authority Board of Directors Meeting

Wednesday, July 26, 2023 - 12:01

3613 Lucius Road, Columbia, SC 29201 - Conference Room A

Members Present:

Will Brennan\*  
 John V. Furgess, Sr., Vice Chair  
 Carolyn Gleaton  
 Tina Herbert\* Joined at 12:21  
 Rep. Leon Howard Joined at 12:10  
 Christopher Lawson, Secretary\* Joined at 12:11  
 Dr. Robert Morris, Treasurer  
 Andy Smith  
 Allison Terracio, Board Chair  
 Overture Walker Joined at 12:17

Guests Present:

Pam Baker, Burr & Forman  
 Lenny Cooksey, RATP Dev  
 Michael Corley, City of Cayce  
 Olga Graziano, RATP Dev\*  
 Jason Hanlin, Center for Transportation & the Environment\*  
 Natavis Eric Harris, Planning Consultant  
 Rickey Mack, RATP Dev  
 Robert Smith, RATP Dev  
 Chase Stell, CTE\*

Members Absent:

Lil Mood

Advisory Members Present:

Michael Green\*

Advisory Members Absent:

Stephen Cain  
 Skip Jenkins  
 Al Koon  
 Geraldine Robinson  
 Debbie Summers  
 William "B.J." Unthank  
 Barry Walker

The COMET Staff Present:

Rosalyn Andrews, Director of Finance/CFO  
 Jackie Bowers, Director of Operations  
 Pamela Bynoe-Reed, Director of Marketing & Community Affairs  
 LeRoy DesChamps, Interim Executive Director  
 Angela Jacobs, Board Clerk & Community Programs Specialist  
 Amaris Ray-Pope, Financial Office Assistant\*  
 Michelle Ransom, Regional Grants Manager \*  
 Tysaun Reed, IT Specialist  
 Crystal Willis, Financial Accountant\*  
 Margaret Woodson, Procurement & Compliance Manager

\*Virtual or phone participation

1. **CALL TO ORDER AND DETERMINATION OF QUORUM**

The meeting started at 12:00 P.M. with the determination of a quorum.

2. **ADOPTION OF AGENDA**

Motion: A motion was made by Mr. Furgess and seconded by Dr. Morris to adopt the agenda with amendments to move Executive Session to Item 3 and to move Service to Lower Richland/Eastover (Route 47) to Item 4.

Approved: Brennan, Furgess, Gleaton, Morris, Smith, Terracio

Absent: Herbert, Howard, Lawson, Mood, O. Walker

Motion passed.

3. EXECUTIVE SESSION

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

Motion:

A motion was made by Mr. Furgess and seconded by Dr. Morris to enter Executive Session at 12:05 p.m.

Approved: Brennan, Furgess, Gleaton, Morris, Smith, Terracio

Absent: Herbert, Howard, Lawson, Mood, O. Walker

Motion passed.

Motion:

A motion was made by Mr. Furgess and seconded by Dr. Morris to exit Executive Session at 12:21 p.m.

Approved: Brennan, Furgess, Gleaton, Howard, Lawson, Morris, Smith, Terracio, O. Walker

Abstained: Herbert

Absent: Mood

Motion passed.

Motion:

A motion was made by Mr. Furgess and seconded by Mr. Brennan to engage the city attorney for negotiations with the three companies named in Executive Session about an acceptable sale price.

Approved: Brennan, Furgess, Gleaton, Howard, Lawson, Morris, Smith, Terracio, O. Walker

Abstained: Herbert

Absent: Mood

Motion passed.

4. SERVICE TO LOWER RICHLAND/EASTOVER (ROUTE 47)

Motion:

A motion was made by Mr. Furgess on behalf of the Service Committee and seconded by Mr. Brennan to reinstate Route 47 with service to Lower Richland and Eastover.

Mr. Greene asked if staff could report on the ridership of Route 47 for the past year and Mr. Furgess said the route was eliminated for dubious reasons and has received several complaints about transportation in the area and the board has decided to reestablish service to the area. He said ridership will be monitored on all routes. Mr. Greene asked for clarification from staff on the ridership of the route when it was originally in service and Mr. Harris said the route is moving at efficiency with 5 passengers per hour but ridership was higher when the route was in full service as a regular fixed route. He reported that current ridership is around 5,000 passengers as of calendar year 2022, at year end 2021 it was around 7,000 passengers, and in 2020 at the start of the year during the pandemic, ridership was around 5,000 passengers. Prior to the pandemic ridership was around 23,000 which is a drastic decrease in service. Mr. Greene asked what it costs to run the route and Mr. Harris said he could provide that data after some research. Ms. Gleaton said passengers in the area rely on the bus to get to work and service needs to be provided to those in the area. Chairwoman Terracio asked how the public would be notified once the route is reestablished and Ms. Bynoe-Reed said staff has plans to do public outreach in the area to let the public know the route is being reestablished and to gain feedback from the public. Ms. Gleaton asked that Ms. Bynoe-Reed reach out to churches in the area as part of outreach.

Motion Approved: Brennan, Furgess, Gleaton, Herbert, Howard, Morris, Smith, Terracio, O. Walker

Abstained: Lawson

Absent: Mood



Motion passed.

**5. MIDLANDS TRANSIT RIDERS ASSOCIATION UPDATE (WALTER DURST)**

Mr. Durst apologized for his absence at the last board meeting due to a scheduling conflict. He said he has been hearing good things and feedback about Soda Cap Route 2 (Five Points) related to historic district route changes. Mr. Durst suggested that when there are major service disruptions due to road closures or emergency instances, it should be publicized on social media and news media.

**6. CALL TO THE PUBLIC**

No public comment.

**7. CONSENT CALENDAR**

Motion:

A motion was made by Mr. Furgess and seconded by Dr. Morris to adopt the Consent Calendar.

Dr. Morris referred to the financial report and asked Ms. Andrews if the agency rented cars in relation to payments made to Dick Smith Ford on page 13. Ms. Andrews clarified that The COMET does not rent vehicles and the payment made to Dick Smith Ford was for a vehicle engine.

Approved: Furgess, Gleaton, Herbert, Howard, Lawson, Morris, Smith, Terracio, O. Walker

Absent: Brennan, Mood

Motion passed.

**8. DISCUSSION AND ACTION ITEMS**

**A. LOW NO EMISSION BUS PROJECT UPDATE (DESCHAMPS, HANLIN, STELL)**

Mr. DesChamps reminded the board that staff are also managing the Low No Emission Bus Project with the Center for Transportation and the Environment of Atlanta, who has been leading the process as well as other vendors. Mr. DesChamps thanked CTE representatives for leading the project and asked them to give an update on the project. Project Manager, Chase Stell, reminded the board that the project is to deploy two New Flyer battery electric buses and two New Flyer fuel cell buses along with charging equipment and hydrogen refueling infrastructure. The project is being funded through the Low or No Emission Bus Program federal grant awarded in 2021. These buses will replace four cutaway buses at the end of their useful life in 2023. Mr. Stell shared a timeline of the project and said they are on schedule to meet the deliverables. Hydrogen stations will be placed on the north lot of The COMET, and the chargers and dispensers will be placed on the west side of the lot adjacent to the maintenance bay. He reported that route modeling had been performed to determine which routes are best suited for the new buses and rate modeling which predicts fuel costs and schedules. Project next steps are: buses begin construction at the end of July 2023, and are on schedule to be delivered in November and December 2023; site drawings and permit requests submitted to the City of Columbia; delivery of equipment for hydrogen station installation; construction of hydrogen station and charger installs; and buses will be deployed in the Spring of 2024. Mr. Lawson asked if extreme temperatures would affect the battery life and drivability of the electric buses and Jason Hanlin, CTE's Direct of IT said it would not affect drivability but would increase energy consumption significantly, and battery life would not be affected. Mr. Lawson asked if a forecasting model was done to determine battery life, energy consumption and fees due to colder temperatures and Mr. Hanlin confirmed that this was factored into the models described.

**B. ON-TIME PERFORMANCE UPDATE (LENNY COOKSEY)**

Mr. Cooksey reported that one RATP Dev employee tested positive for COVID and has since recovered and they will continue to monitor. He recognized Moses Taylor and Marshal Hamill as Employee of the

Quarter and Month. He reported the following On Time Performance numbers:

- DART saw a slight increase in June of 0.08% (91.05%) compared to May at 90.26%.
- Fixed route decreased slightly by 0.068% (77.78%) compared to May at 78,46% but remained close to the 80% goal.

C. **LUCIUS AND RIVER UPDATE – (ERIC HARRIS)** Mr. Harris reported that staff had a productive meeting with the Earlewood Neighborhood Association, with Councilwoman Herbert in attendance. Mr. Harris said positive feedback was received and that residents are excited that a bus location is in close proximity and were interested in The COMET Loop which would cover key areas. He reported that construction is moving forward and should be completed by the end of August with service implementation in January 2024. Dr. Morris said he noticed concrete being replaced at the site and asked if there was a warranty or if the contractor could be held responsible if cracks occur. Mr. Harris said under the agreement the contractor would be responsible and that a quality assurance and quality control process will be in place to ensure the safety of passengers. Dr. Morris asked the length of the warranty and Ms. Woodson said it would be in place for one year after project completion. Mr. Harris said restroom installation is being discussed and the project would need to go out for RFP and once the procurement process is complete a timeline for installation will be shared. Ms. Herbert commended staff for a thorough and succinct presentation to the Earlewood Neighborhood Association. Chairwoman Terracio asked about attendance and Mr. Harris and Ms. Bynoe-Reed reported that it was between 30-40 guests.

9. **MOTION PERIODS** - no new motions.

10. **PROGRESS REPORTS – INFORMATIONAL ONLY**

- **CHAIR REPORT & EXECUTIVE COMMITTEE UPDATE** - No report.
- **COMMITTEE CHAIRS UPDATE**
  - A. **SERVICE COMMITTEE UPDATES** - No updates.

B. **FINANCE COMMITTEE UPDATES (DR. ROBERT MORRIS, verbal)**

Dr. Morris said the committee is still reviewing the Blue Bike project and Ms. Andrews will come back to the board with additional information and the committee should be able to bring a full report at the next meeting. Dr. Morris said the committee had concerns about firms giving generic financial reports each month and Ms. Andrews informed the committee that if detailed reports were not submitted the firm's pay would be withheld.

C. **AD-HOC COMMITTEE FOR ED SEARCH UPDATES**

Councilman Walker reported that progress is being made and there are eight (8) potential candidates for the position. There is an ad-hoc meeting scheduled for August 10<sup>th</sup> from 12-2pm with the majority of the meeting in Executive Session and Councilman Walker encouraged all board members to attend.

- **EXECUTIVE STAFF UPDATES**

A. **INTERIM EXECUTIVE DIRECTOR (LEROY DESCHAMPS)** - Mr. DesChamps reported that all staff annual reviews were completed on time, discussed with staff, and salary increases were effective on July 1<sup>st</sup>. He thanked staff and discussed the importance of having the right staff to handle projects and challenges, while staying current in the industry through professional development. He congratulated Crystal Willis, Financial Accountant, on completing and receiving

certification for the Westgate Leadership Training Program, which is an 8-week program focused on transit and paratransit. He also recognized Margaret Woodson, Compliance and Procurement Manager, for her completion of Part 1 of the National Transit Institute's procurement training. He also noted that Michelle Ransom, Regional Grants Manager, attended the Bus Conference on Clean Fuel which is helpful to the Low No Emission Project. Mr. DesChamps reported that he, Ms. Bynoe-Reed, and Ms. Andrews attended the Conference on Minority Transit Officials which gave them the opportunity to network and discuss challenges faced by other agencies and bring useful information back to share with staff. He informed the board that The American Public Transportation Association (APTA) Conference will be held October 8-11 in Orlando and COMET Directors are scheduled to attend and will participate in committee meetings virtually. He encouraged board members who would like to attend to contact staff.

Mr. Furgess said there seems to be confusion about procedures and noted that in county procedures actions originate with the committee, then go to council, and with The COMET it originates at the board level and goes to committee. Chairwoman Terracio explained that the county has a few ways, one with a motion going to full council and the Chair refers to a committee. Councilman Walker said the administrator would present certain items not to act on as a council but for information and said that under the rules, a council member could make a motion off of an item presented by the administrator. Mr. Furgess stated that nothing should be in the committee that has not been to the board and noted that at the last meeting there was a change request from RATP Dev that had not been to the board and said the contractor's request should go through the Executive Director (ED), not for the ED to decide on but to present to the board. He said if procedures were followed, RATP Dev would have known their request was illegal due to government regulations. Mr. Walker explained how a similar matter would have been handled at county council through the administrator's report, and council could act on it. He said often times council uses committees to vet major items before it goes to full council so that a full council meeting does not become a committee meeting. Councilman Walker said there are a number of ways to handle it, but it is a matter of preference and it depends on the issue. He said not every item that comes to full council goes through a committee first. Mr. Furgess said he feels that if nothing is sent from the board to the committee, the committee would not meet. Councilman Walker asked Mr. Furgess if he preferred if items from the full board be sent to committee and Mr. Furgess said he would, so that every board member knows what is going on. Mr. Furgess said most things can be resolved between the contractor and the ED without coming to the board. Councilman Walker said at council most members take issue with it originating before full council and would rather items originate at the committee level, but ultimately the full board would need to vote on it and if more information is needed to make a decision, the item would be deferred. Ms. Baker said The COMET board's procedures are similar to what Councilman Walker explained in that if the ED receives information that needs to go on a committee agenda the ED would communicate that to the committee chair. She said Mr. Furgess is correct in that the communication between RATP Dev should be with the ED and if the ED receives something from RATP Dev that needs to go before a committee or the board, the ED would communicate that to the committee chair or the board chair for placement on the agenda. She said the committees do a lot of the groundwork so that when issues come before the full board, they can feel assured that the committee has thoroughly vetted those issues and that it is proper for the board to act on. Ms. Baker said matters can come before the board in more than one way. Dr. Morris said he had a similar concern to Mr. Furgess' and thought that if a matter came to the committee, it must be presented to the board first. Councilman Walker said council tries to utilize committees to do

the lion share of the work, otherwise, if everything came before full council those meetings would become larger committee meetings and is probably not the most efficient way to use full council or in this instance, the full board. If there are questions from the full board, the matter can be sent back to the committee or defer the vote which would allow the full board to operate more efficiently. Councilman Walker said there will be things the ED would have to present directly to the full board rather than a committee. Chairwoman Terracio noted that the board's committees do the hard work and reminded those on the board that if they are not a voting member of a committee, they are encouraged to attend the meeting.

#### **A. CHIEF FINANCIAL OFFICER (ROSALYN ANDREWS) FINANCE/IT STAFF REPORT**

Ms. Andrews reiterated that training is offered to board members and she sends notifications, and that if there is anything of interest, she can get them registered. She noted fiscal year-end audit is underway and board members will be receiving information via email for signature and can be signed electronically or sent via regular mail. Chairwoman Terracio asked if it could be recirculated to members who have not responded and Ms. Andrews said contact is made to those who have not responded.

#### **B. CIVIL RIGHTS OFFICER (DR. ARLENE PRINCE)**

Ms. Margaret Woodson reported in Dr. Prince's absence and directed the Board to the DBE reports on pages 96-102 and the Regulatory Compliance Report on pages 96-98, and pages 99-100 which is a summary and snapshot of all vendors with DBE goals. Page 99 reflects data as of May 31, 2023, and approximately \$55.6 million has been paid to vendors with DBE goals and of this amount, DBEs received \$14.7 which is 26%. Pages 101-102 contain information relevant to our contractor, RATP DEV, and their payments to DBE firms. Page 101 reflects data from the start of the contract July 1, 2020, through May 2023. The DBE cumulative goal reflects \$11.7 million which is approximately 23.8% of their goal. Page 102 captures the fiscal starting July 1, 2022, for tracking purposes. Mr. Lawson asked Ms. Baker and/or staff if there is an auto renew policy with DBEs after their contract period has ended. Ms. Baker said generally, the contract would have a provision that would allow the contract to be renewed for a one-year term, but not the full term, and if The COMET chooses to renew the contract notice must be given to the vendor. Mr. Lawson asked if Ms. Baker or COMET staff could confirm whether the agency is operating on the auto renew policy and ensure that new vendors are being considered. Ms. Woodson said contracts are set up with a three or five-year maximum and an initial term of 1-year with the option to renew for one or two years for a three-year contract and four one-year automatic renewals for a five-year contract. The maximum renewal is five years and once complete the contract is resolicited. Ms. Baker said The COMET has the right not to do an auto renewal, for example, if a vendor is underperforming, the contract can be terminated and resolicited. Ms. Andrews said it is important to note that auto renewal is optional and is the agency's discretion to renew for additional years. Ms. Woodson concurred and said it also means the agency has the right to terminate for cause or convenience and is not required to continue the contract if there are issues. Mr. Lawson asked if staff could provide the number of DBEs that have been renewed in the past two years and Mr. DesChamps asked if he needed something in addition to the contract period data that is located on page 101. Mr. DesChamps said over the past year staff have gone through all contracts and as they come up for renewal Ms. Woodson can ensure that auto renewal does not happen. Ms. Herbert added that sometimes the purpose of having five-year DBE contracts for the vendor is to build their capacity and it depends on the project they are working on and having continuity with the service provider unless they are underperforming.

C. PUBLIC INFORMATION OFFICER (PAMELA BYNOE-REED)  
MARKETING & COMMUNITY AFFAIRS REPORT

Ms. Bynoe-Reed referred board members to pages 103-105 and thanked Angela Jacobs for leading the July Service and Finance Committee meetings and for leading The COMET's appearance at the Eastover Community Partner Event on July 8<sup>th</sup>. Soda Cap is entering into planning events with the SC Restaurant and Lodging Association to expand what was done last year with rides on Soda Cap through the restaurant districts, and cobranding with tourism partner, Experience Columbia. The marketing plan with Flock & Rally should be available at the board meeting including information on cost-saving measures. She reminded the board that COMET Chat is on WLTX on Thursdays at 6:30 a.m. and 11:00 p.m. July's topic was the pet policy and September's topic will cover the College Pass Program which will feature Allen, Benedict, Columbia College and Midlands Tech and beginning August 3<sup>rd</sup>, August's topic is Back to School with USC Transit. There is also a social media highlight Rehydration Initiative with RATP Dev, where RATP Dev staff is giving riders water and fans at the bus stops and a press release will follow. She noted that Ms. Jacobs attended SC DOT's Board Training and United Way's Campaign Manager training.

11. ADJOURNMENT

Motion: A motion was made by Mr. Furgess and seconded by Ms. Gleaton to adjourn.  
Approved: Ayes.  
*Meeting adjourned at 1:29 P.M.*

CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY

Adopted this \_\_\_\_\_, 2023.

Prepared by:  
Angela Jacobs, Community Programs Specialist & Board Clerk

Reviewed by:

\_\_\_\_\_  
Pamela Bynoe-Reed, Director of Marketing & Community Affairs (Board Administrator)

Approved by:

\_\_\_\_\_  
Christopher Lawson, Secretary

CENTRAL MIDLANDS TRANSIT/The COMET (CMR)

Bank Code: G -

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
E05472	7/28/2023	0000050	Enterprise Holdings, Inc. 172364867736	7/1/2023	9,066.67	0.00	9,066.67
			<b>Invoice Comment:</b> June 2023- Renter Subsidy				
		<b>G/L Account:</b> 4513-020-015-00	Fed Exp: Vanpool Ops-Grant Year (last 2 digits)-AP				9,066.67
E05473	7/28/2023	0000061	City Center Partnership, Inc. 1100	6/29/2023	2,500.00	0.00	2,500.00
			<b>Invoice Comment:</b> Yellow Shirt Services- May 2023				
		<b>G/L Account:</b> 4509-000-000-00	Fed/Non Fed Exp: Safety/Security				2,500.00
E05474	7/28/2023	0000117	Peachtree Tents & Events LLC 136403-1	8/5/2023	1,142.46	0.00	1,142.46
			<b>Invoice Comment:</b> Tent Rental-Roadeo, 8/5				
		<b>G/L Account:</b> 4334-000-000-00	OPT RTAP Expense				1,142.46
E05475	7/28/2023	0001003	Burr Forman McNair 1399103	6/30/2023	1,903.00	0.00	1,903.00
			<b>Invoice Comment:</b> Labor Issues- May 2023				
		<b>G/L Account:</b> 4361-000-000-03	Professional Svcs-General-Attorneys				1,903.00
		MAY2023	7/5/2023	4,000.00	0.00	4,000.00	
			<b>Invoice Comment:</b> Professional Services- May 2023				
		<b>G/L Account:</b> 4361-000-000-03	Professional Svcs-General-Attorneys				4,000.00
			<b>Check E05475 Total:</b>	5,903.00	0.00	5,903.00	
			<b>Printed Check Total:</b>			0.00	
			<b>Electronic Payment Total:</b>			5,903.00	
E05476	7/28/2023	0001055	AmeriGas Propane LP 3152201288	6/30/2023	2,839.96	0.00	2,839.96
			<b>Invoice Comment:</b> 1791.7 gals @ 1.44 / gal				
		<b>G/L Account:</b> 4320-000-000-00	Propane Fuel				2,839.96
		3152242188	6/30/2023	1,723.05	0.00	1,723.05	
			<b>Invoice Comment:</b> 1188.3 gals @ 1.32 / gal				
		<b>G/L Account:</b> 4320-000-000-00	Propane Fuel				1,723.05
		3152255258	6/30/2023	2,416.15	0.00	2,416.15	
			<b>Invoice Comment:</b> 1666.3 gals @ 1.32 / gal				
		<b>G/L Account:</b> 4320-000-000-00	Propane Fuel				2,416.15
			<b>Check E05476 Total:</b>	6,979.16	0.00	6,979.16	
			<b>Printed Check Total:</b>			0.00	
			<b>Electronic Payment Total:</b>			6,979.16	
E05477	7/28/2023	0001159	Canon Financial Services 30898201	7/12/2023	577.25	0.00	577.25
			<b>Invoice Comment:</b> Canon Copier Lease				
		<b>G/L Account:</b> 4501-000-000-00	Leases/Rentals				372.37
		<b>G/L Account:</b> 4209-000-000-00	Printing				198.93
		<b>G/L Account:</b> 4209-000-000-00	Printing				5.95
E05478	7/28/2023	0001214	Center for Transportation and the Environment 14	7/6/2023	4,375.00	0.00	4,375.00
			<b>Invoice Comment:</b> COMET Zero Emission Bus Project (2021)				
		<b>G/L Account:</b> 4361-000-000-04	Professional Svcs-General-Hydro Bus				4,375.00
E05479	7/28/2023	0001256	ASI FLEX c/o Application Software, Inc. JULY 2023	7/20/2023	540.84	0.00	540.84
			<b>Invoice Comment:</b> Medical Spending (72)				
		<b>G/L Account:</b> 2193-000-000-00	Medical Spending (72)				540.84
E05480	7/28/2023	0001257	ASI Flex - Admin Fees JULY 2023	7/20/2023	11.60	0.00	11.60

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Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
E05481	7/28/2023	0001522	Lyft, Inc. 1001094124	6/30/2023	39,667.35	0.00	39,667.35
<b>G/L Account:</b> 2192-000-000-00 Medical Spending Admin Fees (74) 11.60 <b>Invoice Comment:</b> Pick Up, Market, Night-Time- June 2023 <b>Check Entry Number:</b> 001							
E05482	7/28/2023	0001545	Maynard Nexsen PC 535987394	7/6/2023	6,000.00	0.00	6,000.00
<b>G/L Account:</b> 4308-000-000-00 Contractor: Special Enhancements 821.14 <b>G/L Account:</b> 4308-000-000-00 Contractor: Special Enhancements 2,638.13 <b>G/L Account:</b> 4308-000-000-00 Contractor: Special Enhancements 1,798.74 <b>G/L Account:</b> 4308-000-000-00 Contractor: Special Enhancements 34,409.34 <b>Invoice Comment:</b> Matter No. 061920-00001 <b>Check Entry Number:</b> 001							
E05483	7/28/2023	0001547	Solutions for Transit (SFT) 23-0705COMET	7/5/2023	4,166.66	0.00	4,166.66
<b>G/L Account:</b> 4361-000-000-03 Professional Svcs-General-Attorneys 6,000.00 <b>Invoice Comment:</b> The Reporting Solution- June 2023 <b>Check Entry Number:</b> 001							
E05484	7/28/2023	0001554	ACE Hardware - Horse & Garden, Inc. 545200	7/3/2023	52.35	0.00	52.35
<b>G/L Account:</b> 4510-000-000-00 Federal/Non Fed Exp: ADP Software ACQ/Maint 4,166.66 <b>Invoice Comment:</b> 15 gals @ 3.49 / gal <b>Check Entry Number:</b> 001							
			546062	7/10/2023	34.90	0.00	34.90
<b>G/L Account:</b> 4320-000-000-00 Propane Fuel 52.35 <b>Invoice Comment:</b> 10 gals @ 3.49 / gal <b>G/L Account:</b> 4320-000-000-00 Propane Fuel 34.90 <b>Check E05484 Total:</b> 87.25 0.00 87.25 <b>Printed Check Total:</b> 0.00 <b>Electronic Payment Total:</b> 87.25							
E05485	7/28/2023	0001630	A James Global Services, Inc. COMET202306	7/11/2023	8,984.39	0.00	8,984.39
<b>Invoice Comment:</b> Landscape Maintenance- June 2023 <b>Check Entry Number:</b> 001							
E05486	7/28/2023	0001666	Guttman Energy, Inc. R23104516	6/29/2023	21,100.27	0.00	21,100.27
<b>G/L Account:</b> 4205-000-000-00 Facility R&M Expense 8,984.39 <b>Invoice Comment:</b> 7137 gals @ 2.54 / gal, 6/26 <b>Check Entry Number:</b> 001							
			R23104778	6/29/2023	21,284.85	0.00	21,284.85
<b>G/L Account:</b> 4321-000-000-00 Vehicle Fuel: Diesel/UNL 21,100.27 <b>Invoice Comment:</b> 7436 gals @ 2.45 / gal, 6/13 <b>G/L Account:</b> 4321-000-000-00 Vehicle Fuel: Diesel/UNL 21,284.85 <b>Check E05486 Total:</b> 42,385.12 0.00 42,385.12 <b>Printed Check Total:</b> 0.00 <b>Electronic Payment Total:</b> 42,385.12							
E05487	7/28/2023	0001667	Smith & Jones Janitorial Supplies 225903	6/29/2023	192.00	0.00	192.00
<b>Invoice Comment:</b> Paper Towels <b>Check Entry Number:</b> 001							
E05488	7/28/2023	0001688	Christina Sims 0005	7/24/2023	1,000.00	0.00	1,000.00
<b>G/L Account:</b> 4401-000-000-00 Misc Administrative Expenses 192.00 <b>Invoice Comment:</b> SC Inaugural Rural Transit Day-July 2023 <b>Check Entry Number:</b> 001							
E05489	7/28/2023	0001693	Fluitron LLC 23364	7/6/2023	343,910.00	0.00	343,910.00
<b>G/L Account:</b> 4361-000-000-00 Professional Svcs 1,000.00 <b>Check Entry Number:</b> 001							



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Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
<b>Invoice Comment:</b> Gaseous Hydrogen System							
		<b>G/L Account:</b> 1740-022-045-04			Equipment-GY2022-Op/Mnt/Adm-Hydro Bus		343,910.00
		<b>G/L Account:</b> 1740-022-045-04			Equipment-GY2022-Op/Mnt/Adm-Hydro Bus		0.00
		<b>G/L Account:</b> 1780-022-045-04			CIP Projects-GY2022-Op/Mnt/Adm-Hydro Bus		343,910.00
		<b>G/L Account:</b> 1740-022-045-04			Equipment-GY2022-Op/Mnt/Adm-Hydro Bus		343,910.00
E05490	7/28/2023	0001696	Express Services Inc.				<b>Check Entry Number:</b> 001
			29244915	6/28/2023	1,391.02	0.00	1,391.02
<b>Invoice Comment:</b> Temporary Employee- 6/19/23-6/25/23							
		<b>G/L Account:</b> 4103-000-000-00			Salaries: Temps		1,391.02
			29285528	7/5/2023	1,410.07	0.00	1,410.07
<b>Invoice Comment:</b> Temporary Employee- 6/26/23-7/2/23							
		<b>G/L Account:</b> 4103-000-000-00			Salaries: Temps		1,410.07
<b>Check E05490 Total:</b>					2,801.09	0.00	2,801.09
<b>Printed Check Total:</b>							0.00
<b>Electronic Payment Total:</b>							2,801.09
E05491	7/28/2023	0001698	Pursuit Search Group, LLC (PSG)				<b>Check Entry Number:</b> 001
			230288	7/10/2023	1,221.25	0.00	1,221.25
<b>Invoice Comment:</b> Temporary Employee- Week Ending 7/2/23							
		<b>G/L Account:</b> 4103-000-000-00			Salaries: Temps		1,221.25
			230289	7/7/2023	1,234.10	0.00	1,234.10
<b>Invoice Comment:</b> Temporary Employee- Week Ending 7/2/23							
		<b>G/L Account:</b> 4103-000-000-00			Salaries: Temps		1,234.10
<b>Check E05491 Total:</b>					2,455.35	0.00	2,455.35
<b>Printed Check Total:</b>							0.00
<b>Electronic Payment Total:</b>							2,455.35
E05492	7/28/2023	0001699	Charleston Golf Cart				<b>Check Entry Number:</b> 001
			109	7/17/2023	690.50	0.00	690.50
<b>Invoice Comment:</b> Golf Cart Rental- Roadeo, Aug 5th							
		<b>G/L Account:</b> 4334-000-000-00			OPT RTAP Expense		690.50
E05493	7/28/2023	0006000	Melissa Amerson				<b>Check Entry Number:</b> 001
			VTRIP APR'23	4/30/2023	88.00	0.00	88.00
<b>Invoice Comment:</b> Volunteer Driver - John Hodge 150mi max							
		<b>G/L Account:</b> 4520-000-000-00			Federal Exp: Mobility 5310 (VTRIP, PUP)		88.00
			VTRIP JUN'23	6/30/2023	88.00	0.00	88.00
<b>Invoice Comment:</b> Volunteer Driver - John Hodge 150mi							
		<b>G/L Account:</b> 4520-000-000-00			Federal Exp: Mobility 5310 (VTRIP, PUP)		88.00
			VTRIP MAY'23	5/31/2023	88.00	0.00	88.00
<b>Invoice Comment:</b> Volunteer Driver - John Hodge 150mi							
		<b>G/L Account:</b> 4520-000-000-00			Federal Exp: Mobility 5310 (VTRIP, PUP)		88.00
<b>Check E05493 Total:</b>					264.00	0.00	264.00
<b>Printed Check Total:</b>							0.00
<b>Electronic Payment Total:</b>							264.00
E05494	7/28/2023	0006003	Ashley Brown				<b>Check Entry Number:</b> 001
			VTRIP JUN'23	6/30/2023	85.49	0.00	85.49
<b>Invoice Comment:</b> Volunteer Driver - Allison 147.4 mi							
		<b>G/L Account:</b> 4520-000-000-00			Federal Exp: Mobility 5310 (VTRIP, PUP)		85.49
			VTRIP MAY'23	5/31/2023	85.49	0.00	85.49
<b>Invoice Comment:</b> Volunteer Driver - Allison 147.4 mi							
		<b>G/L Account:</b> 4520-000-000-00			Federal Exp: Mobility 5310 (VTRIP, PUP)		85.49



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				<b>Check E05494 Total:</b>	170.98	0.00	170.98	
				<b>Printed Check Total:</b>			0.00	
				<b>Electronic Payment Total:</b>			170.98	
E05495	7/28/2023	0006005	Samuel Myers IV				<b>Check Entry Number: 001</b>	
			VTRIP JUN'23	6/30/2023	88.00	0.00	88.00	
				<b>Invoice Comment:</b> Volunteer Driver - Fran Myers 150mi				
				<b>G/L Account:</b> 4520-000-000-00	Federal Exp: Mobility 5310 (VTRIP, PUP)		88.00	
E05496	7/28/2023	0009600	Rosalyn Andrews				<b>Check Entry Number: 001</b>	
			JUL23 - RA EXPENSE	7/14/2023	106.54	0.00	106.54	
				<b>Invoice Comment:</b> COMTO Conference 7/6 - 7/12				
				<b>G/L Account:</b> 4518-000-000-00	EE Training & Development (& Travel Adv)		106.54	
E05497	7/28/2023	0009630	Natavis Eric Harris				<b>Check Entry Number: 001</b>	
			661	6/29/2023	2,075.00	0.00	2,075.00	
				<b>Invoice Comment:</b> Planning Consultation- 5/15/23-5/29/23				
				<b>G/L Account:</b> 4361-021-019-00	Professional Svcs-GY2021-General		2,075.00	
					<b>Report Total:</b>	486,140.21	0.00	486,140.21
					<b>Printed Check Total:</b>			0.00
					<b>Electronic Payment Total:</b>			486,140.21





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Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
013407	8/1/2023	0001389	Shred With Us				<b>Check Entry Number: 001</b>
			273994	6/27/2023	72.00	0.00	72.00
				<b>Invoice Comment:</b> Shredded Confidential Documents			
							72.00
							<b>G/L Account:</b> 4401-000-000-00 Misc Administrative Expenses
013408	8/1/2023	0001632	Destiny Kinloch				<b>Check Entry Number: 001</b>
			VTRIP JUN'23	6/30/2023	35.96	0.00	35.96
				<b>Invoice Comment:</b> Volunteer Driver - Jada Kinloch 62mi			
							35.96
							<b>G/L Account:</b> 4520-000-000-00 Federal Exp: Mobility 5310 (VTRIP, PUP)
013409	8/1/2023	0001662	Columbia Museum of Art				<b>Check Entry Number: 001</b>
			05192023	5/19/2023	1,000.00	0.00	1,000.00
				<b>Invoice Comment:</b> 2022 CMA Gala Sponsorship			
							1,000.00
							<b>G/L Account:</b> 4203-000-000-00 Mktg/Adv/Promo/Spnsr
013410	8/1/2023	0001669	The South Carolina Juneteenth Freedom Fest				<b>Check Entry Number: 001</b>
			SCJFFIND23-COMET	5/18/2023	1,000.00	0.00	1,000.00
				<b>Invoice Comment:</b> SC Juneteenth Freedom Fest Sponsorship			
							1,000.00
							<b>G/L Account:</b> 4203-000-000-00 Mktg/Adv/Promo/Spnsr
013411	8/1/2023	0001682	Historic Columbia Foundation				<b>Check Entry Number: 001</b>
			09162023 SPONSOR	7/3/2023	1,000.00	0.00	1,000.00
				<b>Invoice Comment:</b> Jubilee Festival Sponsorship			
							1,000.00
							<b>G/L Account:</b> 4203-000-000-00 Mktg/Adv/Promo/Spnsr
013412	8/1/2023	0006002	Janice Gary				<b>Check Entry Number: 001</b>
			VTRIP JUN'23	6/30/2023	88.00	0.00	88.00
				<b>Invoice Comment:</b> Volunteer Driver - D. Kennedy 150mi			
							88.00
							<b>G/L Account:</b> 4520-000-000-00 Federal Exp: Mobility 5310 (VTRIP, PUP)
				<b>Report Total:</b>	40,953.42	0.00	40,953.42

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E05498	7/31/2023	0001004	Dominion Energy South Carolina				<b>Check Entry Number: 002</b>
<b>Check Comment:</b> 3613 Lucius Rd.							
			1452-0623	6/19/2023	6,398.71	0.00	6,398.71
<b>Invoice Comment:</b> 3613 Lucius Rd.							
			<b>G/L Account:</b> 4381-000-000-00	Utility: Electricity			6,252.67
			<b>G/L Account:</b> 4380-000-000-00	Utility: Natural Gas			146.04
E05499	7/31/2023	0001004	Dominion Energy South Carolina				<b>Check Entry Number: 003</b>
<b>Check Comment:</b> 3800 Lucius Rd Parking Lot							
			6268-0623	6/19/2023	43.93	0.00	43.93
<b>Invoice Comment:</b> 3800 Lucius Rd Parking Lot							
			<b>G/L Account:</b> 4381-000-000-00	Utility: Electricity			43.93
E05500	7/31/2023	0001004	Dominion Energy South Carolina				<b>Check Entry Number: 004</b>
<b>Check Comment:</b> Fuel Island & Bus Wash							
			9634-0623	6/19/2023	1,090.58	0.00	1,090.58
<b>Invoice Comment:</b> Fuel Island & Bus Wash							
			<b>G/L Account:</b> 4381-000-000-00	Utility: Electricity			1,090.58
E05501	7/31/2023	0001010	City of Columbia - Water				<b>Check Entry Number: 002</b>
<b>Check Comment:</b> 1745 Sumter St.							
			0540-0623	7/12/2023	75.15	0.00	75.15
<b>Invoice Comment:</b> 1745 Sumter St.							
			<b>G/L Account:</b> 4382-000-000-00	Utility: Water&Sewer			75.15
E05502	7/31/2023	0001010	City of Columbia - Water				<b>Check Entry Number: 003</b>
<b>Check Comment:</b> 3800 Lucius Rd.							
			5705-0623	7/12/2023	195.39	0.00	195.39
<b>Invoice Comment:</b> 3800 Lucius Rd.							
			<b>G/L Account:</b> 4382-000-000-00	Utility: Water&Sewer			195.39
E05503	7/31/2023	0001010	City of Columbia - Water				<b>Check Entry Number: 004</b>
<b>Check Comment:</b> 3808 Lucius Rd.							
			5706-0623	7/12/2023	225.45	0.00	225.45
<b>Invoice Comment:</b> 3808 Lucius Rd.							
			<b>G/L Account:</b> 4382-000-000-00	Utility: Water&Sewer			225.45
E05504	7/31/2023	0001010	City of Columbia - Water				<b>Check Entry Number: 005</b>
<b>Check Comment:</b> 3613 Lucius Rd.							
			5754-0623	7/3/2023	2,692.67	0.00	2,692.67
<b>Invoice Comment:</b> 3613 Lucius Rd.							
			<b>G/L Account:</b> 4382-000-000-00	Utility: Water&Sewer			2,692.67
E05505	7/31/2023	0001022	Segra				<b>Check Entry Number: 001</b>
			2612695	6/1/2023	968.31	0.00	968.31
<b>Invoice Comment:</b> VOIP 5231111- 6/1/23-6/30/23							
			<b>G/L Account:</b> 4383-000-000-00	Telecommunications			968.31
			2616044	6/1/2023	2,682.16	0.00	2,682.16
<b>Invoice Comment:</b> Internet Charges- 6/1/2023-6/30/2023							
			<b>G/L Account:</b> 4383-000-000-00	Telecommunications			2,682.16
<b>Check E05505 Total:</b>					3,650.47	0.00	3,650.47
<b>Printed Check Total:</b>							0.00
<b>Electronic Payment Total:</b>							3,650.47
E05506	7/31/2023	0001057	PEBA - SC Retirement Systems				<b>Check Entry Number: 001</b>
			QTREND 063023	6/30/2023	27,886.17	0.00	27,886.17
<b>Invoice Comment:</b> Quarterly Deposit							
			<b>G/L Account:</b> 2120-000-000-00	SC Retirement: Employee			9,449.43

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Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
		<b>G/L Account:</b> 4160-000-000-00		SC Retirement: Employer			18,279.25
		<b>G/L Account:</b> 4160-000-000-00		SC Retirement: Employer			157.49
E05507	7/31/2023	0001144	PEBA Insurance Finance				<b>Check Entry Number: 002</b>
			FY23-24 ADV DEPOSIT	6/22/2023	6,989.30	0.00	6,989.30
		<b>G/L Account:</b> 1520-000-000-00		Prepaid Insurance			6,989.30
E05508	7/31/2023	0001144	PEBA Insurance Finance				<b>Check Entry Number: 003</b>
			JULY 2023	6/22/2023	9,467.46	0.00	9,467.46
		<b>G/L Account:</b> 4165-000-000-00		Health Insurance Employer Portion			7,017.82
		<b>G/L Account:</b> 2145-000-000-00		State Health: EE			1,413.70
		<b>G/L Account:</b> 2165-000-000-00		Dental: Employee			13.72
		<b>G/L Account:</b> 2172-000-000-00		Dental Plus: Employee			274.84
		<b>G/L Account:</b> 2175-000-000-00		Optional Life			409.46
		<b>G/L Account:</b> 2180-000-000-00		Dependant Life Ins			1.26
		<b>G/L Account:</b> 2182-000-000-00		Supplemental Long Term Disability			193.92
		<b>G/L Account:</b> 2187-000-000-00		State Vision Plan			102.74
		<b>G/L Account:</b> 2186-000-000-00		State Tobacco Prem			40.00
E05509	7/31/2023	0001167	AT&T - Atlanta				<b>Check Entry Number: 002</b>
		<b>Check Comment:</b> Elevator & Fire Alarm					
			4332-0623	6/20/2023	261.19	0.00	261.19
				<b>Invoice Comment:</b> Elevator & Fire Alarm			
		<b>G/L Account:</b> 4383-000-000-00		Telecommunications			261.19
E05510	7/31/2023	0001209	Sam's Club				<b>Check Entry Number: 001</b>
			0638-0623	6/25/2023	102.60	0.00	102.60
				<b>Invoice Comment:</b> Membership Renewal- 2023-2024			
		<b>G/L Account:</b> 4201-000-000-00		Membership Fees, Dues & Subscriptions			102.60
E05511	7/31/2023	0001224	Bank of America				<b>Check Entry Number: 001</b>
			2006-0623	6/14/2023	1,805.70	0.00	1,805.70
		<b>G/L Account:</b> 4518-000-000-00		EE Training & Development (& Travel Adv)			1,805.70
			2006-0623 MAY	6/14/2023	125.00	0.00	125.00
		<b>G/L Account:</b> 4201-000-000-00		Membership Fees, Dues & Subscriptions			125.00
			3729-0623	6/14/2023	42.99	0.00	42.99
		<b>G/L Account:</b> 4502-000-000-00		FF&E <\$5000			42.99
			7220-0623	6/14/2023	5,815.48	0.00	5,815.48
		<b>G/L Account:</b> 4510-000-000-00		Federal/Non Fed Exp: ADP Software ACQ/Maint			11.66
		<b>G/L Account:</b> 4510-000-000-00		Federal/Non Fed Exp: ADP Software ACQ/Maint			545.10
		<b>G/L Account:</b> 4510-000-000-00		Federal/Non Fed Exp: ADP Software ACQ/Maint			43.20
		<b>G/L Account:</b> 4510-000-000-00		Federal/Non Fed Exp: ADP Software ACQ/Maint			15.00
		<b>G/L Account:</b> 4518-000-000-00		EE Training & Development (& Travel Adv)			870.00
		<b>G/L Account:</b> 4510-000-000-00		Federal/Non Fed Exp: ADP Software ACQ/Maint			2.50
		<b>G/L Account:</b> 4402-000-000-00		Banking Related Svc Fees			50.00
		<b>G/L Account:</b> 4510-000-000-00		Federal/Non Fed Exp: ADP Software ACQ/Maint			1,679.10
		<b>G/L Account:</b> 4502-000-000-00		FF&E <\$5000			183.52
		<b>G/L Account:</b> 4383-000-000-00		Telecommunications			541.73
		<b>G/L Account:</b> 4518-000-000-00		EE Training & Development (& Travel Adv)			1,805.70
		<b>G/L Account:</b> 4401-000-000-00		Misc Administrative Expenses			67.97
			7220-0623 MAY	6/14/2023	2,801.59	0.00	2,801.59
		<b>G/L Account:</b> 4383-000-000-00		Telecommunications			154.24
		<b>G/L Account:</b> 4201-000-000-00		Membership Fees, Dues & Subscriptions			125.00
		<b>G/L Account:</b> 4518-000-000-00		EE Training & Development (& Travel Adv)			30.00
		<b>G/L Account:</b> 4518-000-000-00		EE Training & Development (& Travel Adv)			30.00

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		<b>G/L Account:</b>	4518-000-000-00	EE Training & Development (& Travel Adv)			31.88
		<b>G/L Account:</b>	4518-000-000-00	EE Training & Development (& Travel Adv)			8.98
		<b>G/L Account:</b>	4518-000-000-00	EE Training & Development (& Travel Adv)			30.00
		<b>G/L Account:</b>	4518-000-000-00	EE Training & Development (& Travel Adv)			30.00
		<b>G/L Account:</b>	4518-000-000-00	EE Training & Development (& Travel Adv)			1,280.64
		<b>G/L Account:</b>	4518-000-000-00	EE Training & Development (& Travel Adv)			1,037.04
		<b>G/L Account:</b>	4518-000-000-00	EE Training & Development (& Travel Adv)			42.25
		<b>G/L Account:</b>	4510-000-000-00	Federal/Non Fed Exp: ADP Software ACQ/Maint			1.56
			8483-0623	6/14/2023	30.00	0.00	30.00
		<b>G/L Account:</b>	4203-000-000-00	Mktg/Adv/Promo/Spnsr			30.00
			8483-0623 MAY	6/14/2023	828.78	0.00	828.78
		<b>G/L Account:</b>	4510-000-000-00	Federal/Non Fed Exp: ADP Software ACQ/Maint			12.95
		<b>G/L Account:</b>	4518-000-000-00	EE Training & Development (& Travel Adv)			33.85
		<b>G/L Account:</b>	4401-000-000-00	Misc Administrative Expenses			105.00
		<b>G/L Account:</b>	4203-000-000-00	Mktg/Adv/Promo/Spnsr			659.71
		<b>G/L Account:</b>	4510-000-000-00	Federal/Non Fed Exp: ADP Software ACQ/Maint			17.27
		<b>G/L Account:</b>	4401-000-000-00	Misc Administrative Expenses			105.00
		<b>G/L Account:</b>	4201-000-000-00	Membership Fees, Dues & Subscriptions			105.00
			<b>Check E05511 Total:</b>		11,449.54	0.00	11,449.54
			<b>Printed Check Total:</b>				0.00
			<b>Electronic Payment Total:</b>				11,449.54
E05512	7/31/2023	0001265	Colonial Life Supp Ins				<b>Check Entry Number: 001</b>
			31647120605099	6/5/2023	75.90	0.00	75.90
			<b>Invoice Comment:</b>	June 2023 Supplemental Insurance			
		<b>G/L Account:</b>	2195-000-000-00	Colonial Supplemental			75.90
E05513	7/31/2023	0001328	Waste Management				<b>Check Entry Number: 002</b>
		<b>Check Comment:</b>	3613 Lucius Rd.				
			4601645-0080-9	6/16/2023	2,908.80	0.00	2,908.80
			<b>Invoice Comment:</b>	3613 Lucius Rd.			
		<b>G/L Account:</b>	4205-000-000-00	Facility R&M Expense			2,908.80
E05514	7/31/2023	0001328	Waste Management				<b>Check Entry Number: 003</b>
		<b>Check Comment:</b>	1224 Laurel St.				
			4601708-0080-5	6/16/2023	1,032.61	0.00	1,032.61
			<b>Invoice Comment:</b>	1224 Laurel St.			
		<b>G/L Account:</b>	4205-000-000-00	Facility R&M Expense			1,032.61
E05515	7/31/2023	0001335	SC Deferred Compensation				<b>Check Entry Number: 001</b>
			1107211378	6/30/2023	20.00	0.00	20.00
			<b>Invoice Comment:</b>	401K - 6/30 Payroll			
		<b>G/L Account:</b>	2190-000-000-00	Deferred Comp: EE 401K & 457			20.00
			1107543718	7/5/2023	1,524.25	0.00	1,524.25
			<b>Invoice Comment:</b>	401K - 7/5 Payroll			
		<b>G/L Account:</b>	2190-000-000-00	Deferred Comp: EE 401K & 457			1,524.25
			1107544630	7/5/2023	305.00	0.00	305.00
			<b>Invoice Comment:</b>	457 - 7/5 Payroll			
		<b>G/L Account:</b>	2190-000-000-00	Deferred Comp: EE 401K & 457			305.00
			1108152620	7/14/2023	20.00	0.00	20.00
			<b>Invoice Comment:</b>	401K - 7/14 Payroll			
		<b>G/L Account:</b>	2190-000-000-00	Deferred Comp: EE 401K & 457			20.00
			1109262974	7/20/2023	1,524.25	0.00	1,524.25
			<b>Invoice Comment:</b>	401K - 7/20 Payroll			



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Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
		<b>G/L Account:</b> 2190-000-000-00	1109263272	Deferred Comp: EE 401K & 457 7/20/2023	305.00	0.00	305.00
				<b>Invoice Comment:</b> 457 - 7/20 Payroll			1,524.25
		<b>G/L Account:</b> 2190-000-000-00	1111635020	Deferred Comp: EE 401K & 457 7/28/2023	20.00	0.00	20.00
				<b>Invoice Comment:</b> 401K - 7/28 Payroll			305.00
		<b>G/L Account:</b> 2190-000-000-00		Deferred Comp: EE 401K & 457			20.00
				<b>Check E05515 Total:</b>	3,718.50	0.00	3,718.50
				<b>Printed Check Total:</b>			0.00
				<b>Electronic Payment Total:</b>			3,718.50
E05516	7/31/2023	0001359 AT&T Mobility X07092023		7/1/2023	6,890.01	0.00	6,890.01
		<b>G/L Account:</b> 4383-000-000-00		Telecommunications			6,890.01
E05517	7/31/2023	0001470 WEX BANK 90150580		6/30/2023	5,172.93	0.00	5,172.93
				<b>Invoice Comment:</b> 1557.6 gals @ 3.23 avg / gal			5,137.03
		<b>G/L Account:</b> 4321-000-000-00		Vehicle Fuel: Diesel/UNL			35.90
		<b>G/L Account:</b> 4510-019-008-00		Fed Exp: ADP Software Acq/Main-General			35.90
		<b>G/L Account:</b> 4510-019-008-00		Fed Exp: ADP Software Acq/Main-General			35.90
		<b>G/L Account:</b> 4510-000-000-00		Federal/Non Fed Exp: ADP Software ACQ/Maint			35.90
E05518	7/31/2023	0001512 VERIZON WIRELESS 9937971190		6/23/2023	1,216.32	0.00	1,216.32
				<b>Invoice Comment:</b> iPad & Tablet Data Plan			1,216.32
		<b>G/L Account:</b> 4383-000-000-00		Telecommunications			1,216.32
E05519	7/31/2023	0001607 PEX - Prepaid Expense Card Solutions JUL23 VTRIP/PUP		7/10/2023	3,000.00	0.00	3,000.00
				<b>Invoice Comment:</b> COG Grant#TR20-01-001			3,000.00
		<b>G/L Account:</b> 4520-000-000-00		Federal Exp: Mobility 5310 (VTRIP, PUP)			3,000.00
E05520	7/31/2023	0001620 PXC, Inc. 2023071201		7/12/2023	122.74	0.00	122.74
				<b>Invoice Comment:</b> Hourly Payroll - 7/14/23			122.74
		<b>G/L Account:</b> 1020-000-000-00	2023071801	Cash: Payroll - WF/SFB 7/18/2023	139.34	0.00	139.34
				<b>Invoice Comment:</b> Salary Payroll - 7/20/23			139.34
		<b>G/L Account:</b> 1020-000-000-00	2023072601	Cash: Payroll - WF/SFB 7/26/2023	122.74	0.00	122.74
				<b>Invoice Comment:</b> Hourly Payroll - 7/28/23			122.74
		<b>G/L Account:</b> 1020-000-000-00		Cash: Payroll - WF/SFB			122.74
				<b>Check E05520 Total:</b>	384.82	0.00	384.82
				<b>Printed Check Total:</b>			0.00
				<b>Electronic Payment Total:</b>			384.82
				<b>Report Total:</b>	94,928.50	0.00	94,928.50
				<b>Printed Check Total:</b>			0.00
				<b>Electronic Payment Total:</b>			94,928.50



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Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
E05521	8/11/2023	0000091	Professional Printers				<b>Check Entry Number: 001</b>
			271318	7/24/2023	225.00	0.00	225.00
				<b>Invoice Comment:</b> The COMET Newsletter			
		<b>G/L Account:</b> 4209-000-000-00		Printing			225.00
E05522	8/11/2023	0000112	TransPro Consulting LLC				<b>Check Entry Number: 001</b>
			3108	6/29/2023	9,000.00	0.00	9,000.00
				<b>Invoice Comment:</b> Executive Search Services			
		<b>G/L Account:</b> 4361-000-000-00		Professional Svcs			9,000.00
E05523	8/11/2023	0001000	RATP Dev USA Inc.				<b>Check Entry Number: 001</b>
			05OCT23	6/27/2023	1,697,855.74	0.00	1,697,855.74
				<b>Invoice Comment:</b> May2023 Contract Services			
		<b>G/L Account:</b> 4305-000-000-00		Contractor: Fixed Route			414,818.10
		<b>G/L Account:</b> 4305-000-000-00		Contractor: Fixed Route			838,274.74
		<b>G/L Account:</b> 4305-000-000-00		Contractor: Fixed Route			3,389.57
		<b>G/L Account:</b> 4305-000-000-98		Contractor:Fixed Rte-General-USC			77,131.21
		<b>G/L Account:</b> 4305-000-000-98		Contractor:Fixed Rte-General-USC			2,615.44
		<b>G/L Account:</b> 4306-000-000-00		Contractor: DART			148,410.71
		<b>G/L Account:</b> 4306-000-000-00		Contractor: DART			148,022.18
		<b>G/L Account:</b> 4306-000-000-00		Contractor: DART			11,758.06
		<b>G/L Account:</b> 4306-000-000-00		Contractor: DART			18,575.80
		<b>G/L Account:</b> 4305-000-000-00		Contractor: Fixed Route			4,157.49
		<b>G/L Account:</b> 4305-000-000-00		Contractor: Fixed Route			4,157.49
		<b>G/L Account:</b> 4305-000-000-00		Contractor: Fixed Route			3,340.57-
		<b>G/L Account:</b> 4305-000-000-00		Contractor: Fixed Route			15,912.00
		<b>G/L Account:</b> 4305-000-000-00		Contractor: Fixed Route			162.48-
		<b>G/L Account:</b> 4305-000-000-00		Contractor: Fixed Route			14,136.00
E05524	8/11/2023	0001003	Burr Forman McNair				<b>Check Entry Number: 001</b>
			1399823	7/7/2023	2,860.00	0.00	2,860.00
				<b>Invoice Comment:</b> Labor Issues- June 2023			
		<b>G/L Account:</b> 4361-000-000-03		Professional Svcs-General-Attorneys			2,860.00
			JUNE2023	7/10/2023	4,000.00	0.00	4,000.00
				<b>Invoice Comment:</b> Professional Services- June 2023			
		<b>G/L Account:</b> 4361-000-000-03		Professional Svcs-General-Attorneys			4,000.00
				<b>Check E05524 Total:</b>			
					6,860.00	0.00	6,860.00
				<b>Printed Check Total:</b>			0.00
				<b>Electronic Payment Total:</b>			6,860.00
E05525	8/11/2023	0001018	Brownstone Construction Group				<b>Check Entry Number: 001</b>
			06-2023	6/30/2023	6,035.85	0.00	6,035.85
				<b>Invoice Comment:</b> Architect & Engineering- June 2023			
		<b>G/L Account:</b> 4361-021-004-02		Professional Svcs-GY2021-5339 E&D-LuciusRdSS			6,035.85
E05526	8/11/2023	0001055	AmeriGas Propane LP				<b>Check Entry Number: 001</b>
			3152344478	7/7/2023	2,584.52	0.00	2,584.52
				<b>Invoice Comment:</b> 1839.5 gals @ 1.27 / gal			
		<b>G/L Account:</b> 4320-000-000-00		Propane Fuel			2,584.52
			3152344479	7/7/2023	2,378.54	0.00	2,378.54
				<b>Invoice Comment:</b> 1692.9 gals @ 1.27 / gal			
		<b>G/L Account:</b> 4320-000-000-00		Propane Fuel			2,378.54
			3152669480	7/12/2023	3,837.30	0.00	3,837.30
				<b>Invoice Comment:</b> 2724.3 gals @ 1.27 / gal			
		<b>G/L Account:</b> 4320-000-000-00		Propane Fuel			3,837.30

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Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
			3152669482	7/12/2023	2,603.97	0.00	2,603.97	
			<b>Invoice Comment:</b> 1852.4 gals @ 1.27 / gal					
		<b>G/L Account:</b> 4320-000-000-00	Propane Fuel				2,603.97	
			3152757073	7/14/2023	537.19	0.00	537.19	
			<b>Invoice Comment:</b> 380.9 gals @ 1.28 / gal					
		<b>G/L Account:</b> 4320-000-000-00	Propane Fuel				537.19	
			3152787300	7/15/2023	3,110.16	0.00	3,110.16	
			<b>Invoice Comment:</b> 2205.3 gals @ 1.28 / gal					
		<b>G/L Account:</b> 4320-000-000-00	Propane Fuel				3,110.16	
			3152803204	7/16/2023	1,776.28	0.00	1,776.28	
			<b>Invoice Comment:</b> 1259.5 gals @ 1.28 / gal					
		<b>G/L Account:</b> 4320-000-000-00	Propane Fuel				1,776.28	
			3152905783	7/19/2023	2,758.33	0.00	2,758.33	
			<b>Invoice Comment:</b> 1817.3 gals @ 1.39 / gal					
		<b>G/L Account:</b> 4320-000-000-00	Propane Fuel				2,758.33	
			3152905784	7/19/2023	158.76	0.00	158.76	
			<b>Invoice Comment:</b> 104.6 gals @ 1.38 / gal					
		<b>G/L Account:</b> 4320-000-000-00	Propane Fuel				158.76	
			3152939449	7/20/2023	941.65	0.00	941.65	
			<b>Invoice Comment:</b> 620.4 gals @ 1.38 / gal					
		<b>G/L Account:</b> 4320-000-000-00	Propane Fuel				941.65	
			3152999853	7/22/2023	3,311.24	0.00	3,311.24	
			<b>Invoice Comment:</b> 2181.6 gals @ 1.38 / gal					
		<b>G/L Account:</b> 4320-000-000-00	Propane Fuel				3,311.24	
			3153086407	7/25/2023	1,666.41	0.00	1,666.41	
			<b>Invoice Comment:</b> 1097.9 gals @ 1.38 / gal					
		<b>G/L Account:</b> 4320-000-000-00	Propane Fuel				1,666.41	
			<b>Check E05526 Total:</b>		25,664.35	0.00	25,664.35	
			<b>Printed Check Total:</b>				0.00	
			<b>Electronic Payment Total:</b>				25,664.35	
E05527	8/11/2023	0001132	Chernoff Newman, LLC				<b>Check Entry Number: 001</b>	
			57512-0000	5/31/2023	2,025.00	0.00	2,025.00	
			<b>Invoice Comment:</b> Consultation COMET Board- May 2023					
		<b>G/L Account:</b> 4361-000-000-00	Professional Svcs				2,025.00	
E05528	8/11/2023	0001212	United Way of the Midlands				<b>Check Entry Number: 001</b>	
			JULY2023	7/20/2023	191.68	0.00	191.68	
			<b>Invoice Comment:</b> 2022 Campaign Pledges					
		<b>G/L Account:</b> 2125-000-000-00	United Way of Midlands (82)				191.68	
E05529	8/11/2023	0001232	Harper, Poston & Moree, P.A.				<b>Check Entry Number: 001</b>	
			2475	7/31/2023	1,200.00	0.00	1,200.00	
			<b>Invoice Comment:</b> Auditing- July 2023					
		<b>G/L Account:</b> 4361-000-000-00	Professional Svcs				1,200.00	
E05530	8/11/2023	0001254	W. W. Williams				<b>Check Entry Number: 001</b>	
			067W16051	2/17/2023	14,602.04	0.00	14,602.04	
			<b>Invoice Comment:</b> Bus #17718 Transmission					
		<b>G/L Account:</b> 1711-000-000-00	Bus Transmissions/Engines				14,602.04	
		<b>G/L Account:</b> 1711-000-000-00	Bus Transmissions/Engines				14,602.04-	
		<b>G/L Account:</b> 1711-000-000-00	Bus Transmissions/Engines				14,602.04	
E05531	8/11/2023	0001325	Non-Stop Plumbing, LLC				<b>Check Entry Number: 001</b>	
			7194	6/30/2023	333.95	0.00	333.95	



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Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
		<b>G/L Account:</b> 4503-000-000-00		Fed Exp: Shelter Acq/Install (CMCOG incl)			555.00-
		<b>G/L Account:</b> 1610-000-000-00		Building			555.00
		<b>G/L Account:</b> 4503-000-000-00		Fed Exp: Shelter Acq/Install (CMCOG incl)			555.00-
		<b>G/L Account:</b> 1610-000-000-00		Building			555.00
		<b>G/L Account:</b> 4503-000-000-00		Fed Exp: Shelter Acq/Install (CMCOG incl)			150.00-
		<b>G/L Account:</b> 1610-000-000-00		Building			150.00
		<b>G/L Account:</b> 4503-000-000-00		Fed Exp: Shelter Acq/Install (CMCOG incl)			3,330.00-
		<b>G/L Account:</b> 1610-000-000-00		Building			3,330.00
		<b>G/L Account:</b> 4503-000-000-00		Fed Exp: Shelter Acq/Install (CMCOG incl)			4,165.00-
		<b>G/L Account:</b> 1610-000-000-00		Building			4,165.00
		<b>G/L Account:</b> 4503-000-000-00		Fed Exp: Shelter Acq/Install (CMCOG incl)			555.00-
		<b>G/L Account:</b> 1610-000-000-00		Building			555.00
		<b>G/L Account:</b> 4503-000-000-00		Fed Exp: Shelter Acq/Install (CMCOG incl)			555.00-
		<b>G/L Account:</b> 1610-000-000-00		Building			555.00
E05537	8/11/2023	0001521 Selman & Co LLC - Multi Billing					<b>Check Entry Number: 001</b>
		JULY 2023		8/1/2023	96.16	0.00	96.16
				<b>Invoice Comment:</b> LBT Coverage			
		<b>G/L Account:</b> 2197-000-000-00		Supplemental Insurance EE			139.02
		<b>G/L Account:</b> 2197-000-000-00		Supplemental Insurance EE			42.86-
E05538	8/11/2023	0001541 UBER Technologies, Inc.					<b>Check Entry Number: 002</b>
		<b>Check Comment:</b> June 2023 - PUP Applications					
		16633E		7/1/2023	133.80	0.00	133.80
				<b>Invoice Comment:</b> June 2023 - PUP Applications			
		<b>G/L Account:</b> 4308-000-000-00		Contractor: Special Enhancements			133.80
E05539	8/11/2023	0001543 Flock & Rally					<b>Check Entry Number: 001</b>
		4268		7/12/2023	4,749.14	0.00	4,749.14
				<b>Invoice Comment:</b> June 2023 Marketing Hours			
		<b>G/L Account:</b> 4203-000-000-00		Mktg/Adv/Promo/Spnsr			4,749.14
E05540	8/11/2023	0001554 ACE Hardware - Horse & Garden, Inc.					<b>Check Entry Number: 001</b>
		546421		7/12/2023	52.35	0.00	52.35
				<b>Invoice Comment:</b> 15 gals @ 3.49 / gal			
		<b>G/L Account:</b> 4320-000-000-00		Propane Fuel			52.35
		547073		7/17/2023	34.90	0.00	34.90
				<b>Invoice Comment:</b> 10 gals @ 3.49 / gal			
		<b>G/L Account:</b> 4320-000-000-00		Propane Fuel			34.90
		547445		7/20/2023	85.51	0.00	85.51
				<b>Invoice Comment:</b> 24.5 gals @ 3.49 / gal			
		<b>G/L Account:</b> 4320-000-000-00		Propane Fuel			85.51
		548025		7/24/2023	34.90	0.00	34.90
				<b>Invoice Comment:</b> 10 gals @ 3.49 / gal			
		<b>G/L Account:</b> 4320-000-000-00		Propane Fuel			34.90
		548098		7/24/2023	34.90	0.00	34.90
				<b>Invoice Comment:</b> 10 gals @ 3.49 / gal			
		<b>G/L Account:</b> 4320-000-000-00		Propane Fuel			34.90
				<b>Check E05540 Total:</b>	242.56	0.00	242.56
				<b>Printed Check Total:</b>			0.00
				<b>Electronic Payment Total:</b>			242.56
E05541	8/11/2023	0001626 B&C Associates Inc.					<b>Check Entry Number: 001</b>
		2225867		7/20/2023	13,083.20	0.00	13,083.20
				<b>Invoice Comment:</b> July 2023- Janitorial Services			

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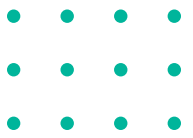
Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
		<b>G/L Account:</b> 4205-000-000-00	2225868	Facility R&M Expense 7/20/2023	700.00	0.00	700.00
				<b>Invoice Comment:</b> Fogging- COMET Central			13,083.20
		<b>G/L Account:</b> 4205-000-000-00		Facility R&M Expense			700.00
				<b>Check E05541 Total:</b>	13,783.20	0.00	13,783.20
				<b>Printed Check Total:</b>			0.00
				<b>Electronic Payment Total:</b>			13,783.20
E05542	8/11/2023	0001627	1060-04	Transportation Management & Design, Inc. 7/24/2023	2,710.33	0.00	2,710.33
				<b>Invoice Comment:</b> Scheduling Services			
		<b>G/L Account:</b> 4361-000-000-00		Professional Svcs			2,586.38
		<b>G/L Account:</b> 4361-000-000-00		Professional Svcs			123.95
E05543	8/11/2023	0001637	2001	Feonix - Mobility Rising 7/3/2023	22,341.00	0.00	22,341.00
				<b>Invoice Comment:</b> FTA iCAM- June 2023			
		<b>G/L Account:</b> 4520-021-005-00		Federal Exp: 5310-GY2021-ICAM-General			22,341.00
E05544	8/11/2023	0001666	R23109975	Guttman Energy, Inc. 7/11/2023	22,009.45	0.00	22,009.45
				<b>Invoice Comment:</b> 7429 gals @ 2.54 / gal, 6/30			
		<b>G/L Account:</b> 4321-000-000-00	R23112106	Vehicle Fuel: Diesel/UNL 7/14/2023	22,491.27	0.00	22,491.27
				<b>Invoice Comment:</b> 7408 gals @ 2.61 / gal, 7/7			
		<b>G/L Account:</b> 4321-000-000-00	R23114246	Vehicle Fuel: Diesel/UNL 7/19/2023	23,242.00	0.00	23,242.00
				<b>Invoice Comment:</b> 7419 gals @ 2.70 / gal, 7/12			
		<b>G/L Account:</b> 4321-000-000-00		Vehicle Fuel: Diesel/UNL			23,242.00
				<b>Check E05544 Total:</b>	67,742.72	0.00	67,742.72
				<b>Printed Check Total:</b>			0.00
				<b>Electronic Payment Total:</b>			67,742.72
E05545	8/11/2023	0001690	100085	The Pest Bureau, Inc. 7/1/2023	150.00	0.00	150.00
				<b>Invoice Comment:</b> Monthly Pest Control- Facility			
		<b>G/L Account:</b> 4205-000-000-00	100086	Facility R&M Expense 7/1/2023	150.00	0.00	150.00
				<b>Invoice Comment:</b> Monthly Pest Service- COMET Central			
		<b>G/L Account:</b> 4205-000-000-00	100266	Facility R&M Expense 7/25/2023	1,464.00	0.00	1,464.00
				<b>Invoice Comment:</b> Monthly Pest Control- Vehicles			
		<b>G/L Account:</b> 4387-000-000-00		Vehicle/Equip Repairs&Maint			1,464.00
				<b>Check E05545 Total:</b>	1,764.00	0.00	1,764.00
				<b>Printed Check Total:</b>			0.00
				<b>Electronic Payment Total:</b>			1,764.00
E05546	8/11/2023	0001696	29316886	Express Services Inc. 7/12/2023	1,143.30	0.00	1,143.30
				<b>Invoice Comment:</b> Temporary Employee- 7/3/23-7/9/23			
		<b>G/L Account:</b> 4103-000-000-00	29348228	Salaries: Temps 7/19/2023	1,429.13	0.00	1,429.13
				<b>Invoice Comment:</b> Temporary Employee- 7/10/23-7/16/23			
		<b>G/L Account:</b> 4103-000-000-00		Salaries: Temps			1,429.13

CENTRAL MIDLANDS TRANSIT/The COMET (CMR)

Bank Code: G -

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
				<b>Check E05546 Total:</b>	2,572.43	0.00	2,572.43
				<b>Printed Check Total:</b>			0.00
				<b>Electronic Payment Total:</b>			2,572.43
E05547	8/11/2023	0001698	Pursuit Search Group, LLC (PSG)				<b>Check Entry Number: 001</b>
		230301		7/13/2023	1,266.23	0.00	1,266.23
			<b>Invoice Comment:</b> Temporary Employee- Week Ending 7/9/23				
		<b>G/L Account:</b> 4103-000-000-00	Salaries: Temps				1,266.23
		230302		7/13/2023	1,217.88	0.00	1,217.88
			<b>Invoice Comment:</b> Temporary Employee- Week Ending 7/9/23				
		<b>G/L Account:</b> 4103-000-000-00	Salaries: Temps				1,217.88
		230314		7/17/2023	1,234.10	0.00	1,234.10
			<b>Invoice Comment:</b> Temporary Employee- Week Ending 7/17				
		<b>G/L Account:</b> 4103-000-000-00	Salaries: Temps				1,234.10
		230315		7/17/2023	1,240.07	0.00	1,240.07
			<b>Invoice Comment:</b> Temporary Employee- Week Ending 7/17				
		<b>G/L Account:</b> 4103-000-000-00	Salaries: Temps				1,240.07
		230330		7/24/2023	1,256.59	0.00	1,256.59
			<b>Invoice Comment:</b> Temporary Employee- Week Ending 7/23				
		<b>G/L Account:</b> 4103-000-000-00	Salaries: Temps				1,256.59
		230331		7/24/2023	1,232.26	0.00	1,232.26
			<b>Invoice Comment:</b> Temporary Employee- Week Ending 7/23				
		<b>G/L Account:</b> 4103-000-000-00	Salaries: Temps				1,232.26
				<b>Check E05547 Total:</b>	7,447.13	0.00	7,447.13
				<b>Printed Check Total:</b>			0.00
				<b>Electronic Payment Total:</b>			7,447.13
E05548	8/11/2023	0009010	Margaret Woodson				<b>Check Entry Number: 001</b>
		JUL23 - MW TRAVEL		7/19/2023	578.35	0.00	578.35
			<b>Invoice Comment:</b> NTI Procurement Training 7/9 - 7/15				
		<b>G/L Account:</b> 4508-000-000-00	Fed Exp: APC				578.35
E05549	8/11/2023	0009630	Natavis Eric Harris				<b>Check Entry Number: 001</b>
		662		6/30/2023	6,079.59	0.00	6,079.59
			<b>Invoice Comment:</b> Planning Consultation- 6/1/23-6/25/23				
		<b>G/L Account:</b> 4361-021-019-00	Professional Svcs-GY2021-General				6,079.59
				<b>Report Total:</b>	1,981,900.74	0.00	1,981,900.74
				<b>Printed Check Total:</b>			0.00
				<b>Electronic Payment Total:</b>			1,981,900.74





# RATP Dev USA Monthly Performance Report

July  
2023



# Hot Topics:

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COVID-19 – Lenny Cooksey

Customer Service – Alicia Peterson

Maintenance – Kevin Bundrick

Operations – Rickey Mack

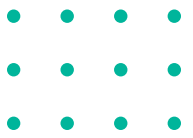
Safety and Training – Mary Saunders

Human Resources – Courtney Coney

Performance Indicators - Lenny Cooksey







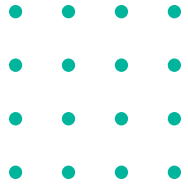
# Covid- 19

## U.S. COVID hospitalizations climb for second straight week. Is it a summer surge?

- The U.S. has experienced increases in Covid-19 during the past three summers
- An ensemble of academic and federal modelers said last month that the main period of Covid-19 activity is expected to occur in late fall and early winter over the next two years, with medium peak incidence between November and mid-January
- Updated vaccines are expected to be available by late September, the CDC said earlier this month, after the FDA requested that drugmakers begin producing new formulations targeting XBB strains

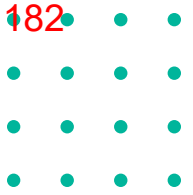


Bus Cleaning	Totals
Detailed	350
Special Detail	1



# Customer Service

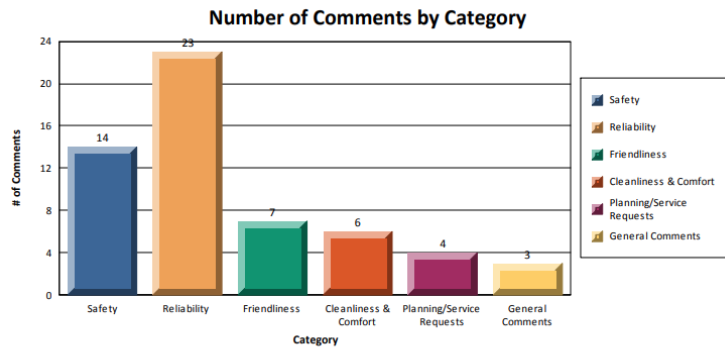




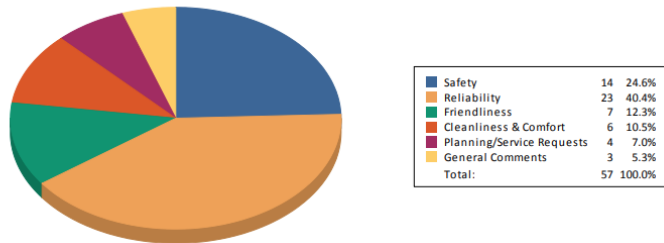
# Customer Service

## CUSTOMER COMMENTS

For the Period: 7/1/2023 to 7/31/2023



Percentage by Category



For the month of July 2023, RATP Dev had a total of 52 customer complaints comparing to 30 of June 2023, that is a 43.90 % increase from the previous month. The Safety category was increased to 24.6% from 18.8% and the Reliability category decreased to 40.4% from 46.9% of the previous month.

The complaint rate 4.21% (complaints per 10,000 riders) for the month of July is within our target goal of 4.00 to 6.00 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.



# Manager Spotlight

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# Manager Spotlight

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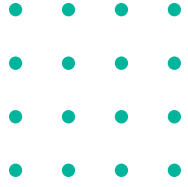


Alicia Peterson  
QA Manager

# Manager Spotlight

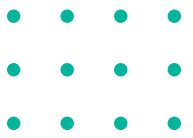
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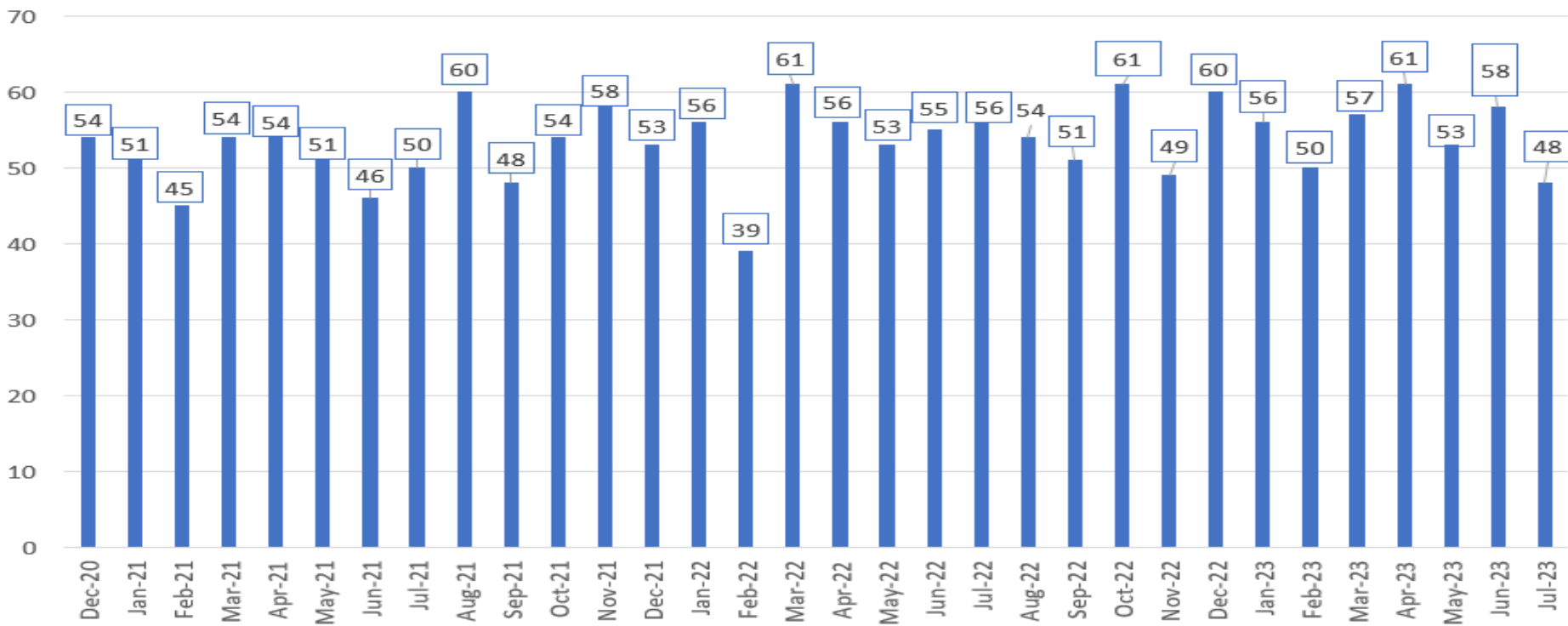


# Maintenance





# Preventive Maintenance



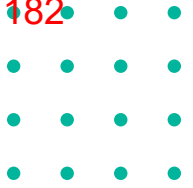
**Scheduled PMIs = 48**  
**Completed PMIs = 48**  
**100% On-Time**

PMI'S ARE TRIGGERED BY ACCUMULATED MILEAGE

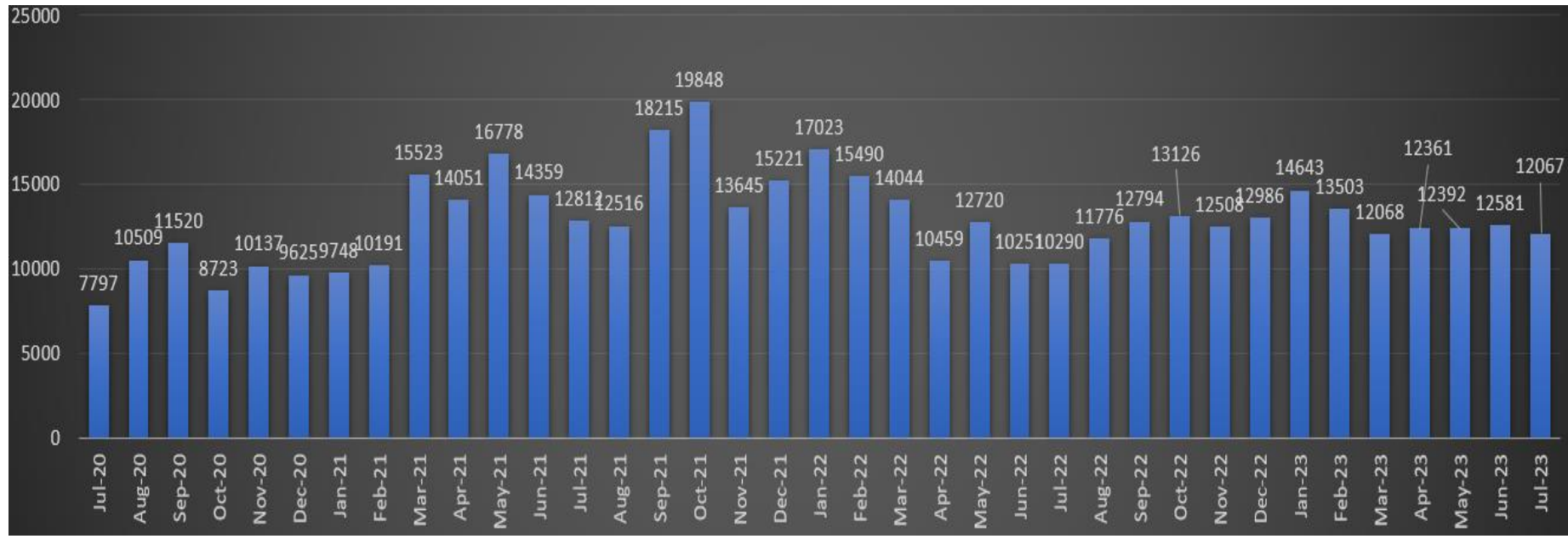
AMOUNT VARIES BY MONTH







# PM Results



Vehicle Preventative Maintenance Interval Statistics

Total Miles Between Road Calls = **12067**  
Target Miles Between Road Calls = 12067

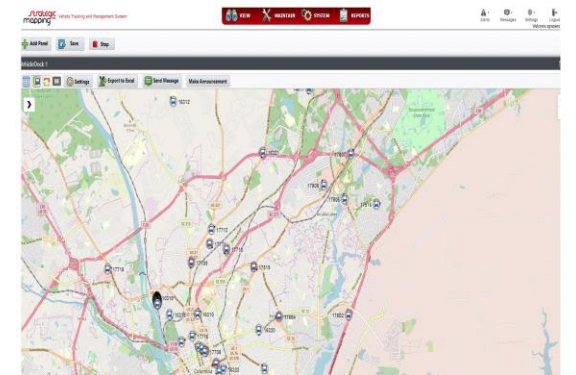
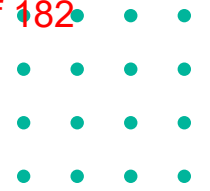


# On Time Performance (OTP)





# 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 (<1) minutes early and five (<6) 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 July 2023: **77.90%**
- Fixed Route OTP increase by 0.15% compared to June 2023 at **77.78%**
- DART/Paratransit OTP for July 2023: **91.22%**
- DART/Paratransit OTP increased **0.18%** compared to June 2023 at **91.05%**

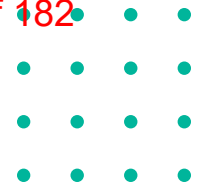
*Clever Devices has been replaced with the new AVL system, Strategic Mapping. We are currently in phase one of three-part implementation to improve depiction of the system OTP.*



# Ridership Summary



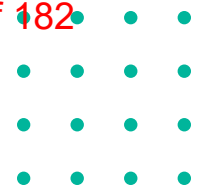




# All Aboard

- **123,381 total ridership for July 2023**
- 118,533 total ridership for July 2022
- Ridership has increased by 4.09% compared to July 2022





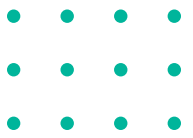
# Previous Month Comparison



- **123,381 total ridership for July 2023**
- 127,984 total ridership for June 2023
- Ridership decrease of 3.59% compared to June 2023



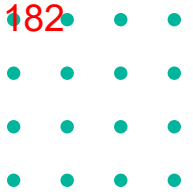




# Average Daily Ridership

Average Daily Ridership					
Month	Monthly Ridership		Average Daily Ridership		
	2022	2023	2022	2023	% Change
January	106,428	144,066	15,204	20,581	35%
February	112,303	150,528	16,043	21,504	34%
March	138,952	158,632	19,850	22,662	14%
April	134,878	147,800	19,268	21,114	10%
May	121,579	131,263	17,368	18,752	8%
June	121,607	127,984	17,372	18,283	5%
July	118,533	123,381	16,933	17,626	4%
August	150,627		21,518	--	-100%
September	170,842		24,406	--	-100%
October	155,044		22,149	--	-100%
November	122,649		17,521	--	-100%
December	111,331		15,904	--	-100%
<b>Year to Date</b>	<b>1,564,773</b>	<b>983,654</b>	<b>223,539</b>	<b>140,522</b>	<b>-37%</b>





# GAMECOCK RIDERSHIP

Route	July 2023 Total	June 2023 Total	Variance	% Change
13 North Loop	38	28	10	26%
14 Express	330	394	64	-19%
15 Yellow	No Service	No Service	0	0%
16 Greek Village	No Service	No Service	0	0%
17 Green	No Service	No Service	0	0%
18 Red	No Service	No Service	0	0%
19 Blue	No Service	No Service	0	0%
20 West Campus	97	234	137	-141%
24 Evening 1	No Service	No Service	0	0%
25 Evening 2	No Service	No Service	0	0%
	465	656	191	-41%



- 465 Total passenger boardings
- Difference of -191 passengers compared to June



# DART Ridership

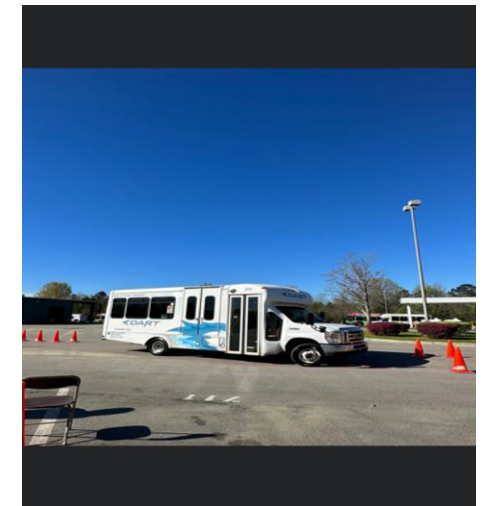


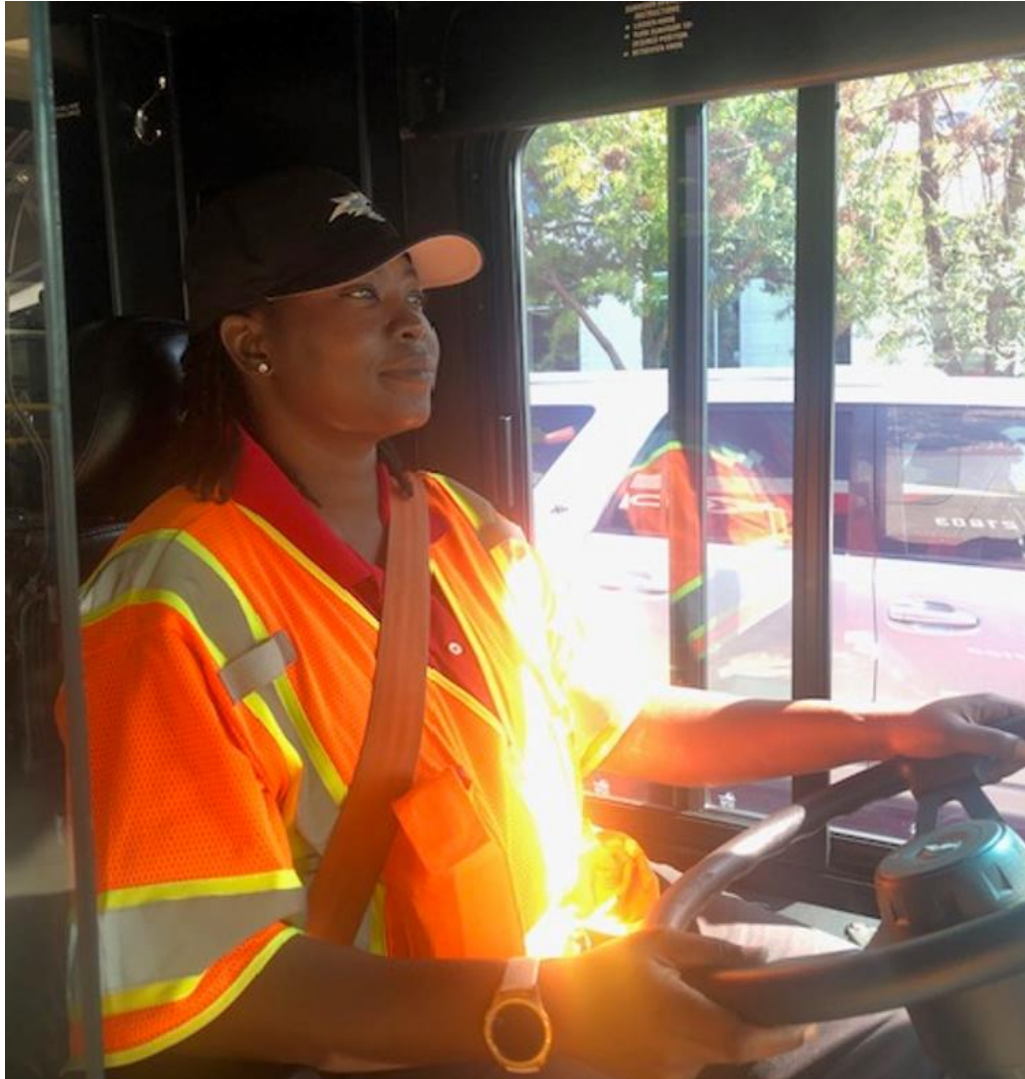
## Passenger Information

<i>Clients</i>	76.24	%
<i>Companions</i>	0.00	%
<i>Attendants</i>	23.22	%
<i>Others</i>	0.55	%
<hr/>		
<i>Pass. Per Trip</i>	1.23	
<i>Average Length</i>	30.93	Minutes
<i>Average Distance</i>	8.79	Miles
<i>Transferred Passengers</i>	0	

## Requested Trip Information

<i>Total Requested</i>	5133	<i>No Shows</i>	96
<i>Unscheduled</i>	9	<i>Cancel CD</i>	114
<i>Unscheduled</i>	0.18 %	<i>No Shows</i>	4.09 %
<i>Cancel Adv.</i>	1372		
<i>Late Cancels</i>	19	<i>No Shows Other</i>	0
<i>Same Day</i>	139	<i>Cancel Other</i>	0
<i>Site Closure</i>	10	<i>Missed</i>	0
<i>User Error</i>	41	<i>Missed T</i>	0
<i>Cancels</i>	30.80 %	<i>Missed</i>	0.00 %
<i>Transferred Trips</i>			0

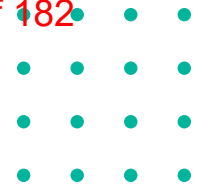




**Safety First,  
Safety Always**

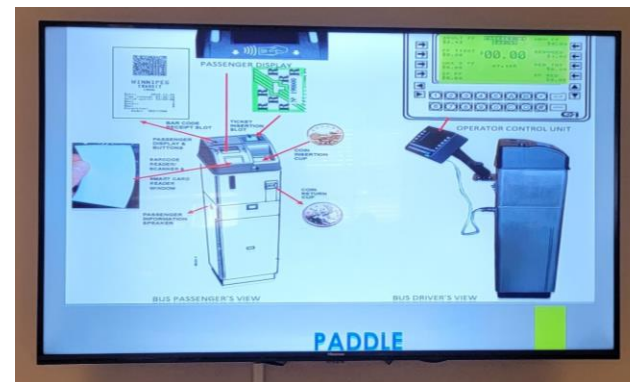


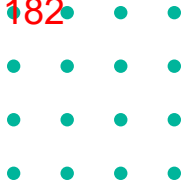




# Safety First

- Safety First Safety Always
- Safety Meeting – Spring Into Safety
- Facilities Inspection
- Mandatory Safety Bulletin
  - Drive Cam
- Preventable RATPDEV – 2(0.75) Per 100,000
- Preventable DART-0
- Total Collisions – 5 Per (1.82) 100,000





# Safety Performance

Vehicle Accidents				
	Fixed	Flex	Dart	Total
Revenue Incidents/Accident	5	0	0	5
Deadhead Incidents/Accidents	0	0	0	0
Per 100,000 Miles	0	0	0	1.82
Total Incidents /Accidents	5	0	0	5

Injuries				
	Fixed	Flex	Dart	Total
Revenue Injuries	0	0	0	1
Deadhead Injuries	1	0	0	0
Per 100,000 Miles	0	0	0	0.37
Total Injuries	1	0	0	1

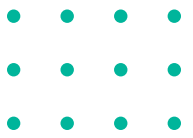




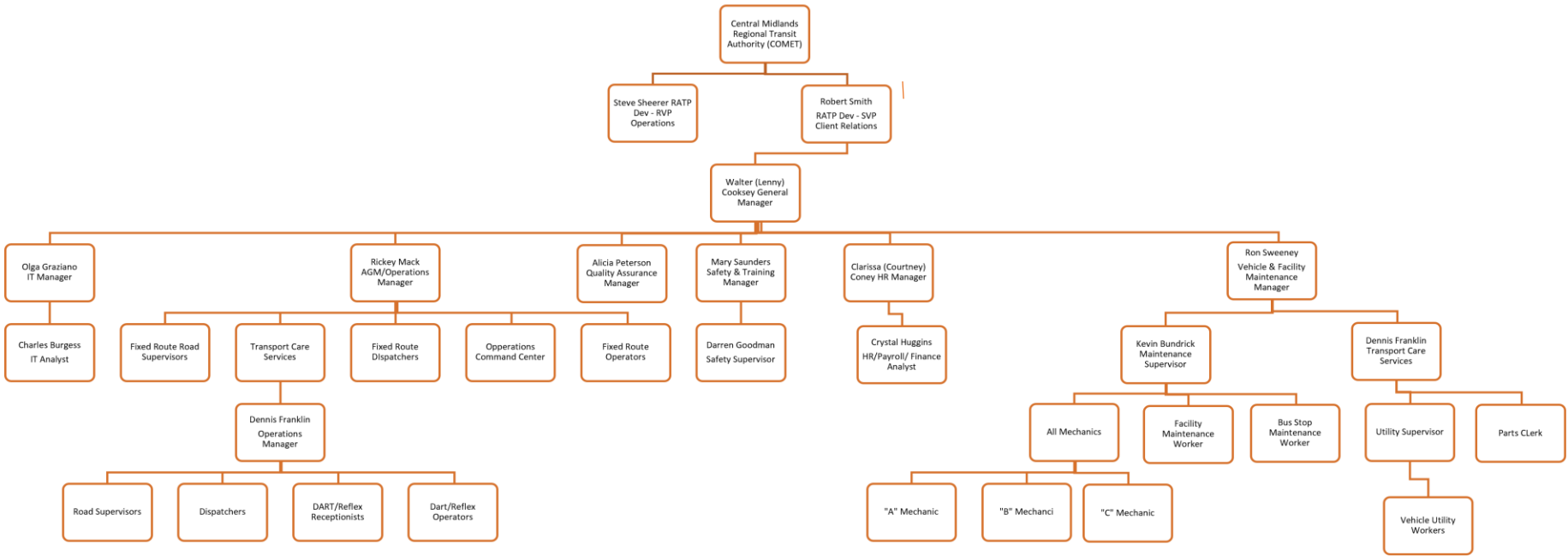


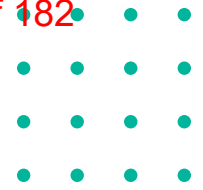
# Human Resources





# Organizational Chart

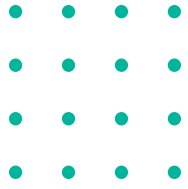




# Staffing & Recruitment

Description	Active	Training	Leave	Total
Fix Route Operators/USC	115	2	8	125
Ops Supervisor (USC)	2			2
Dispatcher/supervisor (USC)	1			1
Fix Route Operations Supervisor	09			09
Fix Route Dispatcher	2			2
DART/Reflex Reservationist	3.0			3.0
TCS Total Operators	21		3	24
IT Analyst	1			1
Mechanics	13	0	0	13
Lead mechanic/Maintenance Supervisor	1			1
Utility Worker	10			10
Shopkeeper	1			1
Totals	179.0	2	11	192.0





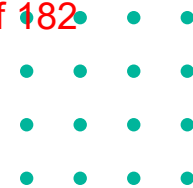
# Key Performance Indicator (KPI)





# Key Performance Indicator (KPI)

Performance Measure	<i>RATP Dev Contract Goal</i>	<i>RATP Dev July /Actual</i>
On-Time Performance (Fixed Route / Paratransit)	<i>85% / 90%</i>	<i>77.78%/ 91.22%</i>
Miles Between Road Calls	<i>12,000</i>	<i>12,067</i>
Customer Complaints (Per 10,000 Customers)	<i>6.0</i>	<i>4.21</i>
Preventable Accidents (Per 10,000 Miles)	<i>2.0</i>	<i>0.07</i>



Thank You



# Public Transportation Agency Safety Plan (PTASP)



July 2023 (Revised)



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- Appendix E: The COMET System Map

# Section 1. Transit Agency Information

## General Information

<b>Transit Agency Name</b>	Central Midlands Regional Transit Authority (The COMET)			
<b>Transit Agency Address</b>	Lowell C. Spires Jr. Regional Transit Facility 3613 Lucius Road, Columbia, SC 29201			
<b>Name and Title of Accountable Executive</b>	LeRoy DesChamps, Interim Executive Director/CEO			
<b>Name of Chief Safety Officer</b>	Contractor Safety & Training Manager			
<b>Name of SMS Executive</b>	Arlene Prince, Director, Regulatory Compliance and Civil Rights Officer			
<b>Modes of Service</b>	Fixed Route (FR), Demand Response (DR), Van Pool (VP), Demand Response Taxi (DT), Commuter Bus (CB)			
<b>FTA Funding Sources</b>	FTA Section 5307, 5310, 5339, 5311			
<b>Does the agency provide transit services on behalf of another transit agency or entity?</b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	<b>Description of Arrangement(s)</b>	N/A
<b>Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided</b>	N/A			

**Modes of Service Directly Provided:** None

Central Midlands Regional Transit Authority (The COMET) is a Tier II Transit Agency that operates in the greater Columbia area in Columbia, South Carolina. The COMET presently provides fixed route and paratransit, van pool, demand response taxi, and commuter bus services to the city of Columbia and Richland and Lexington counties in South Carolina. The system is made up of 34 fixed routes and three flex routes. The fleet consists of 97 fixed route vehicles and 25 paratransit vehicles. Total passengers transported during FY 2022 was 1,547,622 (FR), 59,366 (DR) with a total system passenger miles of 3,626,955.

Contract services are provided by RATP Dev USA, Inc., Lyft, and Enterprise Holdings. The COMET does not provide any direct transit services. All services including operations and maintenance services are contracted.

The COMET and Contractor safety representatives:

**The COMET:** Safety Management System (SMS) Executive

**Contractor:** Chief Safety Officer (CSO): Safety & Training Manager

The Chief Safety Officer for the transit operation’s contractor will report to The COMET SMS Executive, and the contractor’s General Manager to ensure that both The COMET and the transit operations Contractor executive management are engaged and aware of safety issues.

Key staff include the SMS Executive, Chief Safety Officer (also Safety and Training Manager), Director of Operations, Facility and Vehicle Maintenance Manager, Paratransit Operations Manager, Operations Manager, Information Technology Manager and Quality Assurance Manager.

The Agency Safety Plan (ASP) addresses all applicable requirements and standards as set forth in FTA’s Public Transportation Safety Program and the National Public Transportation Safety Plan.

Commonly Used Definitions

Acronym	Word or Phrase
ADA	Americans with Disabilities Act of 1990
AE	Accountable Executive
ASP	Agency Safety Plan (also referred to as a PTASP in Part 673)
CFR	Code of Federal Regulations
CSO	Chief Safety Officer
ESRP	Employee Safety Reporting Program
FTA	Federal Transit Administration
Part 673	49 CFR Part 673 (Public Transportation Agency Safety Plan)
SCDOT	South Carolina Department of Transportation
SMS	Safety Management System
The COMET	Central Midlands Regional Transit Authority
U.S.C.	United States Code
VRM	Vehicle Revenue Miles



## Section 2. Plan Development, Approval, and Updates

<b>Name of Entity That Drafted This Plan</b>		RLS & Associates, Inc. in cooperation with South Carolina Department of Transportation and The COMET	
<b>Signature by the Accountable Executive</b>		<b>Signature of Accountable Executive</b>	<b>Date of Signature</b>
<b>Approval by the Board of Directors or an Equivalent Authority</b>		<b>Name of Individual/Entity That Approved This Plan</b>	<b>Date of Approval</b>
		<b>Relevant Documentation (title and location)</b>	
		Chair, Board of Directors/The COMET	
<b>Certification of Compliance</b>		<b>Name of Individual/Entity That Certified This Plan</b>	<b>Date of Certification</b>
		LeRoy DesChamps	
		<b>Relevant Documentation (title and location)</b>	
		Executive Director/CEO, 3613 Lucius Road, Columbia, SC 29201	
<b>Version Number and Updates</b>			
<i>Record the complete history of successive versions of this plan.</i>			
Version Number	Section/Pages Affected	Reason for Change	Date Issued
1	All	Initial Public Transportation Agency Safety Plan	6-19-20
2	All	Updates, Change in Personnel and contractor	7-31-23

### Annual Review and Update of the Public Transportation Agency Safety Plan

*Describe the process and timeline for conducting an annual review and update of the Public Transportation Agency Safety Plan.*

The COMET's Public Transportation Agency Safety Plan also referred to as Agency Safety Plan, will be jointly reviewed and updated by The COMET's Executive Director, SMS Executive, Chief Safety Officer, and PTASP Safety Committee in July of each year. The Executive Director will review and approve any changes, sign the revised Agency Safety Plan, and forward to The COMET's Board of Directors for final review and approval.

Along with annual updates, The COMET may update the plan if The COMET:

- Determines its approach to mitigating safety deficiencies is ineffective;
- Makes significant changes to service delivery;
- Introduces new processes or procedures that may impact safety;
- Changes or re-prioritizes resources available to support Safety Management Systems and the Public Transportation Agency Safety Plan;
- Changes are made to facilities, equipment or rolling stock with a potential to safety;
- A change in contractors; and/or
- Significant changes to COMET's organizational structure

Revisions will be submitted to the PTASP Safety Committee and Board's Service Committee with recommendations to the full Board of Directors. Upon adoption by the Board, revisions will be communicated to The COMET's staff and contractor employees.

## 21 Safety Management Systems (SMS)

Safety Management Systems is a management system, akin to a financial or quality management system. It ensures that a public transportation agency, regardless of its size or service environment, has the necessary organizational structures, activities and tools in place, and the necessary safety accountabilities to direct and control resources to manage safety proactively and optimally.

Safety Management Systems activities proactively detect safety concerns and organizational factors, and correct them using data-driven prioritization. As such, important to its success are the:

1. Effective collection, analysis, and sharing of safety data, and
2. Active, accurate, and routine safety performance measurement.

Safety Management Systems provides transit and oversight agencies with additional tools and activities, and therefore new opportunities to efficiently and effectively align safety priorities and promote continuous improvement in safety performance.

## SAFETY MANAGEMENT SYSTEM COMPONENTS

<p><b>Safety Management Policy</b></p> <ol style="list-style-type: none"> <li>1. Safety Management Policy Statement</li> <li>2. Safety Accountabilities and Responsibilities</li> <li>3. Integration with Public Safety and Emergency Management</li> <li>4. Safety Management System Documentation and Records</li> </ol>	<p><b>Safety Assurance</b></p> <ol style="list-style-type: none"> <li>8. Safety Performance Monitoring and Measurement</li> <li>9. Management of Change</li> <li>10. Continuous Improvement</li> </ol>
<p><b>Safety Risk Management</b></p> <ol style="list-style-type: none"> <li>5. Safety Hazard Identification</li> <li>6. Safety Risk Assessment</li> <li>7. Safety Risk Mitigation</li> </ol>	<p><b>Safety Promotion</b></p> <ol style="list-style-type: none"> <li>11. Safety Communication</li> <li>12. Competencies and Training</li> </ol>

## Section 3. Safety Performance Targets (SPT)

<p><b>Safety Performance Targets</b> Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.</p> <p><i>The following targets were developed based on the past five years (2015 – 2019) of transit safety data collected by The COMET</i></p>							
Mode of Service	Fatalities (Total)	Fatalities (Rate)	Injuries (Total)	Injuries (Rate)	Safety Events (Total)	Safety Events (Rate)	System Reliability
Fixed Route (MB)	0	0 per 100,000 VRM	0	4.0 per 100,000 VRM	0	0 per 100,000 VRM	15,000
Demand Response/ Paratransit (DR)	0	0 per 100,000 VRM	0	4.0 per 100,000 VRM	0	0 per 100,000 VRM	15,000
Vanpool (VP)	0	0 per 100,000 VRM	0	0 per 100,000 VRM	0	0 per 100,000 VRM	15,000
Demand Response Transportation Network (DN)	0	0 per 100,000 VRM	0	0 per 100,000 VRM	0	0 per 100,000 VRM	15,000

### 31 Safety Performance Targets and Measures

The COMET collects monthly data from contractors to include safety and performance data. This data is used annually to develop Safety Performance Targets included in this plan. The COMET

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uses current and historic safety data to develop targets while also monitoring monthly data to identify trends requiring mitigation actions.

Additionally, when developing targets, The COMET takes into consideration the following attributes that may impact target development:

- New vehicles or facility(s);
- Changes in training programs;
- Changes in the process of employee evaluation, asset review, and process review;
- Growth in service (increased number of routes, new service modes); and
- New contractor(s).

<b>Safety Performance Target Coordination</b>		
<i>Describe the coordination with the State in the selection of State and MPO safety performance targets.</i>		
Once targets are developed as part of the Plan update in July of each year, The COMET will share and discuss those targets and amendments with and submit to South Carolina Department of Transportation (SCDOT) at requested time.		
<b>Targets Transmitted to the State</b>	<b>State Entity Name</b>	<b>Date Targets Transmitted</b>
	South Carolina Department of Transportation (SCDOT)	May 21, 2020
<b>Targets Transmitted to the Metropolitan Planning Organization(s)</b>	<b>Metropolitan Planning Organization Name</b>	<b>Date Targets Transmitted</b>
	Columbia Area Transportation Study (COATS)	June 25, 2020

## Section 4. Safety Management Policy

### 4.1 Safety Management Policy Statement

Central Midlands Regional Transit Authority (The COMET) is committed to providing safe, secure, clean reliable and efficient transportation services to the patrons. This policy statement serves to express management’s commitment to and involvement in providing and maintaining a safe and secure transit system.

In the interest of safety and security, and in order to comply with the Federal Transit Administration (FTA) requirements, The COMET’s goal is to place primary importance on the personal health and safety of each employee, its contractors, and passengers. Accordingly, prevention of work-related accidents/injuries must be given precedence over operating productivity whenever necessary. Management will provide, to the greatest extent feasible, safety devices and protective equipment necessary for personal health and safety consistent with the highest standards.

The objectives of this Safety Policy are to:

1. Create a culture that supports safety and security through the appropriate use and operation of equipment and resources among our employees and contractors.

2. Partake in and strengthen community involvement and participation in the safety and security of our system.
3. Develop and implement a Threat and Vulnerability Assessment program and, based on the results of this program, establish a course of action for improving physical safety and security measures and emergency response capabilities.
4. Expand our training program for employees, volunteers and contractors to address safety and security awareness and emergency management concerns.
5. Enhance our coordination with partner agencies regarding safety, security and emergency preparedness issues.
6. Ensures that safety, security and emergency preparedness are addressed during all phases of system operation including hiring and training of personnel; procurement and maintenance of equipment; development of policies and procedures; delivery of service, and coordination with local emergency management and first responder agencies.
7. Ensure that no action will be taken against any employee who discloses a safety concern through the employee safety reporting program, unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures.

The COMET executive management is responsible for maintaining a coordinated safety system in order to identify and prevent unsafe acts and conditions that present a potential danger or threat to public safety. The Accountable Executive has responsibility for maintaining and implementing this policy and directing The COMET employees and management towards complying with the policies, procedures, and standards included in this document. All personnel, and contract service operators are charged with the responsibility of adhering to this Safety Policy. Any violation of safety and security practices is subject to appropriate administrative action. The Accountable Executive is ultimately responsible for enforcing the Safety Policy and maintaining a safe and secure system. The SMS Executive and the Chief Safety Officer as designated by the Executive Director/CEO has the responsibility of carrying out the intent of this policy.

The COMET will maintain a written safety program to which strict adherence will be mandatory. The Accountable Executive will be responsible for monitoring compliance with all provisions of the safety program.

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Accountable Executive

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Date



## 42 Safety Management Policy Communication

The COMET realizes the importance of ensuring its employees, contracted employees and passengers are aware of its safety management policies and procedures to effectively manage the system's day to day operations. To do this, The COMET relies on several forms of effective communication by contractors to their employees and passengers as well as The COMET employees.

**Contracted Employees:** The COMET is constantly evaluating existing policies and procedures of its contractors as well as its internal processes to verify their effectiveness, as part of contract oversight weekly. To do this, The COMET seeks input from the contractor's key personnel, to determine if change is necessary based on trends, data analysis, operational changes or new assets. Several methods are used to communicate policy and/or procedure changes, including:

- Formal notice to contractors;
- Informal communication to contractors;
- Contract amendments or change orders; and
- Contract itself

The COMET expects of its contractors a training element for safety management policies impacting safety or service delivery and is conducted before the policy effective date. New policies and procedures are incorporated into orientation training for new employees as well.

Depending on the importance of the policy or procedure change, an acknowledgment signature is required of each employee verifying their understanding of the change.

**Passengers:** If a passenger policy is changed or added, The COMET and contractors notify passengers through the following methods:

- Notice posted on vehicle and facilities including effective date and who to contact for more information;
- Changes to digital passenger guidance including schedules and ride guides as appropriate;
- Public Meetings;
- Social Media; and
- Any services impacted by policies changes will include outreach as required by Federal Transit Administration Guidance.

**The COMET Employees:** The COMET reviews and evaluates its internal policies, procedures and processes on a weekly basis to determine effectiveness of identifying risk and response through Safety Management System principles. Through weekly meetings and daily interactions, The COMET employees are able to share information from each contractor and make adjustments to procedures or processes as needed.

## 43 Authorities, Accountabilities, and Responsibilities

As mentioned in the Safety Policy Statement, the ultimate authority for the success of this Agency Safety Plan falls to the Accountable Executive. Managers, as well as employees fulfilling their commitment to safety on a day-to-day basis support the Accountable Executive.

**Accountable Executive (AE):** The Accountable Executive will determine, based on feedback from contractors, the level of Safety Management Systems principles to ensure a safe work environment, passenger experience and community safety. The COMET's Accountable Executive

is committed to ensuring service contractors maintain the highest level of safety standards and safety oversight.

The Accountable Executive, and associated support staff of The COMET will provide contract oversight and monitoring to include accountability for all aspects of safety as well as oversee internal processes to ensure that working for The COMET directly is safe. The Accountable Executive is responsible for developing the RFP process for contracted service and will include language relative to the responsibility of the contractor to manage and operate service using Safety Management Systems principles. Though contractors are not required under 49 CFR Part 673 to develop their own Public Transportation Agency Safety Plan, they are required to follow Safety Management Systems methods of managing risk to include compliant Employee Safety Reporting Program.

Additional responsibilities include, but are not limited to:

- Make decisions about resources (e.g. people and funds) to support asset management, Safety Management Systems activities, and capital investments
- Sign Safety Management Systems implementation planning documents
- Endorse Safety Management Systems implementation team membership
- Complete and submit the National Transit Data reports
- Responsible for Transit Asset Management Plan

**SMS Executive:** The Safety Management Systems Executive will serve as an intermediary between the contractor's Chief Safety Officer and The COMET's Accountable Executive associated with a contract with The COMET. The position requires oversight and interaction with contract operations, maintenance, human resources, training and safety to ensure the Agency Safety Plan is being followed and a culture of safety is present among all contract employees.

**Chief Safety Officer:** The Chief Safety Officer, also the contractor's Safety and Training Manager, is responsible for ensuring safety elements in the following areas are properly managed with the intent of creating a culture of safety. The Chief Safety Officer will maintain training proficiency relative to their role in implementing Safety Management Systems per requirements in 49 CFR Part 673.

- Employee Safety Reporting Program
- Safety Performance Targets and Measures
- Safety Risk Management
  - Safety Hazard Identification
  - Safety Risk Assessment
  - Safety Risk Mitigation
- Safety Assurance
  - Safety Performance Monitoring and Measurement
- Safety Promotion
  - Competencies and Training
  - Safety Communication
    - Director of Operations
    - Contractor General Manager
    - Contractor Operations Manager
    - Contractor Facility and Vehicle Maintenance Manager
    - Contractor Quality Assurance Manager
    - Contractor Paratransit Operations Manager

- Contractor Information Technology Manager
- Maintains Safety Management Systems documentation
- Direct hazard identification and safety risk assessments
- Monitor safety risk mitigation activities
- Provide monthly safety performance reports to The COMET
- Brief the Safety Management Systems Executive on SMS implementation progress
- Facilitate and document Safety Committee meetings
- Develop and implement Safety Management Systems training
- Conduct safety analysis to identify trends
- Initiate root cause analysis through investigation of safety events

### The COMET's Contractor Leadership

Listed below are the Directors and Managers that play an important leadership or support roles in providing important data or resources to accomplish The COMETS's safety goals and/or the day to day safe operation of the Agency's modes of transportation.

### Contractor Facility and Vehicle Maintenance Manager

- Provides
  - Total maintenance (labor and parts) cost per system
  - A monthly report regarding road calls including major breakdowns
  - A monthly report regarding the cost of in-house repairs (both labor and parts) per mode of transit service
  - A monthly report of facility inspections and repair completed
- Participates in root cause occurrence investigations

### Contractor Operations Manager

- Ensures the trainers of operators and maintenance personnel conduct and document evaluations for operators and maintenance personnel
- Reviews quarterly data provide by the Chief Safety Officer and trainers, and use that information to modify existing training or create new training
- Participates in root cause occurrence investigations
- Communicates with Chief Safety Officer on Safety Management System elements like Hazard Identification, Hazard Assessment, Hazard Mitigation and Follow-up of mitigation strategies.

### Contractor Information Technology Manager

- Ensures that The COMET's data is protected from cyber-crime and viruses
- Maintains software with required updates
- Communicates with technology vendors if problems occur
- Assists personnel with technology issues or questions
- Oversees social media platforms and The COMET's web site

### Contractor Quality Assurance Manager

- Works with all departments to ensure local, State and Federal regulations are being followed
- Reviews inspections and evaluations conducted by outside agencies
- Ensures data collection and reporting methods are consistent with the COMET contract

### Contractor Paratransit Operations Manager

- Ensures paratransit operators are meeting The COMET training standards for working with persons with cognitive and physical disabilities
- Oversight of service following Americans With Disabilities (ADA) Act requirements under Federal Transit Administration's 49 CFR part 27, 37 and 38.
- Conduct outreach when necessary to care givers or human service agencies to provide appropriate transportation services for individuals having difficulty using The COMET transportation services
- Identify areas of training needing modifications based on incident trends, new regulations or feedback from employees

### Contractor General Manager

- Provide oversight and management of all COMET contracted services
- Communicate with COMET management on a regular basis to update on services provided
- Work with management staff to address identified safety risks or hazards
- Oversee safety mitigation strategies
- Ensure a high level of system safety in all departments
- Conduct weekly management meetings to discuss safety and performance of COMET services

### Contractor Safety and Training Manager

- Identify training programs needing modifications based on trends, regulation changes or Best Practices found through communications with local, State and Federal subject matter experts
- Ensure employees are performing to the training standards
- Ensure all trained employees are trained to proficiency
- Track, document and maintain all safety information
- Ensure all employees are current on training certifications, refresher training programs and new policy training
- Coordinate with Operations and Maintenance Departments on training needs
- Initiate, maintain and modify Safety Management System principles as needed to ensure the Public Transportation Agency Safety Plan (PTASP) is being followed by all contracted employees
- Facilitate monthly safety committee meetings and convene the committee if a safety event occurs and immediate mitigation strategies are necessary

### The COMET's Director of Operations

- Work closely with Customer Service Representatives to identify safety and customer service issues needing immediate action
- Review safety data entering through Customer Service feedback opportunities like social media, direct contact, phone comments and surveys
- Design surveys to identify the passenger's experience
- Ensure all aspects of the contracted services are following the clearly defined contract with The Comet
- Provide monthly reports to The COMET on customer service data

## 44 Employee Safety Reporting Program

The COMET, in addition to its internal Employee Safety Reporting Program, will require all contractors to develop an Employee Safety Reporting Program that applies to staff associated

with The COMET. The COMET as part of its oversight, will require reporting data on a monthly basis as part of the required performance and safety data reports.

All hazards reported through the Employee Safety Reporting Program go straight to the Chief Safety Officer for review, assessment, investigation, mitigation and follow-up. If the hazard directly impacts the working relationship between two or more employees, the Chief Safety Officer will ensure no retaliation or hostile work environment will take place. The COMET and its contractors will ensure that no action will be taken against any employee who discloses a safety concern through the respective Employee Safety Reporting Program unless the employee engaged in the following:

- Willful participation in illegal activity, such as assault or theft;
- Gross negligence, such as knowingly utilizing heavy equipment for purposes other than intended such that people or property are put at risk; or
- Deliberate or willful disregard of regulations or procedures, such as reporting to work under the influence of controlled substances.

The COMET's Employee Safety Reporting Program encourages employees who identify safety concerns in their day-to-day duties to report them to senior management in good faith without fear of retribution. There are many ways employees can report safety conditions:

- Report conditions directly to the dispatcher, who will add them to the daily Operations Log.
- Report conditions anonymously via locked comment box in the driver area.
- Report conditions directly to any supervisor, manager, or director.

Examples of information typically reported include:

- Safety concerns in the operating environment (for example, county or city road conditions or the condition of facilities or vehicles);
- Policies and procedures that are not working as intended (for example, insufficient time to complete pre-trip inspection);
- Events that senior managers might not otherwise know about (for example, near misses); and
- Information about why a safety event occurred (for example, radio communication challenges).

## Section 5. Safety Risk Management

### 51 Safety Risk Management Process

The Safety Risk Management process will utilize hazard identification, hazard assessment, and hazard mitigation methods and processes to ensure an awareness of hazards and the implementation of step or eliminate and/or control the hazards.

### 52 Safety Hazard Identification

Any contractors operating transit services for The COMET shall have risk management policies, procedures and processes in place to identify, assess and mitigate hazards. Any hazard identified is properly documented and provided to The COMET if needed as part of the monthly data collection process. Should an accident or incident with injury occur, the contractor will notify The COMET immediately and follow-up with proper documentation as required by the contract, local, State and Federal guidelines.



Documents related to risk management and monitoring are included in periodic site reviews. The COMET ensures all safety events are properly identified, assessed, investigated and mitigated. Each contractor has a process of conducting a root cause analysis and the results are conveyed to The COMET with information on each event. As part of the periodic inspections performed by the Safety Management System Executive and The COMET oversight personnel, safety event documentation is reviewed for Safety Management System process of risk management.

The following are the methods and processes the contractor will use to identify hazards and consequences to hazards.

Inspections are conducted and are an important source of information about hazards. Results from these inspections also help identify areas where mitigations designed and adopted to manage safety risks are not being carried out as required. Inspections include personnel, vehicles, facilities and data that identify potential safety concerns or potential safety events. Inspections focus on the following:



- Compliance with rules and regulations, which may identify:
  - Non-compliance with safety rules
  - Challenges in complying with safety rules, and
  - Emerging practices
- Operations personnel fitness-for-duty checks, which may identify:
  - Impairment
  - Fatigue
  - Attentiveness
  - Absence of corrective lenses
  - Apparent injuries, and
  - Uniform or equipment issues
- Radio or digital communication checks, which may identify defective equipment, low or no signal zones, or employee procedures not being followed
- CDL and operator citation checks, which may identify driver non-compliance with driving regulations and requirements
- Pre- and Post-trip inspection, which may identify vehicles being used without proper inspections to identify safety defects
- Vehicle inspection, which may identify a series of defects in components and part with the potential to impact the safety performance of the vehicle
- Facility inspection, which may identify conditions with the potential to impact the safety of employees, passengers or the public

Inspections conducted include:

- Facility Inspections — Routine facility inspections will be conducted monthly by the Contractor's Facility and Vehicle Maintenance Manager to identify hazardous conditions of the facilities and hazardous behaviors of the employees. The inspections will be documented in writing and reported to the Chief Safety Officer.
- Bus Stop Inspections — Bus stops, including COMET's Super Stops, will be inspected at least monthly to identify unsafe conditions and Americans with Disabilities Act (ADA) compliance issues. The inspection will be documented in writing and shared in a summary

report to the Contractor Facility and Vehicle Maintenance Manager and Chief Safety Officer. Operators will be responsible for notifying dispatch if they notice a hazard at any stop.

- Pre-Trip and Post-Trip Inspections — Pre-Operation vehicle inspections are conducted before each vehicle enters revenue service. The Pre-Trip inspection requires the operator to conduct a systematic inspection of the interior, exterior and mechanical operations of the vehicle. Maintenance staff is availability is a safety, mechanical or cleaning defect is found. The maintenance staff will determine if repairs can be made without disrupting service or if a replacement vehicle will be provided. Post trip inspections are required and are meant to document any issues experienced with the vehicle during revenue service. All Pre and Post Inspections are reviewed by the maintenance department daily.
- Routine Preventive Maintenance Vehicle Inspections — Preventive maintenance inspections are conducted based on mileage and manufacture intervals. The inspections follow manufacturer’s guidelines and provide an opportunity to identify mechanical degradation, replace parts, identify safety hazards, and ensure the vehicle is ready for revenue service. Any hazards identified are reported on inspection documents and deficiencies are corrected or the vehicle is placed out of service until corrections can be made.

Other hazard identification methods include:

- Results of the annual Transit Asset Management Condition Assessments — Facilities, rolling stock and equipment are inspected annually as part of the update to The COMET’s Transit Asset Management (TAM) Plan as required by the Federal Transit Administration’s 49 CFR Part 625. The Contractor’s Facility and Vehicle Maintenance Manager will conduct the assessments to ensure the COMET fleet is in a State of Good Repair (SGR) and per the Federal Transit Administration regulation and The COMET’s Transit Asset Management Plan. Results from these assessments will be provided to The COMET’s Management Team.
- Employee Observations — Through The COMET’s Employee Safety Reporting Program, Safety Committee meetings, training programs and open door policies, the contractor will document, assess and mitigate safety risks identified by employees.
- Federal Transit Administration (FTA) Notices and Announcements — The contractor’s Safety and Training Manager will monitor updates, best practices and training opportunities through the Federal Transit Administration’s Office of Safety and Security web notification process. The notification process provides information on safety trends across the country and provides remedies to trending safety hazards.
- Transit Industry Peer Information — The contractor will maintain information sharing with local, State and National transportation peers to share ideas and solutions to safety issues affecting transit systems. This includes participation in the Transportation Association of South Carolina (TASC), interaction with South Carolina Department of Transportation, and South Carolina transit systems. On a National level, the contractor and The COMET employees will monitor information relative to transit safety through American Public Transit Association (APTA), Community Transportation Association of America (CTAA), National Transit Institute (NTI), Transportation Safety Institute (TSI) and National Transportation Safety Board (NTSB).
- Customer Feedback — The contractor and The COMET’s Operations Director will share information on safety and performance complaints and document these complaints for mitigation and analysis.

- Near Miss Reports — Employees will be encouraged to report near miss incidents utilizing the Employee Safety Reporting Program, Hazard Reporting Form or Incident Report. These incidents will be investigated and analyzed for trends or isolated occurrences. Subject matter experts may be called upon to assist in mitigating a hazard based on the near miss.
- Workers Compensation Claims — The COMET and its contractor will monitor Workers Compensation Claims to identify trends, conduct root cause analysis and develop mitigation strategies to create a safer working environment for The COMET and contract employees.
- Safety Event Data — The COMET's contractor will document and summarize safety events monthly as part of the contract with The COMET, but also to conduct analysis on trending safety data which may be indicators of safety risk.

Contractors will provide a safety committee to review all safety events, perform root cause analysis, review mitigation strategies and make safety recommendations to The COMET. In addition, contractors will schedule and conduct monthly safety meetings to communicate current safety concerns, provide feedback on existing mitigation actions taken as a result of safety event or concern and share safety and training information.

The COMET has safety policies and procedures in place in cases of incidents or accidents, and a reporting process with designated forms for contractors to follow if there is a safety event or hazard identified.

The contractor's dispatch has a reporting process in place to document safety and security events, passenger complaints, fare disputes and any other situation outside of normal operating activities. The dispatch daily shift reports are meant to document these events and provide the ability for internal and external follow-up. Follow-up includes outcomes, employee response, and supervisor action.

Using Safety Management System principles, the Dispatch Report is used to identify a risk or hazard and then sent to Chief Safety Officer for review, assessment, investigation and follow-up. Once an internal investigation is completed by the contractor the report is sent to The COMET's Accountable Executive and SMS Executive for further assessment.

### 53 Safety Hazard Assessment

As part of the accident investigation, incident investigation or hazard identification process, an assessment will be conducted to determine the level of potential threat or hazard requiring immediate, delayed or monitoring response. Each event assessment will include a determination of the likelihood of the event being repeated. If there is a potential for repeated safety events or hazards, The COMET and its contractors will review areas of the system to modify to reduce risk. In some cases, it may be as simple as a training modification, but in other cases it may extend to policies, procedures, processes or personnel. The following tables indicate how the agency can assign values and measure risk to ascertain the severity and probability of operational hazards.

Table 1. Initial Assessment of Hazard

Initial Assessment of Hazard		
	<b>Level 1</b> — Immediate: A deficiency, threat, or hazard requiring immediate attention to mitigate risk either temporarily until further action can be taken or complete mitigation.	
	<b>Level 2</b> — Short Term: Action is needed within seven days to mitigate an identified deficiency, threat, or hazard. The deficiency, threat, or hazard does not pose immediate danger, but if no action is taken could elevate to an Immediate level risk.	
	<b>Level 3</b> — Long Term: A deficiency, threat, or hazard has been identified but does not pose a threat currently, but could at a later time. Continued monitoring and awareness are required.	
Likelihood of re-occurrence of this hazard (1–10)		

Table 2. Severity Categories

SEVERITY CATEGORIES		
Description	Severity Category	Mishap Result Criteria
<b>Catastrophic</b>	<b>1</b>	Could result in one or more of the following: death, permanent total disability, irreversible significant environmental impact, or monetary loss equal to or exceeding \$10 million.
<b>Critical</b>	<b>2</b>	Could result in one or more of the following: permanent partial disability, injuries or occupational illness that may result in hospitalization of at least three personnel, reversible significant environmental impact, or monetary loss equal to or exceeding \$1 million but less than \$10 million.
<b>Marginal</b>	<b>3</b>	Could result in one or more of the following: injury or occupational illness resulting in one or more lost work day(s), reversible moderate environmental impact, or monetary loss equal to or exceeding \$100,000 but less than \$1 million.
<b>Negligible</b>	<b>4</b>	Could result in one or more of the following: injury or occupational illness not resulting in a lost work day, minimal environmental impact, or monetary loss less than \$100,000.

Table 3. Probability Levels

PROBABILITY LEVELS			
Description	Level	Specific Individual Item	Fleet or Inventory
<b>Frequent</b>	<b>A</b>	Likely to occur often in the life of an item.	Continuously experienced.
<b>Probable</b>	<b>B</b>	Will occur several times in the life of an item.	Will occur frequently.
<b>Occasional</b>	<b>C</b>	Likely to occur sometime in the life of an item.	Will occur several times.
<b>Remote</b>	<b>D</b>	Unlikely, but possible to occur in the life of an item.	Unlikely, but can reasonably be expected to occur.
<b>Improbable</b>	<b>E</b>	So unlikely, it can be assumed occurrence may not be experienced in the life of an item.	Unlikely to occur, but possible.
<b>Eliminated</b>	<b>F</b>	Incapable of occurrence. This level is used when potential hazards are identified and later eliminated.	Incapable of occurrence. This level is used when potential hazards are identified and later eliminated.

Table 4. Risk Assessment Table

RISK ASSESSMENT MATRIX				
Likelihood/ Severity	Catastrophic (1)	Critical (2)	Marginal (3)	Negligible (4)
<b>Frequent (A)</b>	High	High	High	Medium
<b>Probable (B)</b>	High	High	Medium	Medium
<b>Occasional (C)</b>	High	Medium	Medium	Low
<b>Remote (D)</b>	Medium	Medium	Low	Low
<b>Improbable (E)</b>	Low	Low	Low	Low

Table 5. Safety Risk Index

Safety Risk Index	Criteria by Index
<b>High</b>	<b>Unacceptable — Action Required:</b> Safety risk must be mitigated or eliminated.
<b>Medium</b>	<b>Undesirable — Management Decision:</b> Executive management must decide whether to accept safety risk with monitoring or require additional action.
<b>Low</b>	<b>Acceptable with Review:</b> Safety risk is acceptable pending management review.



## 54 Safety Risk Mitigation

The COMET currently mitigates risk as it happens in coordination with its contractors. Actions taken might include route changes due to construction or ensuring that there is a spare bus at SuperStop or COMET Central. These actions are taken as a result of identifying potential risk to employees or passengers and preparing for the likelihood of an accident resulting in service disruption.

The COMET's Service Planning Committee is responsible for conducting route analysis and reviews for determining safety and performance. All route or service reviews must be documented properly to include safety elements. The Service Planning Committee meets monthly to study data related to route performance.

Safety Management System principles dictate that transit employees must document when mitigation actions are taken. Documentation is essential to understanding whether actions taken were appropriate to the level of risk or if additional actions are necessary. By documenting hazards, hazard assessments/investigations and mitigation actions, The COMET is collecting information to analyze trends and effective responses. It is also required as part of the safety performance target development mentioned in Section 3.

## Section 6. Safety Assurance

### 6.1 Monitoring Compliance Activities

The COMET has monitoring practices in place for Federal and State compliance, including 49 CFR Part 673. A process for determining effectiveness of the Agency Safety Plan includes the collection of data for analysis to determine trends. The transit system currently collects data on safety events like accidents and incidents. Various software programs are used to monitor safety in Maintenance, Operations, Customer Service, Training and Human Resources areas. Those programs include:

- M Pulse — tracks facility maintenance and inspections;
- LYTX — identifies driving characteristics;
- Apollo Camera — Surveillance camera system used in investigations;
- Strategic Mapping — alerts drivers to detours or delays;
- ReFlex Route — coordinates service for deviated fixed route service; and
- Solutions for Transit Software — captures operations data.

The Chief Safety Officer is responsible for reviewing all safety events, mitigation strategy, reviewing events and recommending any necessary disciplinary action. They work closely with all departments and communicates well. The Chief Safety Officer is not only responsible for internal reporting to the contractor and local operator, but also for external reporting to The COMET's Accountable Executive and SMS Executive.

The Service Planning Committee is responsible for monitoring and modifying routes, primarily for performance reviews. Safety elements added to the existing service performance review allows safety data to be collected with route proposals or modifications.

The COMET uses a private security firm, New Age Protection to monitor safety and security on fixed routes, ADA paratransit, COMET Central, SuperStops, bus stops and Lowell C. Spires Jr. Regional Transit Facility to provide security for the system. The officers may wear uniforms or dress in plain clothes. They help to monitor system safety and security and have the ability of immediate response if an event occurs.

Customer service representatives monitor incoming customer feedback and if safety issues are presented, the customer service representative forward the documented customer feedback to the appropriate department using Solutions For Transit Software, for further investigation. Passengers may also voice any safety concerns through the Midlands Transit Riders Association which works closely with The COMET to improve all aspects of the system through customer feedback.

## 62 Monitoring Service

The COMET collects performance and safety data from both its contractors as required per each contract. The data includes safety performance targets as required by the Federal Transit Administration's National Transit Database and South Carolina Department of Transportation. The Accountable Executive evaluates this information to identify trends in performance and safety. If anomalies are noted in the data, contact with the contractor will be made by The COMET and Safety Management System Executive to identify the cause of the variance.

The monthly performance and safety data collected include:

- Passenger Counts by Route by Day;
- Total Revenue Hours and Miles;
- Total Vehicle Hours and Miles;
- Accident Log (Preventable/Non-Preventable) (AFR);
- Employee Injuries (IFR);
- Complaints (Valid/Invalid);
- Road Calls (Vehicle Breakdowns that Require Maintenance to Scene and/or Towing);
- Monthly National Transit Database Report to include the following:
  - Fatalities
  - Injuries
  - Safety Events
  - System Reliability (Major Mechanical Failures)
- Vehicle Inspection Report (Maintenance and Daily Vehicle Inspection Reports); and
- Facility/Equipment Inspection.



The COMET uses Solutions For Transit Software to track these data points and conduct analysis to identify trends. Using a proactive and analytical approach, The COMET will maintain data in various safety event categories similar to the required monthly data submitted by the contractor, to focus on areas of safety showing a rise in certain events. Upon determining an increase in a particular area, The COMET will convene the Service Planning Committee or the contractor's Safety Committee, its management and/or key contractor staff to develop solutions and mitigation strategies to remove or reduce the risk.

## 63 Investigation of Activities

The Director of Operations and associated staff will establish and carry out a schedule of regular safety inspection tours of all The COMET facilities. The main purpose of these safety inspections will be to bring to light any unsafe conditions or acts that might exist and to effectuate corrective action before an accident occurs. Regular dialogue will take place between The COMET and contractor management as both organizations share the same facility.

The Director of Operations will make a written report of their findings. Each such report will be reviewed by the Accountable Executive.

The contractor will conduct daily, monthly and annual reviews of employees, assets, policies, procedures, training and processes to ensure they are meeting the intent of Safety Management System principles and The COMET safety policies and performance. These safety reviews include but are not limited to the following.

- Vehicle Pre/Post trip inspections;
- Facility reviews including shelters, transfer points, bus stop signs, maintenance facility; administrative facility, storage and parking area;
- Preventive maintenance program;
- Employee evaluations – video review, ride along assessment, follow-along assessment;
- Policy and procedure reviews;
- Fire Marshall and/or OSHA review;
- Assessment of technology;
- Review and monitoring social media compliments and complaints;
- Threat and vulnerability assessments;
- Route evaluations for safety and performance — new and existing; and
- Training program effectiveness.

The COMET has established safety performance goals within its contracts and will maintain accurate performance and accident records. These goals and records will be reviewed regularly and appropriate action taken as a measure of managerial and supervisory proficiency. The Accountable Executive will be responsible for reviewing all accident and investigation reports as they occur within 24 hours of the incident.

All accidents will be investigated thoroughly regardless of severity through root cause analysis conducted by contractors and The COMET's Administration and Operations staff. Information derived from investigation and analysis may lead to changes in policy, procedures or processes to mitigate or reduce future occurrences.

The COMET maintains emergency preparedness plan providing guidance to employees and contractors through its Disaster Preparedness Plan and Emergency Communications Plan. In the event of an emergency/disaster related to a nuclear disaster (VC Summer Plant), Homeland Security, or other local, State, or Federal declared emergency/disaster situation, The COMET will direct all emergency/disaster responses to the Richland or Lexington Counties Emergency Preparedness Teams, the State of South Carolina Office of Emergency Preparedness, or Federal Emergency Management Agency.

The COMET serves as ESF-1 Transportation Provider in its role as a member of the Richland and Lexington Counties Emergency Preparedness Teams and follows all guidance and procedures as prescribed by the local team. The primary person at The COMET for contracting the Richland and

Lexington Counties Emergency Preparedness Team is the Director of Operations.

#### 64 Management of Change

As a small public transportation operator, The COMET does not need to report on Management of Change.

#### 65 Continuous Improvement

As a small public transportation operator, The COMET does not need to report on Continuous Improvement.

## Section 7. Safety Promotion

### 71 Safety Training

Training programs for the contractor relate to safety, policies, procedures, Federal, State and local regulatory compliance and performance monitoring related to efficiency, productivity, and safety. The contractor also provides thorough new hire training and remedial/refresher training. Additionally, contract employees receive training from outside organizations like local first responders as well as Federal, State and local training programs.

As part of the annual training curriculum, and as required by contract, The COMET will require the contractor to be flexible to include additional or replacement training based on current safety trends requiring new or revised training as part of the safety mitigation strategy. As mentioned in Section 6, trends in safety data through safety performance measurement will allow The COMET and its contractors to identify if there is an upward trend in a particular safety category and respond with appropriate training to prevent incidents from occurring.

Training files are included in periodic site reviews by The COMET's Operations Department to ensure training programs are kept current and are relative to current events or trends in safety. All contracted employees must meet The COMET training requirements and achieve proficiency before operating in revenue service without supervision. Additional evaluations above and beyond normal frequency will be conducted on new employees or employees required to take remedial training to ensure they are performing to the training standard. If not, additional training or counseling may be conducted or terminated if all methods have been exhausted.

A complete list of training provided by The COMET for its employees is located in The COMET Safety Policy in the Appendix of this Plan.

### 72 Safety Communication

The COMET displays information relating to safety warnings in various locations for easy employee visibility, including breakrooms, dispatch areas and in garages. Transloc software allows dispatch to notify drivers of identified in-service hazards.

Any changes made to policies, procedures or processes is distributed to all employees and contractors impacted by the change. In turn, training programs, employee handbooks and all

relevant documents, including policies or procedures, are updated to reflect the change. If the change is considerable, The COMET may choose to train employees and contracted employees prior to release of the change to ensure employees understand the change.

The COMET or its contractors will notify their employees of policy, procedure or process changes through various methods including but not limited to the following:

- Memorandum;
- Bulletin board posting;
- Training; and
- Electronic notification process, such as emails.

Weekly or monthly contractor meetings and Safety Committee meetings are also used to convey hazard or safety issues that have been identified with mitigation actions being taken. Minutes of the meeting are taken, and both The COMET Administration & Operations staff and contractor management staff attend. The meetings are meant to discuss safety event response, mitigation analysis, trend analysis and safety performance measures.



## Section 8. Additional Information

This Public Transportation Agency Safety Plan was developed from information in The COMET and contractor documents, and policies and procedures manuals. Those documents are listed below:

Document	Date of Completion
Central Midlands Regional Transit Authority Safety Policy	February 26, 2020
The COMET SMS Development Plan 2020	January 2020
Customer Comment Procedure	October 2019
Disaster Preparedness Plan	September 5, 2019
Emergency Communications Plan	October 2019
System Security and Emergency Preparedness Program Plan (SSEPP)	October 1, 2019

## Section 9. Definitions of Terms Used in the Safety Plan

**Accident** means an Event that involves any of the following: A loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause. (per § 673.5)

**Accountable Executive (AE)** means a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the agency's Transit Asset Management Plan, in accordance with 49 U.S.C. 5326. (per § 673.5 Definitions)



The transit agency must identify an Accountable Executive. The Accountable Executive is accountable for ensuring that the agency's SMS is effectively implemented throughout the agency's public transportation system. The Accountable Executive is accountable for ensuring action is taken, as necessary, to address substandard performance in the agency's SMS. The Accountable Executive may delegate specific responsibilities, but the ultimate accountability for the transit agency's safety performance cannot be delegated and always rests with the Accountable Executive. (per § 673.23(d)(1))

**Chief Safety Officer/SMS Executive** means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.

**Safety Management System (SMS) Executive** means a Chief Safety Officer or an equivalent. (per § 673.31)

The Accountable Executive must designate a Chief Safety Officer or SMS Executive who has the authority and responsibility for day-to-day implementation and operation of an agency's SMS. The Chief Safety Officer or SMS Executive must hold a direct line of reporting to the Accountable Executive. A transit agency may allow the Accountable Executive to also serve as the Chief Safety Officer or SMS Executive. (per § 673.23(d)(2))

**Consequences** are outcomes or what those conditions can cause. Transit agencies should assess the likelihood and severity of the consequences of a hazard, not of the hazard itself (per § 673.5)

**Equivalent Authority** means an entity that carries out duties similar to that of a Board of Directors for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's Public Transportation Agency Safety Plan. (per § 673.5)

**Event** means any Accident, Incident, or Occurrence. (per § 673.5)

**Hazard** means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment. Hazards are conditions. (per § 673.5)

**Incident** means an event that involves any of the following: a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency. (per § 673.5)

**Investigation** means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk. (per § 673.5)

**National Public Transportation Safety Plan (NPTSP)** means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.

**Occurrence** means an Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency. (per § 673.5)

**Operator of a Public Transportation System** means a provider of public transportation as defined under 49 U.S.C. 5302(14).

**Performance Measure** means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets. (per § 673.5)

**Performance Target** means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA. (per § 673.5)

**Public Transportation Agency Safety Plan (or Agency Safety Plan)** means the documented comprehensive Agency Safety Plan for a transit agency that is required by 49 U.S.C. 5329 and Part 673. (per § 673.5)

**Risk** means the composite of predicted severity and likelihood of the potential effect of a hazard. (per § 673.5)

**Risk Mitigation** means a method or methods to eliminate or reduce the effects of hazards. (per § 673.5)

**Safety Assurance** means processes within a transit agency's Safety Management System that function to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information. (per § 673.5)

**Safety Event** means any Accident, Incident, or Occurrence. (per § 673.5)

**Safety Management Policy** means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety. (per § 673.5)

**Safety Management System (SMS)** means the formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards. (per § 673.5)

**Safety Performance Target** means a performance target related to safety management activities. (per § 673.5)

**Safety Promotion** means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system. (per § 673.5)

**Safety Risk Assessment** means the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks. (per § 673.5)

**Safety Risk Management** means a process within a transit agency's Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk. (per § 673.5)

**Serious Injury** means any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date the injury was received; (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses); (3) Causes severe hemorrhages, nerve, muscle, or tendon damage; (4) Involves any internal organ; or (5) Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface. (per § 673.5)

**Transit Asset Management Plan** means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR Part 625.

## Section 10. 2020 NTD Safety & Security Quick Reference Guide — Non-Rail Mode Reporting

Reportable Event: A safety or security event occurring: on transit right-of-way or infrastructure, at a transit revenue facility, at a maintenance facility or rail yard, during a transit-related maintenance activity, or involving a transit revenue vehicle. Excluded from this event reporting requirement are events that occur off transit property where affected persons, vehicles, or objects come to rest on transit property after the event, OSHA events in administrative buildings, deaths that are a result of illness or other natural causes, other events (assault, robbery, non-transit vehicle collisions, etc.) occurring at bus stops or shelters that are not on transit-controlled property, collisions that occur while traveling to or from a transit-related maintenance activity, collisions involving a supervisor car, or other transit service vehicle operating on public roads.

Alaska (AR) and Commuter rail (CR) modes report only SECURITY events that meet a Major event threshold.

S&S-40 Major Event Report	S&S-50 Non-Major Monthly Summary
MAJOR THRESHOLDS	NON-MAJOR THRESHOLDS
<p>An event meeting the reportable event definition AND meeting <b>one or more</b> of the following reporting thresholds:</p> <ul style="list-style-type: none"> <li>• A fatality confirmed within 30 days (including suicide)</li> <li>• An injury requiring transport away from the scene for medical attention for one or more persons (partial exception in the case of Other Safety Events)</li> <li>• Estimated property damage equal to or exceeding \$25,000</li> <li>• An evacuation for life safety reasons</li> <li>• Collisions involving transit roadway revenue vehicles that require towing away of a transit roadway vehicle or other non-transit roadway vehicle</li> </ul> <p><b>Reports are due within 30 days of the date of the event.</b></p>	<p>Less severe Other Safety Occurrence Not Otherwise Classified (OSONOC) injuries meeting the reportable event definition that are <b>NOT</b> a result of a collision, evacuation, security event, hazmat spill, or Act of God, and non-major fires.</p> <p>Other Safety Occurrence Not Otherwise Classified (OSONOC):</p> <ul style="list-style-type: none"> <li>• Single injury event requiring transport away from the scene for medical attention (<i>do not report “minor” collisions on S&amp;S-50</i>)</li> </ul> <p>Fires:</p> <ul style="list-style-type: none"> <li>• Requiring suppression that do not meet a major incident reporting threshold <i>injury, fatality, evacuation, or property damage of \$25,000 or more.</i></li> </ul> <p><b>Reports due by the end of the following month (e.g., January data due by end of February)</b></p>

S&S-40 Major Event Report	S&S-50 Non-Major Monthly Summary
EVENT TYPES	EVENT TYPES
<ul style="list-style-type: none"> <li>• Collision (including suicide/attempted suicide)</li> <li>• Fire</li> <li>• Hazardous material spill (requires specialized clean-up)</li> <li>• Acts of God (nature)</li> <li>• System security:               <ul style="list-style-type: none"> <li>· Arson</li> <li>· Bomb threat/bombing</li> <li>· Burglary / Vandalism</li> <li>· Chemical/biological/radiological/ nuclear release</li> <li>· Cyber security event</li> <li>· Hijacking</li> <li>· Sabotage</li> <li>· Suspicious package</li> <li>· Other security event (shots fired, projectiles, etc.)</li> </ul> </li> <li>• Personal Security:               <ul style="list-style-type: none"> <li>· Assault</li> <li>· Homicide</li> <li>· Suicide or Attempted Suicide (no transit vehicle involved)</li> <li>· Robbery</li> <li>· Larceny/theft</li> <li>· Motor vehicle theft</li> <li>· Rape</li> <li>· Other personal security events (perpetrator tazing)</li> </ul> </li> <li>• Other Safety Occurrences Not Otherwise Classified (OSONOC) (two injuries and/or another threshold)               <ul style="list-style-type: none"> <li>· Miscellaneous events that meet a threshold</li> </ul> </li> </ul>	<p>Other Safety Occurrence Not Otherwise Classified (OSONOC):</p> <p><b>Injury due to:</b></p> <ul style="list-style-type: none"> <li>• Slip/Trip</li> <li>• Fall               <ul style="list-style-type: none"> <li>· Including person making contact with a non-moving transit vehicle</li> </ul> </li> <li>• Injury to maintenance workers</li> <li>• Boarding/alighting</li> <li>• Abrupt or evasive transit vehicle maneuvers</li> <li>• Mobility device (e.g. wheelchair) securement issues</li> <li>• Injury sustained on a mobility device lift</li> <li>• Stairs/elevator/escalator injury</li> </ul> <p><b>Fire:</b></p> <ul style="list-style-type: none"> <li>• Requires suppression but no major threshold is met</li> <li>• Small fire on in transit station</li> <li>• Small engine fire on transit vehicle</li> </ul>



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**Appendix A: SMS Development Plan**

# Safety Management Systems (SMS) Development Plan



January 2020



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## 1.0 Introduction

Central Midlands Regional Transit Authority (The COMET) is a Tier II Transit Agency operating less than 100 peak buses in revenue service. In January 2020, The COMET contracted with RLS & Associates, Inc., to develop The COMET's Agency Safety Plan in order to comply with the Federal rulemaking issued by the Federal Transit Administration (FTA) related to transit safety. The rule, 49 CFR Part 673: Public Transportation Agency Safety Plan, is required of all public transit operators receiving funding through FTA Section 5307 and requires the operators to develop an Agency Safety Plan to be certified by the South Carolina Department of Transportation (SCDOT) by July 20, 2020.

In an effort to gain a better understanding of the safety policies and processes in place within The COMET's public transportation system, RLS was tasked with conducting a Safety Management Systems assessment. The assessment included document reviews, on-site interviews with key safety staff, and round table discussions of existing safety practices and enhancements needed to comply with the FTA rule.

A key element to the FTA rule is a practice adopted from the airline industry called Safety Management System, which focuses on accountability, resources to risk, risk management processes and an overall culture of safety. The assessment evaluated existing practices to determine gaps with Safety Management System practices and to make recommendations for changes to policies and processes. The following report serves as a road map for the development of the Agency Safety Plan, and is organized within the same framework suggested by the FTA for the development of an Agency Safety Plan.

Beginning January 16, 2020, RLS staff met for two days with The COMET's management and safety staff. The meeting began with a presentation of the FTA rule, Safety Management System, and risk management

principles for transit. The meeting was attended by an SCDOT representative to observe, provide clarification, and to provide content support.

The following sections were developed to mirror the framework for Phase II of the Agency Safety Plan, to be developed from this assessment as well as from The COMET and its contractor's staff feedback.

**(Note:** For clarification, and for purposes of this document, Safety Management System refers to FTA's overarching program of a comprehensive and collaborative approach to managing safety. Public Transportation Agency Safety Plan refers to FTA's overarching safety plan requirements, while Agency Safety Plan refers to the Agency Safety Plan for The COMET).

## 2.0 Assessment of Current Safety Management System Capabilities

As part of the Safety Management System assessment process, RLS conducted a series of interviews and facilitated a series of discussion with The COMET executives, department managers, and front-line employees about existing risk-management processes. Additionally, RLS reviewed existing policies, procedures and practices for managing safety for employees, riders and the public provided by The COMET.

The following sections are structured similar to the FTA's Public Transportation Agency Safety Plan Template for Bus Transit and the Public Transportation Agency Safety Plan Checklist for Bus Transit, and will be the base structure for the Agency Safety Plan.

## 3.0 Safety Performance Targets

*The Agency Safety Plan specifies performance targets, as defined by § 673.5, for:*



- Fatalities: Total number of reportable fatalities and rate per total vehicle revenue miles, by mode.
- Injuries: Total number of reportable injuries and rate per total vehicle revenue miles, by mode.
- Safety Events: Total number of reportable events and rate per total vehicle revenue miles, by mode (Event, as defined in § 673.5).
- System Reliability: Mean (or average) distance between major mechanical failures, by mode.

*The Agency Safety Plan specifies or references documentation that specifies:*

- Performance targets are made available to the State to aid in the planning process.
- Performance targets are made available to the Metropolitan Planning Organization(s) (MPO) to aid in the planning process.
- Coordination with the State and MPO(s) in the selection of State and MPO safety performance targets, to the maximum extent practicable.

The COMET currently collects data on accidents, incidents, workers compensation claims, and hazards. Hazard information is collected but there is no specific form used and hazards have minimal classifications to allow for detailed trend analysis. Safety data will need to be collected for safety performance targets. RLS will provide a simple spreadsheet program to enable the Chief Safety Officer to collect the data required to complete the four required targets as defined below.

#### Sample Method of Collecting Safety Performance Targets

Safety Performance Targets (SPT)s	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Annual Total
Type of Safety Event					
<b>Fatality</b>	1	0	0	0	1
<b>Injury</b>	6	5	6	4	21
Property Damage	5	3	1	1	10
Evacuation	0	1	0	0	1
Collision Tow-away	2	5	1	3	11
<b>Total Safety Events</b>	14	14	8	8	44
Total Vehicle Rev. Miles	150,000	152,000	125,000	134,000	561,000
<b>Major Mechanical Failures</b>	7	7	8	5	27
Mileage Increment for SPTs	100,000	100,000	100,000	100,000	100,000
<b>Performance Measures</b>	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Annual Avg.
Fatality	0.667	0	0	0	0.17
Injury	4.00	3.29	4.80	2.99	3.77
Safety Event	9.33	9.21	6.40	5.97	7.73
System Reliability	21,428.57	21,714.29	15,625.00	26,800.00	20,778.78

**Recommendations:** The COMET should implement use of the spreadsheet provided by RLS for inputting the required data. When developing targets, The COMET must take into consideration the following attributes that may impact target development:

- New vehicles or facility(s);
- Changes in training programs;
- Changes in the process of employee evaluation, asset review, and process review; and
- Growth in service (increased number of routes, new service modes).

## 4.0 Safety Management Policy Statement

*The Safety Management Policy establishes the organizational accountabilities and responsibilities necessary for implementing Safety Management System. The policy must identify an Accountable Executive, a Chief Safety Officer or SMS Executive, as well as agency leadership, executive management, and key personnel who will be responsible for carrying out Safety Management Systems. The policy must also include a policy statement that articulates safety goals and objectives based on the agency's unique needs, and details a process allowing employees to report safety conditions to senior management without fear of reprisal. Additionally, the policy statement must be communicated throughout the organization, including the Board of Directors (or equivalent authority), and be readily available to all employees and contractors.*

### 4.1 Written Statement of Safety Management Policy, and Safety Objectives.

The COMET has an Safety Management Policy, The Central Midlands Regional Transit Authority Safety Policy, dated February 26, 2020 addressing accountability, system objectives and importance of risk management. In addition, The COMET has a

System Security and Emergency Preparedness Program Plan (SSEPP) dated October 1, 2019 covering security responsibilities and The COMET's role in emergency events.

**Recommendations:** The COMET should modify their Safety Policy to include the following required in FTA's Safety Management Policy:

- Describe The COMET's commitment to Safety Management System and the dedication of resources (e.g., people and funds) to support it,
- Must be signed by the Accountable Executive, whom is presently the Executive Director/CEO.

### 4.2 Employee Safety Reporting Program

*Employee safety reporting program, that includes:*

- *A process that allows employees to report safety conditions to senior management,*
- *Protections for employees who report safety conditions to senior management, and*
- *A description of employee behaviors that may result in disciplinary action, and therefore are excluded from protection.*

The COMET's contractor has a Fixed Route Operator Manual and DART Operator Manual explaining the steps to take by employees if they have a complaint about a policy or workplace issue, but does not go into detail about retaliation, penalty of false claims. The existing contractor policy is below.

### 20. Complaint Resolution Procedures

*A formal complaint can be defined as a condition of employment or application of a policy that the Operator believes to be unjust of [sic] prejudiced.*

*Anytime [sic] an employee talks in a critical, complaining fashion, them [sic] may be stating a complaint. Often, the complain is being discussed among several employees.*

Generally, the topics center around their pay; unsatisfactory elements of their job; what other companies are doing; physical surroundings; excess noise, and so forth. Veolia wants to try and solve problems or issue [sic] before they worsen. If we ignore the problem, it will grow. If you are unable to resolve an issue, notify your supervisor or manager and seek help resolving it.

Formal complaints will be resolved in the following manner:

To resolve a complaint or problem that has not been resolved informally you are first encouraged to seek assistance from your immediate Supervisor. Supervisors are responsible for handling complaints as important business matter, and they will attempt to arrive at a prompt and equitable solution.

#### Alternative Channels

Occasionally, a complaint involves an Operator's Supervisor. Transdev recognizes that employees may not feel free to express such concerns to them. Therefore, employees are encouraged to discuss complaints with the next higher level of management to avoid an awkward situation. As an alternative, the employee may discuss the complaint at any time with the Human Resources Manager. An employee may ask the Human Resources Manager, or another employee or another manager to be present when the complaint is discussed.

#### Appeals

If the Operator's complaint is not settled satisfactorily with the immediate supervisor, you are encouraged to appeal the complaint to the next higher level or management. The Company expects Supervisors to support this appeal process to help resolve any remaining dissatisfaction.

The Operator may appeal a complaint through succeeding levels of management all the way to the General Manager if desired.

The General Manager will render a final decision on the matter after appropriated [sic] investigation.

Currently, The COMET uses Accident and Incident forms to describe safety events, but there is no process for identifying hazards or potential risks. Safety hazards come in many forms and a process should include safety hazards in the following areas:

- Safety hazards in operating environment
- Policies and procedures that may put employees at risk
- Events or actions taking place not otherwise known to senior managers
- Information about why a safety event occurred

**Recommendation:** A formal employee safety reporting policy should be implemented to protect employees from hazardous reporting which could result in retaliation. Along with the policy, a process must be developed for pro-active hazard identification by employees. This process would complement or replace existing complaint policies currently in-place with contractors. The process must include the following elements:

- Single non-retaliation policy included as part of an Employee Safety Reporting Program
- Name of Employee, Date, Time, Location/Route, Service Type (Fixed Route, Demand Response)
- Type of hazard
- Assessment and investigation of hazard
- Mitigation actions
- Potential to repeat
- Follow-up to determine if mitigation is effective
- Accessibility of Employee Hazard Reporting Form (locations of form)
- Training for process
- Reporting chain
- Data collection, reporting and analysis

The COMET collects information on safety events but complete documentation of

the Safety Management System process is located in Operations, Human Resources, and Safety areas instead of in a centrally located, comprehensive guide with a dedicated file. This issue can be easily remedied by creating a form that can be digitized and shared through Google docs, allowing each department to add their information into a common document with all relevant information attached. Once the Safety Management System process is complete, the document can be properly filed to allow access for future review and/or trend analysis.

### 4.3 Communication of the Safety Management Policy

*The safety management policy must be communicated throughout the agency's organization.*

The COMET communicates policies, procedures or practices — including directives issued by the contractor — to employees via acknowledgment-required bulletin board notices, tablet safety blitzes (for immediate information of potential risk or safety information), all calls and safety meetings.

The COMET conducts monthly safety meetings and training for Operations staff, including all drivers. These meetings provide safety updates and new or refresher trainings. Trainings are based on needs identified in the previous month's safety events, as well as standard refresher training through the contractor's training programs.

The COMET has an informal Service Planning Committee that meets monthly to discuss safety, performance, and customer service. The Service Planning Committee is made up of The COMET Planning and Development, Administration, Operations, Accountable Executive and contractor's managers, operators, dispatchers, road supervisors, and maintenance personnel. These meetings help evaluate safety through trend analysis, management observations, and safety reports. Meeting results may impact current

Safety Management System processes or policies and procedures to be shared with all employees.

Contracted service providers provide a Safety Committee to review all safety events, perform root cause analysis, review mitigation strategies and make safety recommendations to The COMET. In addition, service contractors will schedule and conduct monthly safety meetings to communicate current safety concerns, provide feedback on existing mitigation actions taken as a result of safety event or concern and share safety and training information.

**Recommendation:** Once finalized, the updated Safety Management Policy should be shared through the Service Planning Committee, contractor's Safety Committee and through direct communication with all transit employees. During quarterly safety meetings, Maintenance staff should be participating to ensure they are kept up to date on all safety related information and participate in any other relevant training.

### 4.4 Authorities and Accountability

*Authorities, accountabilities, and responsibilities necessary for the management of safety, as they relate to the development and management of the transit agency's Safety Management System (SMS), for the following individuals.*

#### Accountable Executive

The COMET is currently led by Executive Director/CEO, John Andoh. Mr. Andoh is the designated Accountable Executive by the Board of Directors.

#### SMS Executive

The SMS Executive will serve as an intermediary between the contractor's Chief Safety Officer and The COMET's Accountable Executive. The position requires oversight and interaction with contract operations,



maintenance, human resources, training and safety to ensure the Agency Safety Plan is being followed and a culture of safety is present among all contract employees.

### Chief Safety Officer

The Chief Safety Officer for the transit operation's contractor will report to The COMET SMS Executive, and the contractor's General Manager to ensure that both The COMET and the transit operations contract executive management are engaged and aware of safety issues. The Chief Safety Officer will be responsible for ensuring the Agency Safety Plan is followed by all contract employees and Safety Management System principles are in place.

### Executive Management and Key Staff

The COMET has identified other leadership positions to be involved with implementation of the Agency Safety Plan to include:

The COMET

- Executive Director/CEO
- Director of Administration and Operations/COO
- Paratransit Operations Manager
- Director or Regulatory Compliance and Civil Rights Officer
- Compliance Specialist
- Customer Experience & Contract Compliance Specialist or Manager

Contractor(s)

- General Manager
- Operations Manager
- Safety and Training Manager
- IT Manager
- Quality Assurance Manager

Facility and Vehicle Maintenance Manager

Paratransit Operations Manager

**Recommendations:** Ensure that all job descriptions include Safety Management System responsibilities and relevant safety information for that job. The Chief Safety Officer should have a direct reporting line to the SMS Executive or Accountable Executive for the purposes of the Agency Safety Plan.

## 5.0 Safety Risk Management

*A transit agency must develop and implement a Safety Risk Management process for all elements of its public transportation system. The Safety Risk Management process must be comprised of the following activities: safety hazard identification, safety risk assessment, and safety risk mitigation.*

### 5.1 Safety Hazard Identification

*Methods or processes to identify hazards and consequences of hazards, which includes data and information provided by an oversight authority and FTA as sources for hazard identification.*

As described in Section 4.2, The COMET has safety policies and procedures in place in cases of incidents or accidents, and a reporting process with designated forms. Existing forms do not include all Safety Management System elements.

Transit dispatch has a reporting process in place to document safety and security events, passenger complaints, fare disputes and any other situation outside of normal operating activities. The dispatch daily shift reports are meant to document these events and provide the ability for internal and external follow-up. Follow-up includes outcomes, employee response, and supervisor action.

Using Safety Management System principles, the Dispatch Report is used to identify a risk or



hazard. A process outlining next steps must be developed. Supervisor and Dispatcher roles and responsibilities must be defined regarding which types of complaints or incidents will be handled by whom.

#### **Recommendation(s):**

- Pre-trip inspections
- Preventive Maintenance program
- Annual inspection
- Facility inspections
- Security protocols
- Training
- Passenger complaints
- Public complaints
- FTA or State reviews
- Trip data analysis
- Safety meetings
- Trends identified
- Employee assessments
- Route evaluations
- Security video spot checks

The existing passenger complaint/compliment intake process should include Americans with Disabilities (ADA), Title VI and safety complaints with a priority path to supervisory investigation and assessment. The process should include documentation in a format that can be monitored for trends on a periodic basis. As per Federal requirements, The COMET must develop procedures for investigating and tracking Title VI and ADA complaints filed against them and make their complaint procedure available to the public. They must also develop a complaint form, and the form and procedures for filing a complaint shall be available on their website. Though Safety Management System is not as stringent as the FTA's Civil Rights regulations, it still requires all steps to be taken and documented.

A Hazard Reporting Form should be considered as part of hazard identification and the Employee Safety Reporting Program. The form should allow amendments to the original identification to include the following steps:

- Hazard identification
- Initial assessment matrix

- Investigation
- Mitigation plan
- Likelihood of repeat occurrence
- Follow-up to ensure mitigation was effective

The COMET and its contractor have several software programs that may be adapted to include this process and allow all staff involved to amend the safety event and keep all information in one document or file.

## **5.2 Safety Risk Assessment**

*Methods or processes to assess the safety risks associated with identified safety hazards. This must include assessment of the likelihood and severity of the consequences of the hazards, including existing mitigations, and prioritization of the hazards based on the safety risk.*

The COMET has processes in place to identify hazards pertaining to accidents as discussed earlier, but assessment of those hazards before they become accidents is not documented using Safety Management System principles. FTA stresses in its rule that there must be documentation showing each hazard. Also, the identified risk or harmful practice is to be assessed to determine if mitigation is warranted and if so, how soon must action be taken based on the severity of inaction. Additionally, the assessment must include likelihood of the risk happening again. If the likelihood is high, the mitigation strategy must address the root cause versus responding to an isolated incident.

**Recommendations:** The COMET should include a simple assessment scale to apply to any hazard or incident identified. The scale will help determine the type and timeline for mitigation response. Two sample matrices are shown below:

RISK ASSESSMENT MATRIX				
Likelihood/ Severity	Catastrophic (1)	Critical (2)	Marginal (3)	Negligible (4)
Frequent (A)	High	High	High	Medium
Probable (B)	High	High	Medium	Medium
Occasional (C)	High	Medium	Medium	Low
Remote (D)	Medium	Medium	Low	Low
Improbable (E)	Low	Low	Low	Low

Safety Risk Index	Criteria by Index
High	<b>Unacceptable – Action Required:</b> Safety risk must be mitigated or eliminated.
Medium	<b>Undesireable – Management Decision:</b> Executive management must decide whether to accept safety risk with monitoring or require additional action.
Low	<b>Acceptable with Review:</b> Safety risk is acceptable pending management review.

Training would need to accompany this scale to educate all employees regarding how to assess hazards using a scale. Modifications to existing forms like accidents, incidents or hazard identification forms might include the following information:

Initial Assessment of Hazard	
	<b>Level 1 – Immediate:</b> A deficiency, threat, or hazard requiring immediate attention to mitigate risk either temporarily until further action can be taken or complete mitigation.
	<b>Level 2 – Short Term:</b> Action is needed within seven days to mitigate an identified deficiency, threat, or hazard. The deficiency, threat, or hazard does not pose immediate danger, but if no action is taken could elevate to an Immediate level risk.
	<b>Level 3 – Long Term:</b> A deficiency, threat, or hazard has been identified but does not pose a threat currently, but could at a later time. Continued monitoring and awareness are required.
Likelihood of re-occurrence of this hazard (1-10)	

### 5.3 Safety Risk Mitigation

*Methods or processes to identify mitigations or strategies necessary as a result of the agency's safety risk assessment to reduce the likelihood and severity of the consequences of hazards.*

The COMET currently mitigates risk as it happens. Actions taken might include route changes due to construction or ensuring that there is a spare bus at the transit center. These actions are taken as a result of identifying potential risk to employees or passengers and preparing for the likelihood of an accident resulting in service disruption.

The COMET's Service Planning Committee is responsible for conducting route analysis and reviews for determining safety and performance. All route or service reviews must be documented properly to include safety elements. The Service Planning Committee meets monthly to study data related to route performance.

Weekly or monthly contractor meetings and Safety Committee meetings are also used to convey hazard or safety issues that have been identified with mitigation actions being taken. Minutes of the meeting are taken, and both The COMET administration & operations staff and contractor management staff attend. The meetings are meant to discuss safety event response, mitigation analysis, trend analysis and safety performance measures.

Safety Management System principles dictate that transit employees must document when mitigation actions are taken. Documentation is essential to understanding whether actions taken were appropriate to the level of risk or if additional actions are necessary. By documenting hazards, hazard assessments/ investigations and mitigation actions, the transit system is collecting information to analyze trends and effective responses. It is also required as part of the safety performance target development mentioned in Section 3.

**Recommendations:** The COMET must ensure a documentation trail that, beginning with hazard identification, includes all elements of Safety Management System reporting including mitigation actions. As previously mentioned, this documentation should be centrally located and contain a record of all Safety Management System steps taken.

The Service Planning and Safety Committees should include safety assessment as part of their service evaluation process. Safety data should be reviewed at monthly meetings.

## 6.0 Safety Assurance

*The Agency Safety Plan describes or references documentation that defines:*

### 6.1 Monitoring Compliance Activities

*Activities to monitor the transit agency's system for compliance with, and sufficiency of, the agency's procedures for operations and maintenance (i.e., safety performance monitoring and measurement).*

Periodic performance reviews, audits and evaluations are methods of monitoring compliance with State and Federal regulations, industry standards and transit system policies and procedures. Reviews are not limited to employees or service but also apply to processes to determine effectiveness. Monitoring compliance activities includes ensuring transit policies and procedures support compliance with the FTA, the Occupational Safety and Health Administration (OSHA), and the U.S. Department of Transportation, Office of Civil Rights.

The COMET has monitoring practices in place for Federal, State and local compliance, but with 49 CFR Part 673, additional steps may be necessary to show proper monitoring of the safety program above and beyond normal The COMET risk management strategies.

A process for determining effectiveness of the Agency Safety Plan includes the

collection of data for analysis to determine trends. The transit system currently collects data on safety events like accidents and incidents. Various software programs listed in Section 6.2 are used to monitor safety in Maintenance, Operations, Customer Service, Training and Human Resources areas. The contractor's Safety and Training Manager is responsible for reviewing all safety events, mitigation strategy, reviewing events and recommending any necessary disciplinary action. She works closely with all departments and communicates well. The Safety & Training Manager is not only responsible for internal reporting, but also for external reporting to The COMET and contractor's corporate offices. In many cases, the contractor's office may make decisions about discipline or mitigation along with contractor's Operations Manager and Human Resources Departments.

There is no clear method of conducting a root cause analysis other than by the Service Planning Committee and reviews of safety events by upper management. Currently, actions are taken as the result of a safety event and follow-up is not well documented. The Safety Committee is listed in the contractor's safety documents, but it is not clear if this committee is in place, as reported by RLS.

Currently procedures for managing safety events include data collection, Safety Committee review of events at safety meetings, and a monthly summary provided to The COMET. Additionally, monthly facility inspections conducted by the contractor's Maintenance Department & The COMET's Administration and Operations staff include hazard identification, repair and replacement of defective equipment, and coordination on annual Transit Asset Management (TAM) Targets.

**Recommendations:** A process should be developed showing safety data analysis for trends, with anomalies being explained. For example, if the months of March and April showed a higher number of vehicle

breakdowns than previous months, there should be an explanation for this trend. The trend may be caused by increased service hours due to expansion or new vehicles with unexpected mechanical issues. Documentation of data analysis should be a part of the monthly safety report.

The COMET should increase its data points to include information needed for developing required annual safety performance targets, including:

- Deaths
- Injuries
- Safety Events
- Service Reliability

It is recommended data points be collected monthly to allow easy target development each year. In addition, the safety data should include sub-categories to allow separation by department, mode of service, type of event or other classifications which would help conduct detailed analyses. For example, an injury event should be broken into classification levels as indicated below:

#### Injury

- Major or Minor
- On-board bus, at facility or property
- Mode — paratransit, fixed route, commuter bus, vanpool, demand response taxi
- Contractor Departments – Maintenance & Operations, Paratransit, Safety Training, and Administration
- The COMET Departments – Administration and Operations, Finance, Regulatory and Compliance, Planning and Development and Executive
  - Slip and fall
  - Fast start/stop
  - Improper securement
  - Equipment of facility defect

The Safety Committee should be conducting regular meetings to evaluate the following: safety events, policies and procedures related to safety events, root cause analyses,

and identification of modifications needed to mitigate risk. The Service Planning and Safety Committees should also be charged with assisting the Accountable Executive, SMS Executive, and Chief Safety Officer with updates to the Agency Safety Plan.

## 6.2 Monitoring Operations

*Activities to monitor the transit agency's operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended (i.e., Safety performance monitoring and measurement).*

As previously mentioned, the Service Planning Committee, as mentioned earlier is responsible for monitoring and modifying routes, primarily for performance reviews. Safety elements can be easily added to the existing performance review format and would be another method of monitoring safety.

The contractor uses a software analysis program, Power BI, to analyze data input into the contractor's risk management software, Web Risk. Power BI generates summary reports used to submit to The COMET as well as Transdev Corporate offices. Transdev's Regional Safety Director works closely with the management team to identify areas of trends or changes to safety monitoring practices.

The COMET uses private security guards, Columbia Police Department, Riverside County Sheriff, and Cayce Police Department employees to monitor safety and security on fixed routes and at transfer facilities to provide an extra layer of security within the system. The officers may wear uniforms or dress in plain clothes.

Customer service representatives monitor incoming customer feedback and if safety issues are presented, the customer service representative will forward the documented customer feedback to the appropriate department via LISTEN, for further investigation. Riders may also voice any safety

concerns through the Midlands Transit Riders Association which works closely with The COMET to improve all aspects of the system through customer feedback.

A complete list of software used to monitor and maintain safety and performance is listed below:

- M Pulse — tracks facility maintenance and inspections
- Salesforce's LISTEN software — captures and records service complaints
- Smart Drive — identifies driving characteristics
- Apollo Camera — Surveillance camera system used in investigations
- Clever Devices — Manages Automated Vehicle Location (AVL) systems, voice enunciator and on-time performance
- Transloc — alerts drivers to detours or delays
- VDS Software — an attendance software that coordinates with ADP payroll system

**Recommendations:** Continuous monitoring of routes must be a part of the risk assurance strategy. A documented process for route evaluation of safety risk should be developed to include the following elements:

- A form used for each route evaluation
  - Date, time and route number
  - Identified hazards, if any (i.e. road construction, potholes, risky traffic pattern, changes to environment since last evaluation)
  - Potential environmental risks near designated stops
- Process for mitigating hazards identified
  - Assessment
  - Investigation
  - Chance of re-occurrence
  - Action
  - Follow-up
- Chain of command for mitigation and documentation
- Summary analysis to identify trends



### 6.3 Investigation Activities

*Activities to conduct investigations of safety events, including the identification of causal factors (i.e., Safety performance monitoring and measurement).*

The COMET uses a standard accident reporting form with basic information required for insurance purposes. The COMET's Fixed Route and DART paratransit Operator's Manual and Safety Policies and Procedures proposed by contractor both define accidents and the steps employees should take if they are involved in an event. All accidents, incidents and injuries are documented.

The Contractor's Safety and Training Manager reviews all accidents and incidents and makes a determination of preventability. This person works with Human Resources and the Contractor's Corporate Office to coordinate disciplinary action and/or remedial training. If their findings are challenged, the case is forwarded to the Accident Review Board (required by union contract) for further review. The Accident Review Board is comprised of management, drivers and a representative from the State of South Carolina.

RLS was provided information about a Safety Committee included in the Transdev Safety Policies and Procedures manual, but based on the interviews conducted it is unclear whether this has ever been implemented. The Safety Committee responsibilities outlined in the Safety Policies and Procedures show a leadership and committee structure, meeting schedules, objectives, activities and tasks. This committee is an ideal complement to the Chief Safety Officer and would serve to provide assistance, additional investigative elements and relief to the Contractor Safety and Training Manager. The Safety Committee should be the group to conduct root cause analysis, identify changes needed in safety policies and procedures and training reviews.

**Recommendations:** The foundation for investigation activities is present but additional

documentation is needed to verify that a root cause analysis is being conducted for each event. A simple modification of the accident/incident form to allow an "Investigation" or "Supervisor Analysis" section will provide adequate documentation of the process. Adding a report number to the accident form will aid the documentation process by adding a unique identifier for easy searching and accountability.

### 6.4 Monitoring Information

*Activities to monitor information reported through any internal safety reporting programs (i.e., Safety performance monitoring and measurement).*

As mentioned in Section 5.1, safety risk information is being collected in various places within The COMET structure and by a number of different reporting platforms; different reporting software and manual forms. Given that the information is not centrally located, compiling it for monitoring purposes can be challenging. Developing a consistent reporting process with common reporting categories will allow consistent analysis by attribute.

**Recommendations:** The COMET might consider using categories listed on the Hazard Reporting Form located in the Appendix of this Plan along with a Safety Management System Incident Report and Transit Service Evaluation Form. These are sample categories and should be customized to coordinate with other department reporting methods. Several managers will be involved in the process and should be able to update safety event information easily. The COMET currently has software similar to Google Docs, which allows different departments to update the same document.

It is recommended that the Safety Committee notes or minutes should be taken at each monthly meeting, including a description of the discussion and outcomes. Members of the committee should receive basic Safety

Management Systems training to understand the principles of Safety Management Systems, thus allowing them to support the Agency Safety Plan.

A consistent method for the reporting of potential safety risks should be developed, including procedures for beginning the Safety Management System documentation process, which staff should be involved, a timeline for each step, and follow-up process.

## 7.0 Safety Promotion

*The Agency Safety Plan describes or references documentation that describes:*

### 7.1 Safety Training

A comprehensive safety training program for all transit agency employees and contractors designated as directly responsible for safety in The COMET must be in place. This program must include refresher training, as necessary.

The COMET has a training curriculum for all new employees. The curriculum covers The COMET policies and transit specific training. The COMET also has refresher training outlines that are used during monthly safety meetings during which additional training is provided. Existing training programs are relevant and delivered by the Contractor's Safety and Training Manager. The contractor uses a combination of DVD training programs and in-house training, all of which is monitored to ensure that certifications remain current. All trainings includes sign-in sheets to ensure that employees across shifts have coverage.

ADA Paratransit training is provided by the contractor and includes additional paratransit specific training.

**Recommendations:** The Agency Safety Plan should include a listing of new-hire training and regular training programs for refresher, remedial and re-certification. The training section should also include defined strategies

for implementing refresher training; accidents, incidents, and employee evaluations.

In addition, the Agency Safety Plan should explain the methods used to ensure employees are following training standards. Employee evaluations and spot checks are proven methods for determining whether employees are retaining information and demonstrating comprehension. The contractor uses a combination of software programs to monitor employee performance and safety, including Clever Devices, Apollo Camera, and Smart Drive as examples.

### 7.2 Safety Communication

*Communication of safety and safety performance information throughout the transit agency's organization is critical. It must convey, at a minimum:*

- *Information on hazards and safety risks relevant to employees' roles and responsibilities, and*
- *Safety actions taken in response to reports submitted through an employee safety reporting program.*

The COMET displays information relating to safety warnings in various locations for easy employee visibility, including breakrooms, dispatch areas and in garages. Transloc software allows dispatch to notify drivers of identified in-service hazards.

Monthly safety meetings are also used to convey hazard or safety issues that have been identified with mitigation actions being taken.

**Recommendations:** It is recommended that The COMET ensure that maintenance personnel are attending quarterly safety meetings and taking part in relevant trainings to stay up to date with The COMET safety policies and procedures.

Safety meetings present an opportunity for the Safety Committee to conduct any root cause analyses which may not have been conducted immediately following a safety event. One of the committee members should be

responsible for taking notes and documenting discussions of safety events and any necessary mitigation actions. This is in addition to current safety meetings which are focused on reviewing safety data and determinations of preventability.

## 8.0 Additional Information

*The Agency Safety Plan specifies or references:*

Reference the Appendix at the end of this document for items of consideration, as optional ways for The COMET to improve the documentation of hazards and safety events through an Safety Management System format:

- Hazard Reporting Form
- Incident Report Form
- Service Evaluation Form
- Bus Stop Observation Report

### 8.1 Documentation

*This Section must include documentation not included or referenced elsewhere in the Agency Safety Plan, related to:*

- *Implementation of the transit agency's Safety Management System;*
- *Programs, policies, and procedures that the agency uses to carry out its Agency Safety Plan; and*
- *Results from Safety Management System processes and activities.*

*The documents must be maintained for three years after they are created and must be made available upon request by the FTA or other Federal entity, or a State Safety Oversight Agency having jurisdiction.*

The COMET has several safety documents recently updated in the last year and will be referenced in the Agency Safety Plan. Those documents include the following:

- Central Midlands Regional Transit Authority Safety Policy, February 26, 2020

- The COMET Safety Management System Development Plan, January 2020
- Customer Comment Procedure
- Disaster Preparedness Plan, September 5, 2019
- Emergency Communications Plan
- System Security and Emergency Preparedness Program Plan (SSEPP), October 1, 2019

### 8.2 Definitions of terms used in the Agency Safety Plan

The following terms will be included in the Agency Safety Plan.

**Accident** means an Event that involves any of the following: A loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause. (per § 673.5)

**Accountable Executive (AE)** means a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the agency's Transit Asset Management Plan, in accordance with 49 U.S.C. 5326. (per § 673.5 Definitions)

The transit agency must identify an Accountable Executive. The Accountable Executive is accountable for ensuring that the agency's SMS is effectively implemented throughout the agency's public transportation system. The Accountable Executive is accountable for ensuring action is taken, as necessary, to address substandard performance in the agency's SMS. The

Accountable Executive may delegate specific responsibilities, but the ultimate accountability for the transit agency's safety performance cannot be delegated and always rests with the Accountable Executive. (per § 673.23(d)(1))

**Chief Safety Officer/SMS Executive**

means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.

Safety Management System (SMS) Executive means a Chief Safety Officer or an equivalent. (per § 673.31)

The Accountable Executive must designate a Chief Safety Officer or SMS Executive who has the authority and responsibility for day-to-day implementation and operation of an agency's SMS. The Chief Safety Officer or SMS Executive must hold a direct line of reporting to the Accountable Executive. A transit agency may allow the Accountable Executive to also serve as the Chief Safety Officer or SMS Executive. (per § 673.23(d)(2))

**Consequences** are outcomes or what those conditions can cause. Transit agencies should assess the likelihood and severity of the consequences of a hazard, not of the hazard itself (per § 673.5)

**Equivalent Authority** means an entity that carries out duties similar to that of a Board of Directors for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's Public Transportation Agency Safety Plan. (per § 673.5)

**Event** means any Accident, Incident, or Occurrence. (per § 673.5)

**Hazard** means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment. Hazards are conditions. (per § 673.5)

**Incident** means an event that involves any of the following: a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency. (per § 673.5)

**Investigation** means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk. (per § 673.5)

**National Public Transportation Safety Plan (NPTSP)** means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.

**Occurrence** means an Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency. (per § 673.5)

**Operator of a Public Transportation System** means a provider of public transportation as defined under 49 U.S.C. 5302(14).

**Performance Measure** means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets. (per § 673.5)

**Performance Target** means a quantifiable level of performance or condition, expressed



as a value for the measure, to be achieved within a time period required by the FTA. (per § 673.5)

**Public Transportation Agency Safety Plan (or Agency Safety Plan)** means the documented comprehensive Agency Safety Plan for a transit agency that is required by 49 U.S.C. 5329 and Part 673. (per § 673.5)

**Risk** means the composite of predicted severity and likelihood of the potential effect of a hazard. (per § 673.5)

**Risk Mitigation** means a method or methods to eliminate or reduce the effects of hazards. (per § 673.5)

**Safety Assurance** means processes within a transit agency's Safety Management System that function to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information. (per § 673.5)

**Safety Event** means any Accident, Incident, or Occurrence. (per § 673.5)

**Safety Management Policy** means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety. (per § 673.5)

**Safety Management System (SMS)** means the formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards. (per § 673.5)

**Safety Performance Target** means a performance target related to safety management activities. (per § 673.5)

**Safety Promotion** means a combination of training and communication of safety information to support SMS as applied to the

transit agency's public transportation system. (per § 673.5)

**Safety Risk Assessment** means the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks. (per § 673.5)

**Safety Risk Management** means a process within a transit agency's Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk. (per § 673.5)

**Serious Injury** means any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date the injury was received; (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses); (3) Causes severe hemorrhages, nerve, muscle, or tendon damage; (4) Involves any internal organ; or (5) Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface. (per § 673.5)

**Transit Asset Management Plan** means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR Part 625.



### 8.3 List of acronyms used in the Agency Safety Plan

Acronym	Word or Phrase
ADA	Americans with Disabilities Act of 1990
AE	Accountable Executive
ASP	Agency Safety Plan (also referred to as a Public Transportation Agency Safety Plan in Part 673)
CFR	Code of Federal Regulations
CSO	Chief Safety Officer
ESRP	Employee Safety Reporting Program
FTA	Federal Transit Administration
Part 673	49 CFR Part 673 (Public Transportation Agency Safety Plan)
SCDOT	South Carolina Department of Transportation
SMS	Safety Management System
The COMET	Central Midlands Regional Transit Authority
U.S.C.	United States Code
VRM	Vehicle Revenue Miles

### 9.0 Conclusion

The COMET is a transit system providing deviated fixed route, demand response/ADA paratransit, vanpool and demand response taxi service in Richland and Lexington Counties, South Carolina. The system has all the staffing requirements and experience to modify its policies, procedures and processes to adapt to the required Safety Management Systems required in 49 CFR Part 673. Implementation of the recommendations in this SMS Development Plan can be accomplished with relative ease. By using the existing foundation of safety protocols as building blocks, the suggested changes will result in more organized and user-friendly reporting system.

This Safety Management System Development Plan is meant to identify gaps in existing policies, procedures and processes compared to the requirements under FTA's rule on Safety Management System. The recommendations in this document were discussed during the Phase I, two-day meeting conducted in January 2020, and should be implemented as the Phase II Agency Safety Plan.

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## Appendix A: Hazard Reporting Form

HAZARD REPORTING FORM							
Reporting Employee					Report #		
Date of Report							
Time of Hazard				Time Report Submitted			
Location of Hazard				Route/Manifest			
Supervisor Notified							
(Check all that apply)							
<b>Type of Hazard</b>							
Vehicle		Weather Related			Policy		
Passenger		Road Condition			Training		
Facility		Security					
Employee		Near Miss					
<b>Description of Hazard</b>							
<b>Initial Action Taken to Mitigate Hazard</b>							
<b>Initial Assessment of Hazard (check one)</b>							
	Level 1 - Immediate: A deficiency, threat, or hazard requiring immediate attention to mitigate risk either temporarily until further action can be taken or complete mitigation.						
	Level 2 - Short Term: Action is needed within seven days to mitigate an identified deficiency, threat, or hazard. The deficiency, threat, or hazard does not pose immediate danger, but if no action is taken could elevate to an Immediate level risk.						
	Level 3 - Long Term: A deficiency, threat or hazard has been identified but does not pose a threat currently, but could at a later time. Continued monitoring and awareness are required.						
<b>Likelihood of re-occurrence of this hazard (1-10)</b>							
Received by: _____				Date/Time _____/_____/_____			

HAZARD MITIGATION						
Investigating Supervisor					Title	
Date of Investigation					Time	
<b>Additional Information</b>						
<b>Assessment Classification (Circle)</b>			Level 1	Level 2	Level 3	
					Report #	<input type="text"/>
<b>Mitigation Action(s) Taken</b>						
Action(s) Designed to:	Eliminate		Control			(Circle one)
<b>Describe Communication of Action(s)</b>						
<b>Follow-up</b>						
Date			Contact			
Status of Action Taken						
Is additional action needed?		YES		NO		
<b>Additional Action Taken</b>						
<b>Follow-up</b>						
Date			Contact			
Status of Action Taken						
Is additional action needed?		YES		NO		

HAZARD CLASSIFICATION							
						Report #	
Category of Hazard							
<b>Vehicle</b>				<b>Passenger</b>			
Mechanical				Behavior			
Performance				Weapon			
Interior				Suspended from svc.			
Exterior				Medical Emergency			
Towed				Injury			
Repaired on scene				Death			
Safety equipment				Mobility Devise			
Lift/Ramp/Securemt							
See Pre-Trip							
<b>Facility</b>				<b>Facility</b>			
Safety Equipment				Shelter			
Security Systems				Fueling			
Plumbing				Hazardous Materials			
Electrical				Fencing/Gate			
Foundation				Passenger Amenities			
Parking							
Equipment				<b>Employee</b>			
HVAC/Heat				Behavior			
Roof				Theft			
Storage				Endangering Others			
Computer/Data				Property Abuse			
Farebox/Vault				Illegal Activity			
				Chief Safety Officer Initials			



## Appendix B: Incident Reporting Form

INCIDENT REPORTING FORM							
Reporting Employee					Report #		
Date of Report							
Time of Incident				Time Report Submitted			
Location of Incident				Route/Manifest			
Supervisor Notified							
(Check all that apply)							
<b>Type of Incident</b>							
Vehicle		Weather Related					
Passenger		Road Condition					
Facility		Security					
Employee		Near Miss					
<b>Description of Incident</b>							
<b>Initial Action Taken to Mitigate Incident</b>							
<b>Initial Assessment of Incident</b>							
	Level 1 - Immediate: A deficiency, threat, or hazard requiring immediate attention to mitigate risk either temporarily until further action can be taken or complete mitigation.						
	Level 2 - Short Term: Action is needed within seven days to mitigate an identified deficiency, threat, or hazard. The deficiency, threat, or hazard does not pose immediate danger, but if no action is taken could elevate to an Immediate level risk.						
	Level 3 - Long Term: A deficiency, threat or hazard has been identified but does not pose a threat currently, but could at a later time. Continued monitoring and awareness are required.						
<b>Likelihood of re-occurrence of this incident (1-10)</b>							
Received by: _____				Date/Time _____/_____/_____			

INCIDENT MITIGATION						
Investigating Supervisor				Title		
Date of Investigation				Time		
<b>Additional Information</b>						
<b>Assessment Classification (Circle)</b>	Level 1	Level 2	Level 3			
				Report #		
<b>Mitigation Action(s) Taken</b>						
Action(s) Designed to:	Eliminate	Control	(Circle one)			
<b>Describe Communication of Action(s)</b>						
<b>Follow-up</b>						
Date		Contact				
Status of Action Taken						
Is additional action needed?	YES	NO				
Additional Action Taken						

INCIDENT CLASSIFICATION						
						Report # <input type="text"/>
Category of Incident						
<b>Vehicle</b>			<b>Passenger</b>			
Mechanical			Behavior			
Performance			Weapon			
Interior			Suspended from svc.			
Exterior			Medical Emergency			
Towed			Injury			
Repaired on scene			Death			
Safety equipment			Mobility Devise			
Lift/Ramp/Securemt						
See Pre-Trip						
<b>Facility</b>			<b>Facility</b>			
Safety Equipment			Shelter			
Security Systems			Fueling			
Plumbing			Hazardous Materials			
Electrical			Fencing/Gate			
Foundation			Passenger Amenities			
Parking						
Equipment			<b>Employee</b>			
HVAC/Heat			Behavior			
Roof			Theft			
Storage			Endangering Others			
Computer/Data			Property Abuse			
Farebox/Vault			Illegal Activity			
			Chief Safety Officer Initials			<input type="text"/>

## Appendix C: Service Review Form

The following Service Evaluation Form is used on a periodic basis to evaluate routed/demand response services to determine the safety of the route, timing, pickup location, ridership and facilities. The form is then reviewed by [Transit Agency]'s Safety Committee/Chief Safety Officer (CSO) to assess and determine if changes or enhancements must be made to mitigate safety or security threats. If changes to the service are made, follow-up evaluation of the change(s) will be conducted to determine the effectiveness of the change(s). The CSO will evaluate the event to determine the likelihood of a similar event/hazard happening again. If the likelihood of re-occurrence is rated "High" or "Medium", additional action may be necessary.

All staff have been trained in the importance of periodic evaluations of our service to ensure the safety of the riders, employees, public and assets. The employee self-reporting, customer feedback and management observation play instrumental roles in prioritizing service evaluations. Random service evaluations will also be conducted whether a potential safety or security threat have been identified or not.

### SERVICE EVALUATION FORM

Date \_\_\_/\_\_\_/\_\_\_\_\_

The following service was evaluated:

- Fixed Route #/Vehicle # \_\_\_\_\_
- Paratransit Manifest/Vehicle # \_\_\_\_\_
- Passenger Pickup Location \_\_\_\_\_
- Facility \_\_\_\_\_

Elements of Evaluation:

Location

- Road hazard \_\_\_\_\_
- Passenger access hazard \_\_\_\_\_
- Construction zone \_\_\_\_\_
- Passenger Issue \_\_\_\_\_
- Traffic Hazard \_\_\_\_\_
- Facility Hazard \_\_\_\_\_
- Safety Issue \_\_\_\_\_
- Security Issue \_\_\_\_\_
- Timing \_\_\_\_\_
- Other \_\_\_\_\_

Provide details below of hazard:

CSO Initial's \_\_\_\_\_

**Assessment Level**

- High Priority
- Medium Priority
- Low Priority

Hazard Response Action Taken:

Date of Response: \_\_\_\_\_

Follow-Up

Date: \_\_\_\_\_

What is the likelihood of this hazard happening again?     High     Medium     Low



## Appendix D: Driver Evaluation Form

ROAD OBSERVATION REPORT     RIDE CHECK REPORT

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ AM / PM  
 VEHICLE NUMBER: \_\_\_\_\_ MED. CARD:  EXP: \_\_\_\_\_ CDL  DL# \_\_\_\_\_ EXP: \_\_\_\_\_  
 DRIVER: \_\_\_\_\_  
 ROUTE / LOCATION: \_\_\_\_\_ DIRECTION: \_\_\_\_\_  UNIFORM / ID BADGE /Name  
 ROAD CONDITIONS:  DRY  WET  ICE WEATHER:  CLEAR  CLOUDY  RAIN  FOG  SNOW  
 HEADLIGHTS ON  YES  NO  VIOLATION OF LAW (IMMEDIATE FAILURE)

<u>OK</u>	<u>NEEDS IMPROVEMENT</u>		<u>OK</u>	<u>NEEDS IMPROVEMENT</u>	
<input type="checkbox"/>	<input type="checkbox"/>	Operated within posted speed limit	<input type="checkbox"/>	<input type="checkbox"/>	Proper backing procedure
<input type="checkbox"/>	<input type="checkbox"/>	Speed reasonable for conditions	<input type="checkbox"/>	<input type="checkbox"/>	Pre-Trip Inspection
<input type="checkbox"/>	<input type="checkbox"/>	Maintains proper following/stopping distance	<input type="checkbox"/>	<input type="checkbox"/>	Braking smooth
<input type="checkbox"/>	<input type="checkbox"/>	Accelerates smoothly	<input type="checkbox"/>	<input type="checkbox"/>	Proper distance from the curb
<input type="checkbox"/>	<input type="checkbox"/>	Proper use of turn signals/hazards	<input type="checkbox"/>	<input type="checkbox"/>	Turning (mirror awareness)
<input type="checkbox"/>	<input type="checkbox"/>	Observed stop sign/traffic signal	<input type="checkbox"/>	<input type="checkbox"/>	Proper radio procedure
<input type="checkbox"/>	<input type="checkbox"/>	Good general vehicle control	<input type="checkbox"/>	<input type="checkbox"/>	Proper passenger assistance (off bus)
<input type="checkbox"/>	<input type="checkbox"/>	Removes keys when leaving vehicle	<input type="checkbox"/>	<input type="checkbox"/>	Condition of bus interior
<input type="checkbox"/>	<input type="checkbox"/>	Passengers all properly seated / orderly	<input type="checkbox"/>	<input type="checkbox"/>	Driver appearance/professional manner
<input type="checkbox"/>	<input type="checkbox"/>	Operated in proper traffic lane	<input type="checkbox"/>	<input type="checkbox"/>	Proper Routing / on-time
<input type="checkbox"/>	<input type="checkbox"/>	Wheelchair / Lap Belt / 4 pt. Tie Down	<input type="checkbox"/>	<input type="checkbox"/>	R/R Crossing
<input type="checkbox"/>	<input type="checkbox"/>	Uses Proper Body Mechanics	<input type="checkbox"/>	<input type="checkbox"/>	Uses Safe work practices
<input type="checkbox"/>	<input type="checkbox"/>	Proper Fare Handling	<input type="checkbox"/>	<input type="checkbox"/>	ADA Announcements
<input type="checkbox"/>	<input type="checkbox"/>	Other : _____			

Comments / Suggestion: \_\_\_\_\_

Driver Signature: \_\_\_\_\_

Observer Signature: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

## Appendix B: The COMET Safety Policy

# CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY Policies and Procedures

Subject: Safety Policy

Policy Number: \_\_\_\_\_

Board Approval: February 26, 2020

Purpose: The purpose of this policy is to ensure compliance with federal regulations regarding safety.

Background: As a recipient of FTA federal funds, The COMET is required to implement and comply with the Public Transportation Agency Safety Plan (PTASP) Final Rule 49 CFR Part 673. The PTASP was published on July 18, 2018 with an effective date of July 19, 2019 and a compliance date of July 20, 2020. This rule requires that covered transit agencies develop and implement safety management plans that meet the requirements of this rule.

The Federal Transit Administration (FTA) has adopted the principles and methods of Safety Management Systems (SMS) as the basis for enhancing the safety of public transportation in the United States. FTA will follow the principles and methods of SMS in its development of rules, regulations, policies, guidance, best practices, and technical assistance administered under the authority of 49 U.S.C. 5329. This part sets standards for the Public Transportation Agency Safety Plan, which will be responsive to FTA's Public Transportation Safety Program, and reflect the specific safety objectives, standards, and priorities of each transit agency. Each Public Transportation Agency Safety Plan will incorporate SMS principles and methods tailored to the size, complexity, and scope of the public transportation system and the environment in which it operates.

**Policy:** Central Midlands Regional Transit Authority (The COMET) is committed to providing safe, secure, clean reliable and efficient transportation services to the patrons. This policy statement serves to express management's commitment to and involvement in providing and maintaining a safe and secure transit system.

In the interest of safety and security, and in order to comply with the Federal Transit Administration (FTA) requirements, The COMET's goal is to place primary importance on the personal health and safety of each employee and contractor. Accordingly, prevention of work-related accidents/injuries must be given precedence over operating productivity whenever necessary. Management will provide, to the greatest extent feasible, safety devices and protective equipment necessary for personal health and safety consistent with the highest standards.

The objectives of this Safety Policy are to:

1. Create a culture that supports safety and security through the appropriate use and operation of equipment and resources among our employees and contractors.
2. Partake in and strengthen community involvement and participation in the safety and security of our system.
3. Develop and implement a Threat and Vulnerability Assessment program and, based on the results of this program, establish a course of action for improving physical safety and security measures and emergency response capabilities.
4. Expand our training program for employees, volunteers and contractors to address safety and security awareness and emergency management concerns.
5. Enhance our coordination with partner agencies regarding safety, security and emergency preparedness issues.
6. Ensures that safety, security and emergency preparedness are addressed during all phases of system operation including hiring and training of personnel; procurement and maintenance of equipment; development of policies and procedures; delivery of service, and coordination with local emergency management and first responder agencies.

The COMET management is responsible for maintaining a coordinated safety system in order to identify and prevent unsafe acts and conditions that present a potential danger or threat to public safety. The Executive Director/CEO has responsibility for maintaining and implementing this policy and directing The COMET employees and management towards complying with the policies, procedures, and standards included in this document. All personnel, and contract service operators are charged with the responsibility of adhering to this Safety Policy. Any violation of safety and security practices is subject to appropriate administrative action. Executive Director/CEO is ultimately responsible for enforcing the Safety Policy and maintaining a safe and secure system as the accountable executive. The SMS Executive and the Chief Safety Officer as designed by the Executive Director/CEO has the responsibility of carrying out the intent of this policy.

The COMET will maintain a written safety program to which strict adherence will be mandatory. The Executive Director/CEO will be responsible for monitoring compliance with all provisions of the safety program.



## **CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY SAFETY PROGRAM PROCEDURES FOR ITS EMPLOYEES, BOARD OF DIRECTORS, CONSULTANTS AND VOLUNTEERS**

### **INTRODUCTION**

The safety program contained herein has been prepared to assist employees in the safe and efficient performance of their duties. Maintaining a safe place to work is of utmost importance to The COMET, and we firmly believe that strict adherence to the procedures of this safety program will hold work-related accidents/injuries to a minimum.

It will be the duty of all employees to plan and carry out their job assignments in the safest manner possible. The practice of effective accident prevention is mandatory and a responsibility to be shared by each and every employee.

Since it is not possible to cover every situation which might be encountered, the Executive Director/CEO will be responsible for tailoring these guidelines to meet the requirements of their particular operation. Remember . . .

### **SAFETY DEPENDS ON ALL OF US!**

#### **USE GOOD COMMON SENSE AND SOUND JUDGMENT!**

The primary function of the safety responsibilities of the Executive Director/CEO will be to review major accident-producing conditions and circumstances and to recommend corrective action. The Executive Director/CEO will also review reports of work-related accidents and injuries, employee suggestions, reports and/or correspondence from COMET's workers' compensation carrier and proposed new construction and/or installation of equipment. Further responsibilities will include periodic checks of safety procedures and their effectiveness, semi-annual safety inspection tours of all COMET facilities, assistance with development and implementation of safety policies and procedures as necessary and such other actions as may be required for maintaining an effective safety program and reducing work-related accidents and injuries.

### **SAFETY INSPECTIONS**

The Director of Administration & Operations/COO will establish and carry out a schedule of regular safety inspection tours of all The COMET facilities. The main purpose of these safety inspections will be to bring to light any unsafe conditions or acts that might exist and to effectuate corrective action before an accident occurs.

The Director of Administration & Operations/COO will make a written report of their findings. Each such report will be reviewed by the Executive Director/CEO.

### **RESPONSIBILITY**

The Executive Director/CEO is initially and ultimately responsible for accident prevention. This responsibility through management directives and the safety program. The Executive Director/CEO will establish safety performance goals and will maintain accurate performance and accident records. These goals and records will be reviewed regularly and appropriate action taken

as a measure of managerial and supervisory proficiency. The Executive Director/CEO will be responsible for reviewing all accident and investigation reports.

Employees must abide by adopted safety procedures at all times. Those who do not will be subject to appropriate disciplinary action. Prescribed wearing apparel and safety equipment will be worn while on the job. Employees are expected to observe general housekeeping rules and to assist in maintaining their respective work areas in a clean and sanitary condition. Employees must immediately report **ALL** accidents (including minor incidents and accidents that are around the vicinity of the employee) and **ALL** injuries (whether or not they require medical attention) to their supervisor. Each and every employee is expected to comply with and support the provisions of the safety program.

### **ACCIDENT INVESTIGATION**

All accidents should be investigated thoroughly, even though they may only be minor incidents. Of primary concern should be the potential seriousness represented by the **CAUSE** of the accident. The cause of an accident resulting in a minor injury this time could eventually result in serious damage, serious injury or even a fatality if not corrected. Minor accidents should be viewed as an opportunity to learn what can be done to prevent a more serious accident.

Investigations must be made as soon as possible after the occurrence of an accident. The sooner facts relating to the accident are determined, the more accurate and reliable they will be. Even though the supervisor conducting the investigation may not have been witnesses to the accident, they will be responsible for gathering information from eye witnesses and other employees familiar with the conditions in the area where the accident occurred. Based on the information obtained, the supervisor must then formulate an opinion as to the cause of the accident and immediately notify the Executive Director/CEO of any corrective measures they recommend to prevent recurrence of a similar accident.

As a minimum, the following guidelines must be followed when investigating an accident:

- Physical causes that may have contributed to the accident are to be reviewed; e.g., poor housekeeping conditions, improper apparel, defective equipment, unsafe work area, etc.
- Personal causes that may have contributed to the accident are to be reviewed; e.g., unsafe action by the injured employee, unsafe action by someone else that contributed to the accident, violation of rules or instructions, etc.
- A determination is to be made as to **WHY** an unsafe condition existed or **WHY** an employee engaged in an unsafe act. (Was it because of a disability, or did he misunderstand the instructions given? Was it because he had not received sufficient instructions and lacked experience, or did he have the wrong attitude and consider the instructions unimportant?)
- A recommendation is to be made to the Executive Director/CEO as to what action should be taken to prevent recurrence of a similar accident. The Executive Director/CEO is responsible to see that any appropriate corrective measures are undertaken immediately.
- All information relative to the accident and subsequent investigation is to be recorded and sent to the Executive Director/CEO.

The cause of an accident should not be considered under control or eliminated until follow-up observations and inspections clearly demonstrate that any action taken has been effective; therefore, supervisors must closely monitor the results of any action taken. If violations are observed, the supervisor must determine why the violations have occurred and recommend further action as necessary to accomplish their objective.

## **ACCIDENT RECORDS**

An accurate accident recordkeeping system must be established and maintained. Copies of all records must be submitted to the Executive Director/CEO at the time they are prepared so that accurate, up-to-date composite records will be maintained and:

- indicate the type and prevalence of accidents;
- locate operational and geographical problem areas;
- identify areas with a high frequency of accidents;
- identify areas where the most severe injuries occur;
- indicate prevalence of unsafe physical conditions and work practices; and
- assist in determining the effectiveness of the safety program.

Accurate accident records are essential to an efficient and successful safety program. The three general categories that describe the primary purpose of maintaining these records are to:

1. serve as a guide for accident prevention;
2. furnish information necessary for the injured person's compensation; and
3. assist in determining costs of accidents.

More specifically, these records will be used to . . .

. . . create a genuine interest in job safety;

. . . determine the main sources of accidents so that corrective efforts can be concentrated on areas that will result in the largest reduction of accidents; and

. . . determine whether or not the accident experience is improving.

To ensure uniform compliance with the recordkeeping provisions herein, the Executive Director/CEO will develop and/or distribute appropriate report forms as necessary.

## **SAFETY HAZARD ANALYSIS**

The Executive Director/CEO will review all accident investigation reports, hazard reports and incident reports from employees to determine any trends in accidents or hazards that may have developed. This review will be conducted on an as-needed basis. The Executive Director/CEO will then recommend any corrective actions to be taken to prevent recurrence of similar accidents or hazards.

## **EMPLOYEE TRAINING**

In a continuing effort to prevent accidents/injuries and to provide general health and safety information, safety training will be conducted on a regular basis. COMET will be responsible for safety training. As a minimum, employees will receive training in the following general areas:

Slips, Trips and Falls; Fire Extinguishers; Housekeeping; First Aid; CPR; Personal Ergonomics; Substance Abuse; Personal Protective Equipment; Summer Safety; Winter Safety; and Safety Orientation (new employees)

In addition, the following specialized training will be provided to employees exposed to associated hazards:



Hazardous Chemicals; Confined Spaces; Respirator Use; Ladders; Lockout/Tagout; Bloodborne Pathogens; Flammables and Combustibles; Machine Guarding; Pump Stations; Trenching and Shoring; and Welding, Cutting and Brazing

### **FIRST AID**

First aid is the emergency treatment of the sick or injured before professional medical or surgical attention can be administered. First aid **DOES NOT** take the place of professional medical or surgical attention and should consist of furnishing only temporary assistance until professional aid is obtained. Minor injuries not requiring professional assistance should also be treated immediately since small cuts and scratches can develop into serious infections if not treated.

To the extent feasible, first aid supplies should be available at every work site. Supplies should consist of all items necessary to handle emergencies that may occur and should be replenished as necessary.

It is recommended that employees complete an approved first aid course such as the one offered by the American Red Cross. This will ensure that trained personnel are available at all times to assist injured persons when required.

### **SAFETY RULES & REGULATIONS**

These rules and regulations have been developed to assist supervisors and employees in the practice of safe job performance. Compliance is mandatory; violations will result in appropriate disciplinary action. Questions, comments and suggestions relative to these rules and regulations are solicited and should be directed to the employee's supervisor or Executive Director/CEO.

#### **Cases, Boxes, Cartons and Similar Objects**

When using these objects, do not stack them insecurely; obtain a firm grip; check for protruding wires, nails, splinters, broken glass or any sharp object that might pierce or cut your hands; when removing from a stack, be sure the stack remains stable; allow clearance for your hands and feet; do not attempt to carry too many at one time; and wear gloves if the surfaces are rough or have sharp edges.

#### **Chemicals, Acids & Caustics**

Corrosive acids and caustic powders and solutions are destructive to body tissue. The effect of contact with corrosive acids or caustics is similar to that of a burn from a heated object or flame. The destruction of tissue may be minor or severe depending upon the length of time it is in contact with the flesh. Only authorized individuals are permitted to handle chemicals and caustics. Acids and caustic solutions should be handled or used in such a manner as to avoid splashing. Always use rubber gloves and goggles to protect hands and eyes when handling chemicals. Rules governing the use of protective masks/ breathing apparatus must be followed.

#### **Electrical Apparatus**

Before working on electrical apparatus or current-carrying parts of equipment, be sure to shut off current or tag or lock switch in open position. When necessary to work in close proximity to live, uninsulated lines or current-carrying parts of equipment, rubber gloves and other protective clothing must be worn to prevent contact with such live lines and equipment. Ground wires on motors and other electrical apparatus must not be

disconnected or broken. Only authorized individuals are permitted to make alterations or repairs to electrical equipment.

### **Field Operations. Bus Yard and Maintenance Garage**

Protective clothing (e.g., heavy shoes, leggings, gloves, reflective harnesses and long-sleeved shirts, safety vests) should be worn whenever work is being performed in ditches or areas with heavy vegetation. A first-aid kit, including a snakebite kit, should be placed in each supervisor's vehicle and in every frequently used field vehicle. At least one person on each crew should be trained to give first aid. Goggles or face shields should be worn while removing or working in and around brush or vehicles. Adjustments are not to be made on mowers while they are in operation. Trenches that are five feet or more in depth must be sloped at an angle of repose or adequately shored up. Compressed gas cylinders should be supported in an upright position. Appropriate guidelines must be followed for the safe and efficient movement of traffic and the protection of workers at street construction, maintenance and utility work areas. Generally, these guidelines will be in accordance with the American Traffic Safety Services Association (ATSSA) Guide for Work Area Traffic Control.

### **Fire Prevention**

Poor housekeeping is the cause of many fires; therefore, make sure that "No Smoking" rules are observed; burning cigarette butts are not swept into waste units; waste is not allowed to accumulate in areas not intended for that purpose; waste is disposed of daily; empty boxes (wood or cartons) are not allowed to accumulate in various storage areas - collect them and stack neatly in an area designated for that purpose; and all electrical equipment is in good order (i.e., wires, switches, panels, motors, battery chargers, etc.).

**PROTECT YOUR JOB BY KEEPING KNOWN FIRE HAZARDS UNDER CONTROL!**

### **Firefighting Equipment**

Report any empty fire extinguisher. Check the tags on all fire extinguishers (they should **not** date back more than 12 months). Extinguishers should be mounted on brackets and should not be on the floor. See that extinguishers are prominently displayed and not hidden by stock piles or clothing. Make sure you understand how to use the different types of extinguishers. **NEVER** use water-type extinguishers on electrical fires. (All soda/acid-type extinguishers should be replaced.)

### **Flammables**

Remember that gasoline, naphtha, alcohol, lacquers, thinners and similar liquids give off fumes that are highly flammable. It is extremely dangerous to use them where there is a possibility of ignition of fumes from an open flame, electrical spark or lit cigarette. Smoking is not permitted when fueling vehicles. Gasoline, naphtha and other highly flammable liquids must not be used for degreasing or for cleaning purposes of any kind.

### **Floors and Walking Surfaces**

Any spilled substances such as water or oil should be removed immediately. Watch your footing when floors are wet and slippery. **DO NOT RUN!** Floors should be kept clear of glass, nails, extension cords and other objects which may cause slips, falls or punctures.

Drain covers should be kept in place and flush with the floor at all times. Floor areas which have just been painted or washed should be roped off or blocked until dry. Avoid shortcuts through slippery areas.

## General

Be sure you thoroughly understand your job; never attempt to do work to which you have not been assigned or with which you are not familiar. Be considerate of the safety and welfare of fellow workers. Avoid lifting weights beyond your ability and ask for help when necessary. When lifting, keep back straight, bend knees and make use of leg muscles. Never use a case, chair, box or any other makeshift device to stand on. Always use a ladder or suitable platform. **Do not indulge in horseplay**; it leads to accidents. Do not overreach; it is a common cause of injury. Immediately report every accident and injury - no matter how minor - to your supervisor or Executive Director/CEO and obtain proper first aid treatment. Keep alert when working or passing under low-hanging fixtures or other obstructions. Use gloves when handling trash or other objects with sharp or ragged edges. Lids, levers, bars, handles and similar objects, when placed in an upright position, should be firmly tied or supported to prevent falling. Do not stand directly under any object being hoisted. Do not perform work over heads of fellow employees if it can be avoided. If necessary to do so, warn them and see that they are protected against the possibility of falling tools or materials. Cylindrical objects of any nature, such as rollers, pipes, tanks, etc., should be securely blocked or chocked to prevent rolling. Any heavy object which is placed on temporary blocks must be properly supported to prevent falling. Nails must be removed at once from used lumber.

## Grinding and Buffing Wheels

Goggles must be worn when using grinding or buffing wheels. When grinding small parts, a suitable clamp or other holding tool must be used instead of attempting to hold with fingers. Keep tool rest adjusted to within 1/4 inch of the grinding wheel.

## Hand Tools

Do not use defective tools such as those with cracked handles, cold chisels with mushroom heads and wrenches with spread jaws. Always use goggles when cutting, chipping, scraping or doing similar work which causes chips or scale to fly. Support yourself properly and provide clearance for your fingers and feet when pushing down on a pry, crowbar or wrench. Do not exert too much pressure with a small tool or use an oversized wrench on a light bolt. Keep your fingers away from the cutting edges of sharp tools. Do not point an ice pick, screwdriver or any other sharp tool toward your body. Be sure that the tool you use is of proper type and size for the job at hand.

## Ladders

Do not overreach when working from a ladder. Be sure the ladder is blocked or tied to prevent slipping. If this is not possible, have someone hold it. See that the ladder is of proper length to provide safe access to the job to be done. When ascending or descending, watch footing, keep one hand free for support and do not hurry.

## **Machinery**

Do not start any machine until you are certain that no one is working on it or exposed to it. Do not attempt to clear a jam, clean, oil, repair or adjust any machine until it has come to a full stop. (Certain machines such as pumps, engines, etc. may have to be oiled when in motion. In such cases, proper facilities for doing this safely should be used.) Whenever necessary to remove guards for repairs, make sure they are replaced before the machine is started.

## **Office and Shop Operations**

Keep phone and equipment cords coiled up and out of walkways. Raised floor outlets in walkways should be removed or capped if removal is impossible. Desk and cabinet drawers should be kept closed when not in use. Use step stools or ladders to reach high places; do not use chairs, boxes or desks. Repair or remove loose floor tiles, worn carpeting and mats with turned-up edges. Do not leave supplies or boxes in doorways, walkways or on stairs. Non-slip floor waxes should be used. All stairways should be well lighted with non-slip stair treads and handrails on at least one side; open stairways should have handrails on both sides. Place non-slip mats inside doorways and mop up water around entrances during wet weather. The office watchwords should be . . . “If you drop it, pick it up; if you spill it, wipe it up.”

## **Power Saws**

Saw guards must be kept in place at all times except when, because of the nature of the work, it is impossible to use guards. A pusher stick must be used so that it will not be necessary to place fingers near revolving saw.

## **Stairs**

Do not run up or down stairs but proceed with a degree of speed consistent with safety. Keep one hand on rail and watch where you step. Slippery substances such as oil should be removed immediately. Boxes or other objects should not be left on stairs where they may cause persons to trip. Do not attempt to carry bulky or unwieldy objects up or down stairs without adequate assistance. Extreme precautions should be taken on outside stairs when it is raining, sleeting or snowing.

## **Vehicles**

Watch your footing and look where you step when getting on or off vehicle. Use handle or hand grip for support. Do not get on or off moving vehicles. Load chain or safety bar should be kept in place at all times when vehicle is in motion. See that footing is secure when moving objects in vehicles; do not overreach. Keep alert when working in vicinity of moving vehicles; watch for vehicles backing up; keep feet clear of wheels. To the greatest extent feasible, employees authorized to ride in City-owned vehicles must be seated in cab when vehicle is in motion. You must not ride load, tailgate or running board unless authorized to do so by your supervisor. Riding outside the cab will be avoided whenever possible and, when necessary, will be done using extreme care. Do not drive if you feel drowsy, ill or fatigued.



**WORKPLACE ACCOMMODATION REQUEST FORM**

EMPLOYEE: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

1. Please state why you are requesting an accommodation (identify and describe the physical or mental disability, illness, condition or disease which is the basis for your request):

2. List- job related tasks(s) you have difficulty performing due to your disability.

3. Accommodation(s) you are requesting:

4. Describe how the accommodation(s) will assist you:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



NOTICE OF WORK-RELATED INJURY OR ILLNESS

EMPLOYEE: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

This is to notify The COMET of a work-related injury or illness.

1. The work related injury or illness occurred on \_\_\_\_\_ at \_\_\_\_\_ .m.

\_\_\_\_\_  
\_\_\_\_\_

2. Location where the injury or illness occurred was:

\_\_\_\_\_  
\_\_\_\_\_

3. Describe how the work-related injury or illness occurred:

\_\_\_\_\_  
\_\_\_\_\_

4. Describe the work-related injury or illness:

\_\_\_\_\_  
\_\_\_\_\_

5. Identify all individuals who observed the incident giving rise to the work-related injury or illness occurred:

\_\_\_\_\_  
\_\_\_\_\_

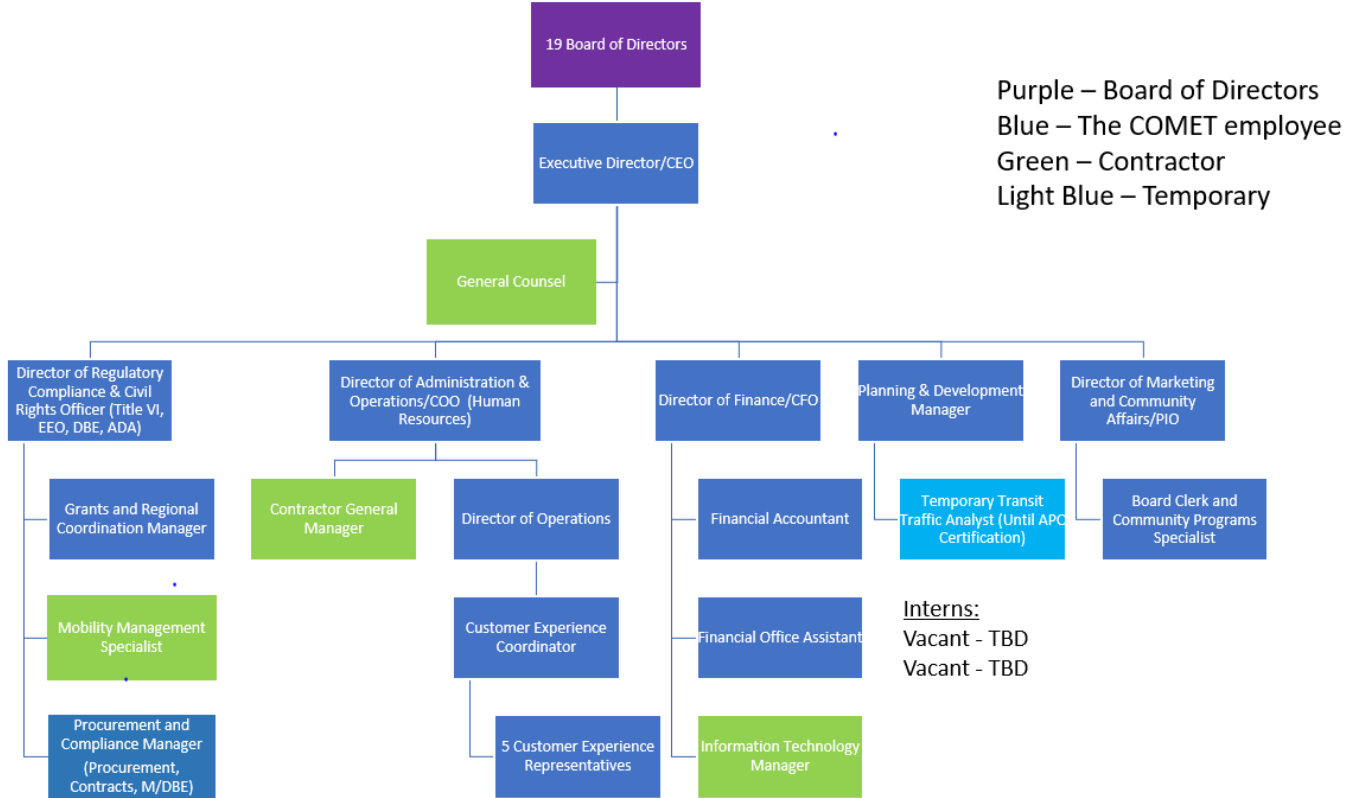
\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



## Appendix C: The COMET Organizational Chart

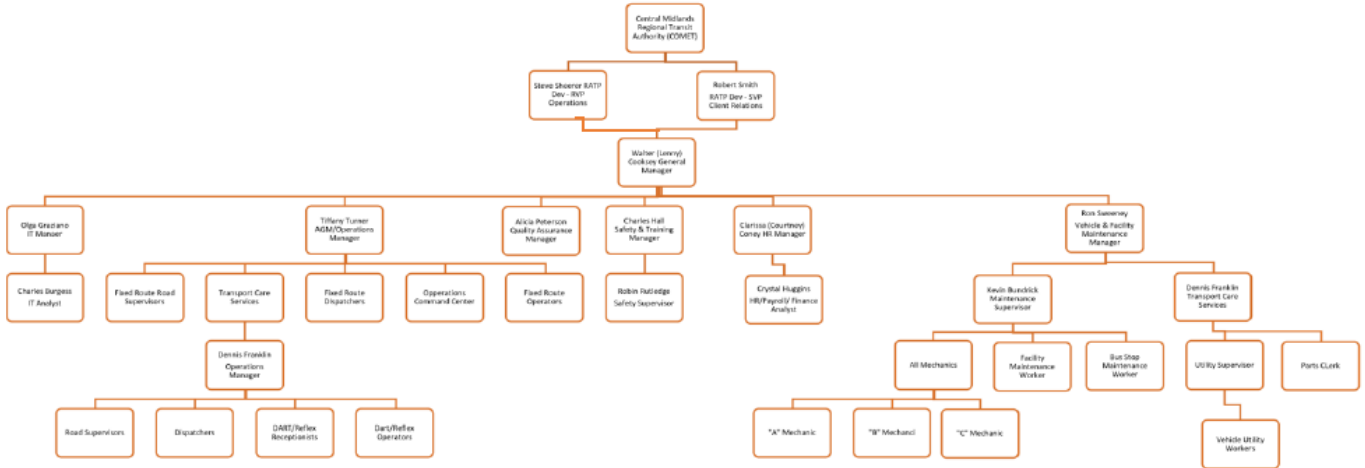
The COMET Organizational Chart (June 2023)



## Appendix D: RATP Dev Organizational Chart



Organizational Chart of RATP Dev USA-COLUMBIA SC







3613 LUCIUS ROAD. • COLUMBIA, SC • 29201

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## Central Midlands Regional Transit Authority

### FINANCE COMMITTEE AGENDA

Wednesday, August 9, 2023

10:00 a.m.

3613 Lucius Road, Columbia, SC, 29201

Conference Room A (Large) – 2<sup>nd</sup> Floor

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

#### OFFICERS

Dr. Robert Morris, Chair (Richland County Legislative Delegation)

Rep. Leon Howard (Richland County Legislative Delegation)

Mike Green (West Columbia)

Andy Smith (Forest Acres)

Christopher Lawson (Richland County)

- 
1. CALL TO ORDER AND DETERMINATION OF QUORUM
  2. ADOPTION OF AGENDA\* Page(s) 1-2
  3. ADOPT MINUTES Page(s) 3-6
    - Meeting date: *July 12, 2023*
  4. MATTERS REFERRED FROM THE BOARD OF DIRECTORS Page(s)
    - Discuss Previous (open) Motions – *no new*
  5. MONTHLY FINANCIAL REPORTS (R. Andrews) – *June 2023 (FYE) – 4<sup>th</sup> quarter* Page(s) 7-37
    - ✚ Financial Highlights (top 5 expenses)
    - ✚ Condensed Financial Summary
    - ✚ Income Statement
    - ✚ Balance Sheet\*\*
    - ✚ Statement of Cash Flows\*\*
    - ✚ Month to Month Budget comparison view
    - ✚ Reserve Accounts Bank Statement (OPTUS, LGIP)
    - ✚ Fuel Cost Summary
    - ✚ Invoices for select vendors

6. DISADVANTAGED BUSINESS ENTERPRISE (DBE) UPDATE (A. Prince)

- *June 2023*

7. DISCUSSION and ACTION ITEMS – None

Page(s)

8. COMMENTS, ANNOUNCEMENTS, NEW MOTIONS

9. LEGAL/CONTRACTUAL/PERSONNEL (may require executive session)

A. None

Page(s)

10. ADJOURN

*All items on this agenda are subject to action being taken by the Committee.*

*\*Agenda order is subject to change.*

*\*\* Documents provided quarterly*

**GENERAL INFORMATION ABOUT BOARD COMMITTEE MEETINGS:** The COMET will make all reasonable accommodations for persons with disabilities to participate in this meeting. Upon request to the Administrative & Customer Service Specialist, 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. Para información en Español, por favor llame al (803) 255-7133.

Catch The COMET to the Meeting! Route 6 and DART serve the facility. Visit [www.catchthecomet.org](http://www.catchthecomet.org) or call (803) 255-7100 for more details.

**Upcoming Meeting Dates:**

**Board of Directors Meeting**

Wednesday, *August 23, 2023* @ 12:00 p.m.

Lowell C. Spires, Jr. Regional Transit Facility  
3613 Lucius Road  
Columbia, SC 29201  
Conference Room A (Large)



*The COMET Finance Committee Meeting minutes are prepared and presented in summary form. Audio recordings of the meetings are on file at The COMET and are part of the approved minutes. If you would like to hear the recording from the meeting, please contact Angela Jacobs at [ajacobs@thecometsc.gov](mailto:ajacobs@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 July 6, 2023.*

Central Midlands Regional Transit Authority  
 AMENDED FINANCE COMMITTEE MEETING MINUTES  
 Wednesday, July 12, 2023- 10:00 A.M.  
 3613 Lucius Road, Columbia, SC 29201  
 Conference Room A (Large) - 2<sup>nd</sup> Floor

Members Present:

Rep. Leon Howard\* Joined at 12:04  
 Christopher Lawson, Secretary\*  
 Robert Morris, Chair  
 Andy Smith

Advisory Members Absent:

Michael Green

COMET Staff Present:

Rosalyn Andrews, Director of Finance/CFO\*  
 Jackie Bowers, Director of Operations  
 LeRoy DesChamps, Interim Executive Director\*  
 Angela Jacobs, Board Clerk/Community Programs Specialist  
 Arlene Prince, Director of Compliance, Civil Rights Officer  
 Michelle Ransom, Regional Grants Manager  
 Crystal Willis, Financial Accountant

\*Via Phone or Virtual

1. CALL TO ORDER AND DETERMINATION OF A QUORUM

Dr. Morris called the meeting to order at 10:00 A.M. A quorum was present.

2. ADOPTION OF AGENDA

Pages 1-2

Motion:

A motion was made by Mr. Smith and seconded by Mr. Lawson to adopt the agenda.

Approved: Lawson, Morris, Smith

Absent: Howard

Motion passed.



3. ADOPTION OF MINUTES

Motion:

A motion was made by Dr. Morris and seconded by Mr. Lawson to adopt the minutes from the June 14, 2023, meeting.

Approved: Howard, Lawson, Morris

Abstained: Smith

Motion passed.

4. MATTERS REFERRED FROM THE BOARD OF DIRECTORS

A. Discuss Previous Motions. No new matters.

5. MONTHLY FINANCIAL REPORTS (C. Willis & R. Andrews)

Pages 7-34

Ms. Willis, Ms. Andrews' behalf directed members to page 7 of the packet and reported that May 2023 totaled 92% of the fiscal year completion and provided the following budget details for the month of May:

- ✚ Net income of ~\$275K (YTD ~\$8.62M)
- ✚ Total revenue \$2.61M
- ✚ Total expenses were \$2.54M
- ✚ Paid to date to RATP Dev \$51,009,923
- ✚ Professional contract services, marketing and security payments are detailed on pages 21-34.
- ✚ Pass Donations - No new requests
- ✚ Penny Collection- No funds were received in May. Since 2013 the total Penny Collection has earned \$190,825,234 (63.40% of 10 yrs.)

Ms. Andrews noted that an additional breakdown of the Penny Collection was included as follows: (45%) of \$300,991,000/22 yr. allocation]. Remaining balance = \$110,165,766 (36.60%)/12 yrs. (55%). Dr. Morris said her breakdown was in good format and appreciated Ms. Andrews for including it. Dr. Morris recalled from his meeting with Ms. Willis that if we run out of funds, then emergency funds can be used, and he asked if there were enough emergency funds to cover the difference. Ms. Andrews confirmed that Ms. Willis' report was correct and that two reserve accounts were set up and intended to cover the gap until there is a determination on the penny tax. One reserve account is at \$18M and the second account is at \$17M. Mr. Lawson asked if a forecast had been done on the expiration of the penny tax to at least a quarter of the year and the actual year it is set to expire. Ms. Andrews said forecasting had been done and if we were collecting more aggressively from the penny tax as money is being spent, it will not make it until the 22-year mark. Mr. Smith noted that staff has updated that projection as it was originally forecasted for 2030. Mr. Smith asked Ms. Andrews to explain the distinction between the emergency reserve and the operating reserve. Ms. Andrews said LGIP has no real distinction between the two but both were intended as reserve funds if there is a pause on the Penny Tax. Mr. Smith noted that there is \$36M in current dollars that would cover one to two years as the Penny Tax ran out and noted that we should be cognizant of the short time span of 1.5 years left. Mr. Smith said that with passenger fare and special revenues higher than normal and some expenses lower, such as administrative and professional services, and asked for Ms. Andrews' to give her feedback with respect to revenues and how we are below expenses. Ms. Andrews said with respect to revenues, it is always good to receive more than anticipated. An increase in passenger revenues means that ridership is increasing. With

respect to expenses, the agency is cutting back as necessary, including professional services. Some services have been discontinued and are being done in-house. Mr. Smith asked if there is a particular expense that is not being outsourced and Mr. DesChamps added that the agency has focused on decreasing legal expenses, where allowed over the past two years, which has had a big impact on those expenses and is a testament to the staff's work. Ms. Andrews agreed that legal expenses were a major expense, but some non-legal services are being handled in-house and has alleviated the need to hire additional outside assistance. Mr. Smith said he is pleased that the fiscal year budget is positive but asked that when there is a big variance, that staff provide explanations. Mr. Lawson asked if Ms. Andrews could gather the top five expenditures that are outside of the normal expenditures, and provide a course of action on them in the event we need to start tightening the reigns and now is the time to be proactive before 2028. Ms. Andrews agreed to compile this information. Dr. Morris referred to staff professional development and how it may cut down on some expenses, and if staff members shared what they learned with all staff members. Ms. Andrews said she shares finance training with her staff and uses it to make improvements within the agency. Mr. DesChamps relayed that staff also shares professional development during monthly staff meetings. Dr. Morris reminded Ms. Andrews that he likes to meet at least 15 minutes before the committee meeting to review things that he may not understand, and he asked Ms. Willis about the annual budget on page 7 and asked for clarification as he thought the budget was above \$50M. Ms. Andrews confirmed that the figure of \$42.57M for the annual budget on page 7 is correct. Ms. Andrews reported that in her absence, Ms. Willis was available and prepared to meet with Dr. Morris before the meeting. Dr. Morris said Ms. Willis did a great job reviewing the budget with him and thanked both for their reporting.

6. DISADVANTAGED BUSINESS ENTERPRISE (DBE) UPDATE (A. Prince) Pages 35-38  
 Dr. Prince directed members to DBE reports on pages 35-38, with pages 35-36 being a summary of all vendors with a DBE goal with The COMET. Page 35 reflects the percentage as of May 31<sup>st</sup> and approximately \$56.5M was expended to vendors with DBE goals and of this amount DBEs firms were awarded approximately \$14.7M which is approximately 20%. Pages 37-38 contain information relevant to our contractor RATP Dev and they have expended approximately \$11.7M to DBE firms which equates to approximately 23.8% which is within their cumulative goal. Page 38 reflects information for tracking purposes for this year only. Dr. Morris said from the predictions of the report, it appears that this is the first time our goal has been met after having concerns about meeting them over the years. He thanked and shared his appreciation for Dr. Prince and everyone involved. Dr. Prince shared that the corporate rep for the contractor relayed that she has been staying on top of the goals.
7. DISCUSSION AND ACTION ITEMS. No new items.
  8. COMMENTS, ANNOUNCEMENTS, NEW MOTIONS. None.
9. LEGAL/CONTRACTUAL PERSONNEL
  - A. Discussion of Contractual Issues - None.
10. ADJOURNMENT  
Motion:  
 A motion was made by Mr. Smith and seconded by Mr. Lawson to adjourn.  
 Approved: Howard, Lawson, Morris, Smith  
 Approved: Aye (Voice Vote 10:26 A.M.)  
 Motion passed.

*The meeting adjourned at 10:26 A.M.*

CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY

Adopted this \_\_\_\_\_, 2023.

Prepared by: Angela Jacobs, Board Clerk & Community Programs Specialist

Reviewed by:

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

---

Approved by:

\_\_\_\_\_  
Christopher Lawson, Secretary

DRAFT

## Financial Highlights FY 2023 Month End June 2023

*100% of fiscal year completed*

*Annual Budget - ~\$42.57M*



### Net Income (Loss):

✚ Excluding depreciation - Month = ~\$(624)k

Actual YTD = ~\$7.96M



### Total Revenue:

✚ PTD = \$1.74M

Actual YTD = ~\$37.17M

total YTD collections represent an average *-87%* of annual budgeted amount.



### Total Expenses (w/depreciation):

✚ PTD = \$2.58M

Actual YTD ~ \$32.11M

total YTD expenditures represent an average *~75%* of annual budgeted amount.



PTD - contract operator RATP Dev 7/1/2020 to reporting month: **\$54,573,806**



Professional Contract Svcs, Marketing & Security (4203, 4361, 4509): (\* details included)

✚ ABLE South Carolina	4,334	✚ TMD	2,710
✚ *Burr Forman McNair - \$4k Retainer incl	6,860	✚ CTEE	4,375
✚ *Brownstone	6,036	✚ Security (4509)	45,000
✚ *Chernoff Newman, LLC	2,025		
✚ iT1 Solutions	5,000	✚ Marketing, Adv & Promotion (4203)	9,787
✚ *Maynard Nexsen	6,000	○ Flock & Rally (F&R)	
✚ *Natavis Harris (Planner Consultant)	5,000	○ Sponsorships: Juneteenth	
✚ TransPro Consulting	9,000	○ Ads: Transit Talent	
✚ Crowe LLP	10,000	○ employment, Facebook, WP	
		○ Engine, WLTX	
		○ Promotional Materials &	
		○ company branded items	



### Top 5 expenditure for FY23:

\* Contract Operator    \* Fuel    \* Marketing    \* Professional Services    \* Salaries



Pass Donations FY 22 - YTD total \$800 *(no new donations as of previous report)*



Total collections of Penny Revenue since 2013 to present: *(no new collections)*

- ✓ \$190,825,234 (63.40%)/10 yrs. (45%) of \$300,991,000/22 yr. allocation;
  - remaining balance = \$110,165,766 (36.60%)/12 yrs. (55%)

✓ Payments received from Richland County

- |                                 |                                  |
|---------------------------------|----------------------------------|
| • August 2022- \$6,529,236.38   | • November 2022 - \$6,528,695.13 |
| • January 2023 - \$6,599,467.46 | • May 2023 - \$6,741,597.12      |

Page 137 of 182 Page 8 of 41

**Central Midlands Regional Transit Authority**  
**Condensed Statement of Financial Position**  
**Period Ended 06/30/23**

FY 2023

	Actual PTD 6/30/2023	Actual YTD 6/30/2023	Budgeted Amount YTD	Annual
<b>Revenues:</b>				
Passenger Fares/Revenue Contracts	203,457	3,770,375	3,000,000	3,000,000
Special (Advertising, Interest, Rental, Etc)	10,561	1,485,577	950,800	950,799
Admin/Misc/Gain(Loss) Sale of Assets	902	42,760	6,000	6,000
Local Revenue (The Penny)	-	28,650,056	21,417,814	21,417,814
Reimbursement (RTAP, UofSC, etc)	-	7,502	2,000	2,000
State (SCDOT)	518,767	518,767	1,110,000	1,110,000
Federal (CARES Act, CRRSA, ARP)	949,054	2,639,186	16,027,049	16,027,049
In Kind Facility Revenue	60,000	60,000	60,000	60,000
<b>Total Revenue</b>	<b>\$ 1,742,740</b>	<b>\$ 37,174,223</b>	<b>\$ 42,573,660</b>	<b>\$ 42,573,660</b>
<b>Expenses:</b>				
Contract Operator	1,707,681	21,361,731	22,647,329	22,647,330
Federal/State (Capital, PM, NPM)	161,764	2,064,475	8,747,299	8,747,301
Fuel	153,391	2,257,659	3,166,993	3,166,993
Administrative (includes Salaries & Benefits)	146,975	1,627,281	1,943,925	1,943,925
Professional Services	70,434	1,280,283	2,955,637	2,955,636
Utilities	29,379	302,591	396,717	396,717
Other Operating Expenses	38,017	264,819	2,655,758	2,655,758
Depreciation	214,670	2,892,473	-	-
In Kind Facility Expense	60,000	60,000	60,000	60,000
<b>Total Expenses</b>	<b>\$ 2,582,312</b>	<b>\$ 32,111,312</b>	<b>\$ 42,573,660</b>	<b>\$ 42,573,660</b>
<b>Net Income (Loss) From Operations</b>	<b>(839,572)</b>	<b>5,062,911</b>	<b>0</b>	<b>0</b>
<b>+ Depreciation add back:</b>	<b>214,670</b>	<b>2,892,473</b>	<b>-</b>	<b>-</b>
	<b>\$ (624,901)</b>	<b>\$ 7,955,384</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Cash:</b>				
Petty Cash		300		
<i>OPTUS Bank</i>				
Operating Reserve Funds	4,040,992			
Capital Reserve Funds	2,648,385	6,689,377		
<i>Local Gov't Investment Pool</i>				
Emergency Reserve	17,296,081			
Operating Reserve	18,758,321	36,054,402		
<i>Security Federal Bank</i>				
Operating/Sweeps Acct		3,055,736		
<b>Total Cash</b>		<b>\$ 45,799,814</b>		
Total Assets		<b>\$ 84,575,642</b>		
Total Current Liabilities		<b>\$ 6,324,865</b>		

**Central Midlands Regional Transit Authority**  
**Statement of Income vs Budget**  
**Period Ended June 30, 2023**

1 Year % complete = 100%

	<i>Actual PTD 6/30/2023</i>	<i>Actual YTD</i>	<i>Budgeted YTD (\$) 6/30/2023</i>	<i>Annual Budgeted Amount</i>	<i>(\$ of Budget remaining (over) under</i>
<b>Revenue:</b>					
<b>Operating Revenues</b>					
Passenger Revenue	120,409	1,502,299	1,500,000	1,500,000	(2,299)
Advertising Revenue	-	17,150	110,000	110,000	92,850
Contracted Services Revenue	83,048	2,267,875	1,500,000	1,500,000	(767,875)
Human Trafficking Awareness	-	-	75,888	75,888	75,888
CARES Act/ARP Funding (Federal & SCDOT)	-	496,345	8,814,747	8,814,747	8,318,402
Other Revenue	724	36,380	3,000	3,000	(33,380)
Total Operating Revenue	<u>204,181</u>	<u>4,320,050</u>	<u>12,003,635</u>	<u>12,003,635</u>	<u>7,683,585</u>
<b>Nonoperating Revenues</b>					
Contributed Svcs/In Kind Revenue	60,000	60,000	60,000	60,000	-
Local Revenue - Lexington Cty	-	251,060	304,123	304,123	53,063
Interest Income	166	1,183,562	580,000	580,000	(603,562)
Richland County 1% Sales Tax	-	28,398,996	21,113,691	21,113,691	(7,285,305)
RTAP Reimbursement	-	7,502	2,000	2,000	(5,502)
Fuel Tax Refunds	10,324	284,065	260,000	260,000	(24,066)
OPT/SMTF 5339	518,767	518,767	960,000	960,000	441,233
OPT Rural Program 5311 Revenue	-	-	150,000	150,000	150,000
Rental Income	70	800	800	800	(0)
Federal Revenue - NOLO Project	136,551	209,051	566,000	566,000	356,949
Federal Revenue - ICAM	-	62,478	62,478	62,478	-
Federal Revenue - Planning	11,829	41,508	50,000	50,000	8,492
Federal Revenue - Capital: Non Prev Maint	14,407	50,225	150,000	150,000	99,775
Federal Revenue - Capital: Prev. Maint	717,723	717,723	1,125,156	1,125,156	407,433
Federal Revenue - Salaried Positions	-	24,221	340,000	340,000	315,779
Federal Revenue - ADP Software	-	-	200,000	200,000	200,000
Federal Revenue - ADP Hardware	-	-	200,000	200,000	200,000
Federal Revenue - Operations Assistance	-	-	1,016,000	1,016,000	1,016,000
Federal Revenue - ADA Paratransit	-	-	200,000	200,000	200,000



**Central Midlands Regional Transit Authority**  
**Statement of Income vs Budget**  
**Period Ended June 30, 2023**

1 Year % complete = 100%

	<i>Actual PTD</i> <i>6/30/2023</i>	<i>Actual YTD</i>	<i>Budgeted</i> <i>YTD (\$)</i> <i>6/30/2023</i>	<i>Annual</i> <i>Budgeted</i> <i>Amount</i>	<i>(\$)</i> <i>of Budget</i> <i>remaining</i> <i>(over) under</i>
Federal Revenue - EE Training	-	-	25,000	25,000	25,000
Federal Revenue - Mobility 5310	-	-	-	-	-
Federal Revenue - 3rd Party Contractual (Website)	-	500	3,000	3,000	2,500
Federal Revenue - Safety & Security	835	42,726	400,000	400,000	357,274
Federal Revenue - Vanpool	12,241	53,033	50,000	50,000	(3,033)
Federal Revenue - 5339 Shelter ACQ & Install	55,468	941,376	2,811,260	2,811,260	1,869,884
Gain(Loss) Sale of Asset	-	(7,234)	-	-	7,234
Concessions Revenue	178	2,425	3,000	3,000	575
Total Nonoperating Revenue	<b>1,538,560</b>	<b>32,853,973</b>	<b>30,632,505</b>	<b>30,632,505</b>	<b>(2,221,468)</b>
<b>Total Revenues:</b>	<b>1,742,740</b>	<b>37,174,023</b>	<b>42,573,670</b>	<b>42,573,670</b>	<b>5,462,117</b>

**Expenses:**

Administrative

Salaries (Staff/Intern) & Other Paid Wages	118,196	1,239,409	1,439,449	1,439,449	200,041
SC Retirement: ER	18,437	210,292	259,101	259,101	48,809
FICA & Medicare	7,804	91,480	110,118	110,118	18,638
Health Insurance: ER	1,950	78,504	116,847	116,847	38,343
SC Unemployment	117	3,186	14,000	14,000	10,814
Workers Comp	473	4,410	4,410	4,410	0
Dues/Subscriptions/Memberships	108	8,033	23,870	23,870	15,837
Marketing/Advertising/Promotional Material	9,787	387,411	529,250	529,250	141,839
Charitable Donations (Passes ONLY)	-	800	7,200	7,200	6,400
Postage & Shipping	10	935	6,000	6,000	5,065
Printing	174	24,802	80,000	80,000	55,197
Board/Committee/Transit Academy	357	2,419	7,950	7,950	5,531
Tickets & Transfers	23,481	61,673	10,000	10,000	(51,673)
Office Equipment - Lease & Rental	412	5,925	12,600	12,600	6,675
Admin Misc: Office Supplies, Fines, Taxes, etc.	1,266	15,086	37,800	37,800	22,714

**Central Midlands Regional Transit Authority**  
**Statement of Income vs Budget**  
**Period Ended June 30, 2023**

1 Year % complete = 100%

	<i>Actual PTD</i> <i>6/30/2023</i>	<i>Actual YTD</i>	<i>Budgeted</i> <i>YTD (\$)</i> <i>6/30/2023</i>	<i>Annual</i> <i>Budgeted</i> <i>Amount</i>	<i>(\$)</i> <i>of Budget</i> <i>remaining</i> <i>(over) under</i>
Banking Fees	767	7,476	15,000	15,000	7,524
Payroll Processing Fees	642	7,316	10,000	10,000	2,684
Employee Training & Development (Fed & Non Fed)	7,065	38,125	53,620	53,620	15,495
Contingency	-	-	694,500	694,500	694,500
Total Administrative	<u>191,044</u>	<u>2,187,282</u>	<u>3,431,715</u>	<u>3,431,715</u>	<u>1,244,433</u>
Operations & Maintenance					
Contributed Svcs/In Kind Expense (Facility use)	60,000	60,000	60,000	60,000	-
Contractor-Fixed Route	1,334,782	16,791,448	17,511,493	17,511,493	720,045
Contractor-DART	318,332	3,753,383	4,255,521	4,255,521	502,138
Contractor-Spcl Svc/Svc Enhancements	39,667	641,639	700,315	700,315	58,677
CARES Act - SCDOT 5311	-	-	678,158	678,158	678,158
Propane Fuel	39,365	510,500	640,000	640,000	129,500
Diesel & Vehicle Fuel	114,026	1,747,159	1,873,993	1,873,993	126,835
Hydrogen Fuel	-	-	5,000	5,000	5,000
OPT: SMTF Expenses	-	19,456	648,000	648,000	628,544
Facility Related Repairs & Maintenance Expense (PM)	30,539	392,007	700,000	700,000	307,994
Federal Expense: ADP Software ACQ & Maint	61,002	482,285	575,000	575,000	92,714
Federal Expense: ADP Hardware ACQ & Maint	497	140,262	250,000	250,000	109,739
Federal Expense: 3rd Party Contractual (Website)	-	-	10,000	10,000	10,000
Federal Expense: Safety & Security	45,000	451,208	500,000	500,000	48,791
Federal Expense: Van Pool Ops	9,067	105,265	110,000	110,000	4,735
Federal Expense: Bike Program	5,833	69,996	70,000	70,000	4
Federal Expense: 5310	35,671	392,296	460,000	460,000	67,704
Total Operations & Maintenance	<u>2,093,781</u>	<u>25,556,904</u>	<u>29,047,480</u>	<u>29,047,480</u>	<u>3,490,577</u>
Insurance					
Insurance - Vehicle/Facility/Tort/Cyber	9,713	112,985	116,830	116,830	3,845
Insurance-Officers & Directors	874	10,350	18,000	18,000	7,650
Total Insurance	<u>10,587</u>	<u>123,336</u>	<u>134,830</u>	<u>134,830</u>	<u>11,495</u>

**Central Midlands Regional Transit Authority**  
**Statement of Income vs Budget**  
**Period Ended June 30, 2023**

| Year % complete = 100%

	<i>Actual PTD 6/30/2023</i>	<i>Actual YTD</i>	<i>Budgeted YTD (\$) 6/30/2023</i>	<i>Annual Budgeted Amount</i>	<i>(\$) of Budget remaining (over) under</i>
Technical Services					
Professional Contract Services	63,590	895,816	2,426,387	2,426,387	1,530,571
Fare Collection Service & Supplies	-	163	4,000	4,000	3,837
Total Technical Services	<u>63,590</u>	<u>895,979</u>	<u>2,430,387</u>	<u>2,430,387</u>	<u>1,534,408</u>
Utilities					
Natural Gas	146	8,878	21,975	21,975	13,097
Electric	8,965	99,085	150,856	150,856	51,772
Water & Sewer	3,189	42,888	61,040	61,040	18,152
Telecommunications	16,972	151,633	162,846	162,846	11,213
Total Utilites	<u>29,272</u>	<u>302,483</u>	<u>396,717</u>	<u>396,717</u>	<u>94,234</u>
Capital Expense					
Federal Expense: Preventative Maint (PM)	1,576	33,588	1,406,446	1,406,446	1,372,859
Furniture, Fixtures, & Equipment < \$5000	270	6,330	40,000	40,000	33,671
Non - Federal Expense: Cap Ex	-	-	1,571,016	1,571,016	1,571,016
Federal Expense: Shelter & Accessories ACQ/Install	(22,507)	96,912	3,514,075	3,514,075	3,417,164
Federal Expense: Capital (Non PM)	-	15,415	600,000	600,000	584,585
Interest Expense	29	611	1,000	1,000	389
Total Capital Expense	<u>(20,632)</u>	<u>152,855</u>	<u>7,132,537</u>	<u>7,132,537</u>	<u>6,979,684</u>
Depreciation Expense	<u>214,670</u>	<u>2,892,473</u>	<u>-</u>	<u>-</u>	<u>(2,892,473)</u>
<b>Total Expenses:</b>	<u><b>2,582,312</b></u>	<u><b>32,111,313</b></u>	<u><b>42,573,665</b></u>	<u><b>42,573,665</b></u>	<u><b>10,462,358</b></u>
<b>Net Income before Depreciation:</b>	<u><b>(839,572)</b></u>	<u><b>5,062,710</b></u>	<u><b>(0)</b></u>	<u><b>0</b></u>	<u><b>(5,000,241)</b></u>
Add Back: Depreciation Expense	<u>214,670</u>	<u>2,892,473</u>	<u>-</u>	<u>-</u>	<u>(2,892,473)</u>
<b>Net Income From Operations:</b>	<u><b>(624,902)</b></u>	<u><b>7,955,184</b></u>	<u><b>(0)</b></u>	<u><b>0</b></u>	<u><b>(7,892,714)</b></u>

**Balance Sheet**  
**As of June 30, 2023**

**Assets**

**Current Assets**

Petty Cash/Cashier Cash Drawer	299.53	
OPTUS Bank	4,040,991.80	
Cash: Payroll (Security Federal Bank)	0.01	
Capital Reserve Funding (OPTUS)	2,648,384.87	
Emergency Reserve Fund (LGIP)	17,296,081.41	
Operating Reserve Fund (LGIP)	18,758,320.83	
Operating/Sweeps Acct (SFB)	3,055,735.75	
Accts Receivable: Ticket Sales	3,975.00	
Accts Receivable: Contract Services Revenue	91,536.00	
Accts Receivable: 1% Sales Tax Est. Revenue	10,705,648.51	
Accts Receivable: Fuel Tax Refunds	33,070.24	
Accts Receivable: OPT Rural 5311	4,524.72	
Accts Receivable: Interest Revenue Earned	4,320.49	
Inventory	105,346.89	
Prepaid Insurance	20,944.14	
Prepaid Expenses	120,015.33	
<b>Total Current Assets:</b>		<b>\$ 57,606,919</b>

**Fixed Assets**

Land	1,772,521.78	
Building	16,526,033.62	
DART Vehicles	2,274,397.29	
Buses	24,969,323.96	
Engines & Transmissions	224,752.18	
Trolleys	40,324.88	
Automobiles	292,200.33	
Equipment	6,491,115.96	
Furniture & Fixtures	249,011.56	
Accumulated Depr.: Furniture & Fixtures	(225,412.26)	
Accumulated Depr.: Equipment	(4,944,586.10)	
Accumulated Depr.: Buildings	(8,227,310.87)	
Accumulated Depr.: Vehicles	(15,037,011.76)	
Accumulated Depr.: Land Improvements	(9,333.33)	
Construction in Progress	1,809,082.76	
<b>Total Fixed Assets:</b>		<b>\$ 26,205,110</b>

**Deferred Outflows of Resources**

Deferred Outflows on Pensions	763,613.00	
<b>Total Deferred Outflows of Resources:</b>		<b>\$ 763,613</b>

<b>Total Assets</b>		<b>\$ 84,575,642</b>
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**Balance Sheet**  
**As of June 30, 2023**

**Liabilities**

**Current Liabilities**

Accounts Payable	3,719,744.04	
Accruals (AP)	57,805.80	
Salaries Payable	66,984.09	
State Tax Withholding - EE	(30.00)	
State Unemployment Tax Payable	1,730.26	
SC Retirement - Employee	2,521.88	
State Health: Employee	(5,157.20)	
Dental: Employee	(195.36)	
Dental Plus: Employee	(849.83)	
Optional Life	(337.71)	
Dependent Life: Employee	1,139.76	
Supplemental LTD	(180.53)	
Optional Life Pretax	(80.95)	
State Tobacco Prem	(0.12)	
State Vision Plan	(251.18)	
Medical Spending Acct Admin Fees	8.91	
Colonial Life Supplemental	(39.43)	
Supplemental Insurance: EE	(192.39)	
Accrued Annual Leave	71,907.84	
Capital Leases Payable	2,700.90	
<b>Total Current Liabilities</b>		<b>\$ 3,917,219</b>

**Deferred Inflows of Resources**

Deferred Inflows on Pensions	431,128.00	
<b>Total Deferred Inflows of Resources</b>		<b>\$ 431,128</b>

**Non Current Liabilities**

Net Pension Liability/OPEB	1,971,229.00	
<b>Total Net Pension Liability:</b>		<b>\$ 1,971,229</b>
<b>Total Liabilities</b>		<b>\$ 6,319,576</b>

**Fund Balance**

Fund Balance	72,108,937.77	
Net Assets-Current Year	5,062,920.22	
Fund Balance: Restricted for Vehicle	224,808.00	
Prior Period Adjustment	77,858.75	
Prior Period Adjustment Grant #210	1,400,156.00	
Prior Period Adjustment Restricted Cash	(618,615.00)	
<b>Total Fund Balance:</b>		<b>\$ 78,256,066</b>
<b>Total Liabilities &amp; Fund Balance:</b>		<b>\$ 84,575,642</b>

**Statement of Cash Flows  
For the Quarter Ending June 30, 2023**

**Cash Flow from Operating Activities**

Change in net assets	\$	5,057,631
<b>Adjustments to reconcile change in net assets to net cash provided:</b>		
Depreciation		2,880,027
<b>Changes in assets and liabilities:</b>		
<b>(Increase) Decrease in:</b>		
Accounts receivable - Local Government		13,108
Accounts receivable - Ticket Sales		205
Accounts receivable - Contract Services		53,958
Accounts receivable - Federal Govt		(229,417)
Accounts receivable - Deferred 1% Sales Tax		(2,000,000)
Accounts receivable - Fuel Tax Refunds		(21,054)
Accounts receivable - OPT Rural 5311		(4,098)
Inventory		24,724
Prepaid Insurance		(3,981)
Prepaid Expenses		31,139
<b>Increase (Decrease) in:</b>		
Accounts Payable		(119,536)
Accrued Payable		57,806
State Health - EE		82
Dental Plus - EE		(14)
Optional Life - EE		(116)
Dependent Life- EE		1,282
Supplemental LTD - EE		3
State Tobacco Premium		18
State Vision Plan		12
MoneyPlus Medical Spending		(10)
Dependant Care		10
		(2,195,880)
<b>Net Cash Provided by (used in) Operating Activities</b>		<b>5,741,777</b>

**Cash Flows from Investing Activities:**

Purchase/Sale of Fixed Assets		(258,212)
CIP		(1,301,737)
		<b>(1,559,949)</b>

**Cash Flows from Financing Activities:**

Capital Lease Principle Payments		(4,969)
		<b>(4,969)</b>

**Net Increase (Decrease) in Cash and Cash Equivalents:** **4,176,860**

**Cash & Cash Equivalent at Begin of Year:** **41,622,955**

**Cash & Cash Equivalent at End of Year:** **45,799,814**





Central Midlands Transit Cash Budget Analysis\*

Period Ended June 30, 2023

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	
Beginning Balance	\$ 13,798,343	\$ 13,589,801	\$ 15,597,571	\$ 15,769,077	\$ 15,870,774	\$ 15,996,690	\$ 17,055,878	\$ 19,899,845	\$ 19,680,850	\$ 19,893,805	\$ 20,175,369	\$ 20,197,170	
+Projected Cash Inflow	\$ 2,320,699	\$ 4,842,851	\$ 2,930,149	\$ 2,815,369	\$ 2,740,262	\$ 3,575,099	\$ 5,627,252	\$ 2,591,671	\$ 2,938,331	\$ 2,936,053	\$ 2,610,092	\$ 1,742,740	
Cash Available	\$ 16,119,041	\$ 18,432,652	\$ 18,527,720	\$ 18,584,446	\$ 18,611,035	\$ 19,571,789	\$ 22,683,130	\$ 22,491,515	\$ 22,619,182	\$ 22,829,858	\$ 22,785,461	\$ 21,939,910	
-Projected Cash Outflow	\$ 2,529,240	\$ 2,835,081	\$ 2,758,643	\$ 2,713,673	\$ 2,614,346	\$ 2,515,910	\$ 2,783,285	\$ 2,810,665	\$ 2,725,377	\$ 2,654,489	\$ 2,588,291	\$ 2,582,312	
Net Cash Available	\$ 13,589,801	\$ 15,597,571	\$ 15,769,077	\$ 15,870,774	\$ 15,996,690	\$ 17,055,878	\$ 19,899,845	\$ 19,680,850	\$ 19,893,805	\$ 20,175,369	\$ 20,197,170	\$ 19,357,598	
Xfer of Funds													
Ending Balance	\$ 13,589,801	\$ 15,597,571	\$ 15,769,077	\$ 15,870,774	\$ 15,996,690	\$ 17,055,878	\$ 19,899,845	\$ 19,680,850	\$ 19,893,805	\$ 20,175,369	\$ 20,197,170	\$ 19,357,598	
<b>Annual Budgeted Amount</b>	<b>7/31/2022</b>	<b>8/31/2022</b>	<b>9/30/2022</b>	<b>10/31/2022</b>	<b>11/30/2022</b>	<b>12/31/2022</b>	<b>1/31/2023</b>	<b>2/28/2023</b>	<b>3/31/2023</b>	<b>4/30/2023</b>	<b>5/31/2023</b>	<b>6/30/2023</b>	
<b>Expenses:</b>													
Administrative													
Salaries (Staff/Intern) & Other Paid Wages	1,439,449	107,097	109,830	110,842	106,118	108,168	101,231	85,462	86,075	106,880	98,462	101,050	118,196
SC Retirement: ER	259,101	19,778	19,175	19,354	17,995	16,937	17,480	15,004	14,985	18,464	15,996	16,687	18,437
FICA & Medicare	110,118	8,473	8,216	8,281	7,938	7,895	7,543	6,779	6,544	8,030	6,852	7,126	7,804
Health Insurance: ER	116,847	6,635	6,635	6,635	7,897	7,057	5,795	6,852	7,072	7,072	8,035	7,072	1,950
SC Unemployment	14,000	16	53	74	67	66	93	1,060	712	344	286	298	117
Workers Comp	4,410	264	264	361	296	296	296	372	372	473	473	473	473
Dues/Subscriptions/Memberships	23,870	-	2,000	-	750	-	250	100	2,495	830	750	750	108
Marketing/Advertising/Promotional Material	529,250	22,322	19,338	38,383	40,765	24,516	29,030	40,146	43,132	32,285	47,250	40,455	9,873
Charitable Donations (Passes ONLY)	7,200	-	-	-	750	200	(750)	-	600	-	-	-	-
Postage & Shipping	6,000	10	-	221	10	260	-	10	203	10	201	-	10
Printing	80,000	7,007	1,855	1,149	1,148	2,825	388	4,367	412	4,815	497	164	174
Board/Committee	7,200	-	272	217	-	-	300	180	303	208	195	208	357
Transit Academy	750	-	-	-	-	-	-	-	-	180	-	-	-
Tickets & Transfers	10,000	517	778	832	563	7,950	(6,707)	1,102	2,843	600	1,119	28,596	23,481
Office Equipment - Lease & Rental	12,600	664	412	412	769	412	412	664	277	412	664	412	412
Admin Misc: Fines, Taxes, etc.	37,800	1,757	1,467	1,346	1,510	1,870	1,712	1,321	377	271	606	1,584	1,266
Banking Fees	15,000	1,291	309	825	572	514	604	393	535	393	646	627	767
Payroll Processing Fees	10,000	648	539	539	539	535	648	886	523	523	771	523	642
Federal Expense: Staff Training & Development	53,620	1,371	4,101	2,805	2,346	725	346	6,101	5,180	719	1,164	6,202	7,065
Contractor-Fixed Route	17,511,493	1,298,215	1,408,855	1,451,527	1,445,552	1,379,308	1,355,374	1,432,609	1,391,211	1,486,014	1,436,912	1,371,089	1,334,782
Contractor-DART	4,255,521	310,438	310,784	300,569	289,319	283,053	326,437	332,376	314,351	331,907	309,050	326,767	318,332
Contractor-Splc Svc/Svc Enhancements	700,315	28,658	53,842	59,519	70,042	56,843	39,358	63,571	60,950	44,969	76,875	47,345	39,667
CARES Act - SCDOT 5311	678,158	-	-	-	-	-	-	-	-	-	-	-	-
Propane Fuel	640,000	54,491	53,684	49,004	39,572	36,227	36,768	37,723	38,895	43,122	42,295	39,355	39,365
Diesel & Vehicle Fuel	1,873,993	129,849	194,903	149,710	182,590	182,105	112,508	178,537	130,170	123,116	120,176	129,468	114,026
Hydrogen Fuel	5,000	-	-	-	-	-	-	-	-	-	-	-	-
OPT: SMTF Expenses	648,000	-	1,321	2,194	4,631	7,800	-	-	-	3,510	-	-	-
Facility Related Repairs & Maintenance Expense	700,000	30,818	28,606	27,762	44,836	26,685	31,758	29,162	34,952	41,289	36,616	28,983	30,539
Federal Expense: ADP Software ACQ & Maint	575,000	30,360	118,926	44,948	23,870	26,648	22,101	22,164	24,369	53,974	27,102	26,821	63,427
Federal Expense: ADP Hardware ACQ & Maint	250,000	497	497	1,293	1,293	1,293	1,293	1,293	128,427	1,293	1,293	1,293	994
Federal Expense: 3rd Party Contractual (Website)	10,000	-	-	-	-	-	-	-	-	-	-	-	-
Federal Expense: Safety & Security	500,000	45,654	40,908	38,554	36,785	25,099	23,456	24,230	39,931	44,531	42,918	44,142	45,000
Federal Expense: Van Pool Ops	110,000	7,710	8,090	8,204	8,911	9,000	9,180	8,774	8,179	10,460	8,417	9,274	9,067
Federal Expense: Bike Program	70,000	5,833	5,833	5,833	5,833	5,833	5,833	5,833	5,833	5,833	5,833	5,833	5,833
Federal Expense: 5310	460,000	31,322	31,326	23,394	31,344	34,976	33,501	33,021	33,034	35,916	36,126	32,665	35,671
Insurance - Vehicle	6,900	517	517	48	113	113	113	113	113	113	113	113	113
Insurance - Facility	67,930	4,065	4,065	5,579	5,916	6,049	6,122	6,019	6,019	6,019	6,019	6,019	6,019
Insurance-Tort Liability	42,000	3,582	3,582	3,582	3,582	3,582	3,582	3,582	3,582	3,582	3,582	3,582	3,582
Insurance-Officers & Directors	18,000	806	806	874	874	874	874	874	874	874	874	874	874
Professional Contract Services	2,426,387	52,440	84,297	86,801	48,366	73,582	81,406	158,550	53,041	59,047	78,364	56,330	60,560
Fare Collection Service & Supplies	4,000	-	-	-	-	-	-	-	-	-	163	-	-
Natural Gas	21,975	88	84	104	651	856	1,573	1,952	1,392	1,063	844	126	146
Electric	150,856	8,639	8,812	8,595	7,400	7,450	7,796	9,108	8,084	7,854	8,166	8,215	8,965







# South Carolina Office of State Treasurer

Curtis M. Loftis, Jr.

Local Government Investment Pool

Statement of Account

06/01/2023 - 06/30/2023

<b>CENTRAL MIDLANDS REGIONAL</b>	<b>Account Number:</b>	2530
<b>Operating Reserve</b>	<b>Beginning Balance:</b>	18,758,320.83
<b>3613 Lucius Road</b>	<b>Ending Balance:</b>	18,758,320.83
<b>Columbia, SC 29201</b>	<b>Average Balance:</b>	18,758,320.83
	<b>Average Interest Rate (365):</b>	5.1723 %

Date	Description	Contributions	Withdrawals	Balance
06/01/2023	Beginning Balance	--	--	18,758,320.83

	Funds Received	Funds Withdrawn	Interest Earned
<b>MTD</b>	0.00	0.00	79,745.54
<b>YTD</b>	6,600,000.00	0.00	646,110.97



# South Carolina Office of State Treasurer

Curtis M. Loftis, Jr.

Local Government Investment Pool

Statement of Account

06/01/2023 - 06/30/2023

<b>CENTRAL MIDLANDS REGIONAL</b>	<b>Account Number:</b>	2533
<b>Emergency Reserve</b>	<b>Beginning Balance:</b>	17,296,081.41
<b>3613 Lucius Road</b>	<b>Ending Balance:</b>	17,296,081.41
<b>Columbia, SC 29201</b>	<b>Average Balance:</b>	17,296,081.41
	<b>Average Interest Rate (365):</b>	5.1723 %

Date	Description	Contributions	Withdrawals	Balance
06/01/2023	Beginning Balance	--	--	17,296,081.41

	Funds Received	Funds Withdrawn	Interest Earned
<b>MTD</b>	0.00	0.00	73,529.25
<b>YTD</b>	6,600,000.00	0.00	588,901.63





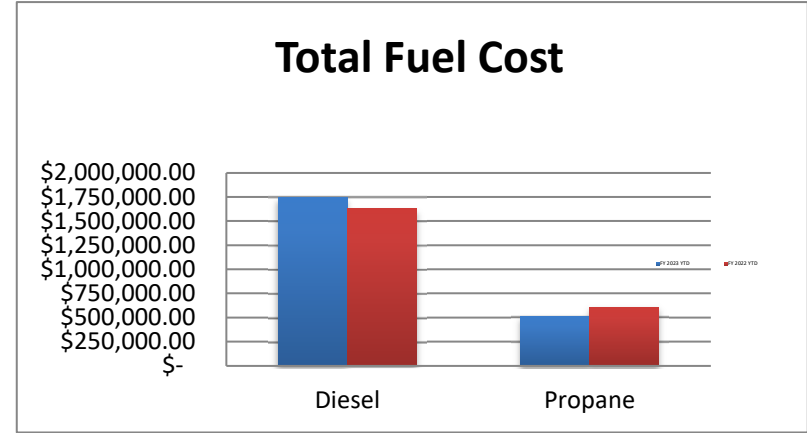
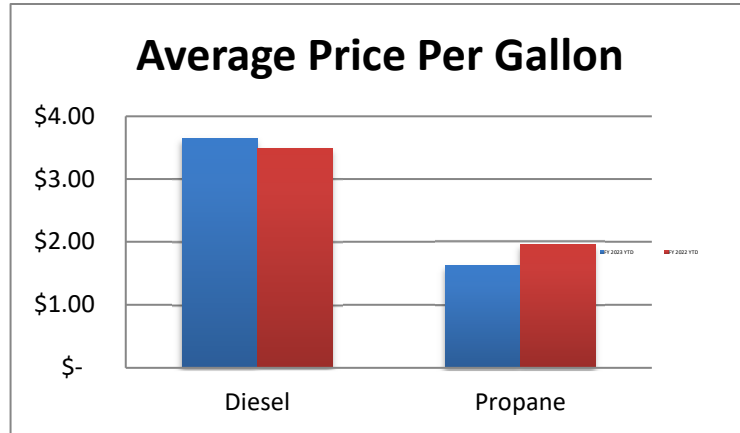
Jun-23

## MONTHLY FUEL GAUGE REPORT

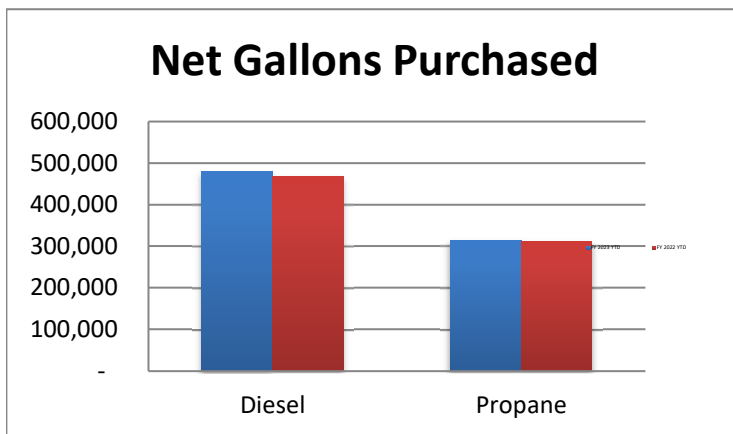
	<u>Diesel</u>	<u>Propane</u>
FY 2023 YTD		
July 2022 - June 2023		
Budgeted Cost Per Gallon	\$ 4.16	\$ 1.51
Average Price per Gallon	\$ 3.65	\$ 1.62
Net Gallons Purchased	479,066.32	314,153.40
Total Cost	\$ 1,747,158.56	\$ 510,325.02
Total Savings per Gallon Average (\$)	\$ 0.51	\$ (0.11)
Total Savings This Budget Period Average	\$ 245,757.33	\$ (35,953.39)
FY 2022 YTD		
July 2021 - June 2022		
Budgeted Cost Per Gallon	\$ 2.04	\$ 1.54
Average Price per Gallon	\$ 3.49	\$ 1.96
Net Gallons Purchased	467,073.35	311,916.91
Total Cost	\$ 1,629,701.25	\$ 610,030.52
Total Savings per Gallon Average (\$)	\$ (1.45)	\$ (0.42)
Total Savings This Budget Period Average	\$ (679,127.78)	\$ (130,698.92)

	<u>Diesel</u>	<u>Propane</u>
FY 2023 YTD	\$ 3.65	\$ 1.62
FY 2022 YTD	\$ 3.49	\$ 1.96

	<u>Diesel</u>	<u>Propane</u>
FY 2023 YTD	\$ 1,747,158.56	\$ 510,325.02
FY 2022 YTD	\$ 1,629,701.25	\$ 610,030.52



	<u>Diesel</u>	<u>Propane</u>
FY 2023 YTD	479,066	314,153
FY 2022 YTD	467,073	311,917





REMITTANCE ADDRESS
Post Office Box 830719
Birmingham, Alabama 35283-0719
Main: (205) 251-3000
https://www.BURR.com/payment/
Tax ID #63-0322727

THE COMET (CENTRAL MIDLANDS TRANSIT)
3613 LUCIUS RD
COLUMBIA, SC 29201

7 Jul 2023
Invoice # 1399823
Bill Atty: F. Heizer
As of 06/30/23

2033702 CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY
0000003 LABOR ISSUES

BILL SUMMARY THROUGH JUNE 30, 2023

Table with 2 columns: Description and Amount. Row 1: Professional Services, \$2,860.00. Row 2: TOTAL DUE THIS BILL, \$2,860.00.

WIRING/ACH INSTRUCTIONS:

Account Name: Burr & Forman LLP
420 North 20th Street, Suite 3400
Birmingham, Alabama 35203
Bank Name: Wells Fargo Bank
420 Montgomery Street
San Francisco, CA 94104
Wire Routing Transit Number: 121000248
ACH Routing Transit Number: 062000080
Account Number: 2000686788359
SWIFT Code: WFBUIUS6S

PLEASE EMAIL REMITTANCE ADVICE TO:
AccountsReceivable@burr.com

REMITTANCE COPY

PLEASE INCLUDE THE INVOICE NUMBER or CLIENT ID WITH YOUR PAYMENT

For your convenience, pay online at https://www.Burr.com/payment (Bank Draft or Credit Card)

Please direct inquiries to Melissa Tilton at MTilton@burr.com or BFReceivables@burr.com

**BURR & FORMAN LLP**

2033702 CENTRAL MIDLANDS REGIONAL TRANSIT AUTHOR  
0000003 LABOR ISSUES

7 Jul 2023  
Invoice # 1399823  
Page 2

THE COMET (CENTRAL MIDLANDS TRANSIT)  
3613 LUCIUS RD  
COLUMBIA, SC 29201

7 Jul 2023  
Invoice # 1399823  
Bill Atty: F. Heizer  
As of 06/30/23

EMPLOYER I.D. #63-0322727

2033702 CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY  
0000003 LABOR ISSUES

Date	Description	Tkpr	Hours	Value
06/02/23	Receipt, review, analysis and response to Mr. Furgess regarding Interim Head agreement	RJM	0.40	\$120.00
06/09/23	Receipt, review, analysis of Report and Recommendation granting in part and denying in part Motion to Dismiss	RJM	1.20	\$360.00
06/09/23	Review Order Granting in Part and Denying in Part Defendant's Motion to Dismiss	CEA	0.40	\$76.00
06/09/23	Receipt, review Order and Report and Recommendation	VH	0.50	\$80.00
06/14/23	Begin drafting Defendant's Objection to Magistrate's Report and Recommendation regarding Plaintiff's ADA claim	CEA	0.90	\$171.00
06/15/23	Continue drafting Objections to Magistrate Report and Recommendation	CEA	1.20	\$228.00
06/16/23	Review, research and initial revisions to objections to R&R	RJM	1.00	\$300.00
06/16/23	Finalize Objections to Magistrate's Report and Recommendation	CEA	1.10	\$209.00
06/16/23	Review, revise objections to R&R	VH	0.30	\$48.00
06/19/23	Finish review revision of objections to R&R	RJM	2.00	\$600.00
06/19/23	Finalize objections to Magistrate's Report and Recommendation	CEA	0.30	\$57.00
06/20/23	Final review, revision before filing objection	RJM	0.80	\$240.00

**BURR & FORMAN LLP**

2033702 CENTRAL MIDLANDS REGIONAL TRANSIT AUTHOR  
 0000003 LABOR ISSUES

7 Jul 2023  
 Invoice # 1399823  
 Page 3

Date	Description	Tkpr	Hours	Value
	to R&R			
06/20/23	Review, revise objections to R&R and finalize same for filing; draft certificate of service; finalize for filing; receipt, review filed objections and certificate of service; attend to service on Pro Se Plaintiff	VH	0.50	\$80.00
06/27/23	Receipt, review of motion to extend time to reply; receipt review of Order granting extension	RJM	0.50	\$150.00
06/27/23	Review Plaintiff's Motion for Extension to file Response to Magistrate's R & R	CEA	0.10	\$19.00
06/28/23	Receipt of new ECF and motion by Plaintiff	RJM	0.30	\$90.00
06/28/23	Receipt, review refiled Plaintiff's Motion for Extension to file Reply to Objections to Report & Recommendation (filing date corrected)	VH	0.20	\$32.00
		Total Services	11.70	\$2,860.00
	Total Services and Disbursements			<u>\$2,860.00</u>
	TOTAL NOW DUE			<u><u>\$2,860.00</u></u>

**SUMMARY OF SERVICES**

Name	Rate	Hours	Amount
Richard J. Morgan	\$300.00	6.20	\$1,860.00
Valerie N. Hampton	\$160.00	1.50	\$240.00
Chandler E. Aragona	\$190.00	4.00	\$760.00
TOTALS		11.70	\$2,860.00



Francenia B. Heizer  
fheizer@burr.com  
T 803.799.9800  
F 803.933.1463

1221 Main Street  
Suite 1800  
Columbia, SC 29201

*Mailing Address*  
Post Office Box 11390  
Columbia, SC 29211

*Office* (803) 799-9800  
*Fax* (803) 753-3278

BURR.COM

July 10, 2023

Rosalyn Andrews, Director of Finance/CFO  
Central Midlands Regional Transit Authority  
VIA E-MAIL

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FOR PROFESSIONAL SERVICES RENDERED AS GENERAL COUNSEL

June 2023	\$4,000
<b>Total</b>	<b><u>\$4,000</u></b>





1221 Main Street  
Suite 1800  
Columbia, SC 29201  
*Mailing Address*  
Post Office Box 11390  
Columbia, SC 29211

---

*Office* (803) 799-9800  
*Fax* (803) 753-3278

BURR.COM

## MEMORANDUM

To: Rosalyn Andrews, Finance Director/CFO  
Central Midlands Regional Transit Authority

From: Francenia B. Heizer, Esquire

Date: July 10, 2023

Subject: General Counsel Services

During the month of June 2023, the following general counsel services were rendered:

Preparation for and attendance at Board of Directors Meeting  
Preparation for and attendance at COMET Team Meeting  
FOIA Request

Telephone conversations, meetings, conference calls, correspondence and e-mails on various matters



**Brownstone Design  
Fee Compilation**

**Date:** June 30, 2023  
**Invoice:** 06-2023  
**To:** Central Midlands Regional Transit Authority  
 Leroy Deschamps, Interim Director  
**Services:** Architect and Engineering Services

BCG Personnel	TOTALS	HOURLY RATE	FEE
Victor Johnson--Project Management	31.00	\$150.00	\$4,650.00
Davis & Floyd - Engineering Services through 5/28/2023 - See Attached Invoice			\$1,385.85
<b>TOTAL June 2023</b>			<b>\$6,035.85</b>

**TOTAL INVOICE**

**\$6,035.85**

**DESCRIPTION OF SERVICES PROVIDED**

\*\* Project Administration - June 2023

1330 Lady Street Suite 500 Columbia, SC 29201  
 (803) 376-6044 Fax (803) 376-6099  
[www.bstonegroup.com](http://www.bstonegroup.com)

## Fee by Project

<b>Project name</b>	<b>Full name</b>	<b>Hours</b>	<b>Rate</b>	<b>Fee</b>
Luicus Rd Supertop & Resurfacing	Victor Johnson	31.00	\$ 150.00	\$ 4,650.00
	Davis & Floyd	-	\$ -	\$ 1,385.85
				\$ 6,035.85
	Total	31.00		\$ 6,035.85

Entry Date	Full name	Project name	Hours	Task name	Comment
6/1/2023	Victor Johnson	Lucius Road Superstop	4	P-Site Analysis	Mitigating concrete issue with Verlington Concrete
6/2/2023	Victor Johnson	Lucius Road Superstop	4	P-Site Analysis	Mitigating concrete issue with Verlington Concrete
6/7/2023	Victor Johnson	Lucius Road Superstop	4	P-Site Analysis	Mitigating concrete issue with Verlington Concrete
6/8/2023	Victor Johnson	Lucius Road Superstop	4	P-Site Analysis	Working Davis & Floyd to resolve entrance into the Lucius Road parking lot
6/9/2023	Victor Johnson	Lucius Road Superstop	4	P-Site Analysis	Working D&F and Cherokee to provide detailed scope or work, and design layouts plan for Black contractor
6/15/2023	Victor Johnson	Lucius Road Superstop	2	P-Site Analysis	Reviewing, submittal, layout site drawings
6/22/2023	Victor Johnson	Lucius Road Superstop	5	P-Site Analysis	Revised project Sched. Matrix, and prepared Black Construction documents, contacted City of Columbia - water work's devision
6/27/2023	Victor Johnson	Lucius Road Superstop	4	P-Site Analysis	Revised project Sched. Matrix, and prepared Black Construction documents and concrete submittals
		<b>Victor Johnson Lucius Road Total</b>	<b>31</b>		

# DAVIS & FLOYD

SINCE 1954

## INVOICE

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Remit to : Davis & Floyd, Inc. • P.O. Drawer 428 • Greenwood, SC 29648 • (864) 229-5211

**BROWNSTONE**  
1330 LADY STREET  
SUITE 500  
COLUMBIA, SC. 29201

**Invoice Date :** 6/21/2023  
**Invoice # :** 280127  
**Project # :** 01384501  
**Client # :** BROWN3  
**Client Ref # :**  
**Billor :** WARREN, TODD JEREMY  
**Invoice Group :** \*\*

**Attention: KENNETH WHITTED**

Submitted: kwhitted@bstonegroup.com

---

**For Professional Services Rendered through: 5/28/2023**

GENERAL ENGINEERING SERVICES FOR IDC CONTRACT  
CMRTA- COLUMBIA, SC

**Salaries**

Multiplier Labor 1,385.85

**Total Salaries** 1,385.85

**Amount Due This Invoice \*\*** 1,385.85

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**Comments:**

Invoices are payable when rendered. Unless otherwise agreed to by contract, finance charges are calculated at the rate of 1.50% per month for an annual rate of 18% on balances over 30 days old. To ensure proper credit to your account, please return remittance copy of this invoice with your payment.

# DAVIS & FLOYD

SINCE 1954

## INVOICE

Remit to : Davis & Floyd, Inc. • P.O. Drawer 428 • Greenwood, SC 29648 • (864) 229-5211

Project : 01384501 -- LUCIUS AND RIVER RD SUPERSTOP

Invoice # : 280127

Phase : \*\*\*\* -- BASIC SERVICES

### Multiplier Labor

<u>Class / Employee Name</u>	<u>Date</u>	<u>Hours</u>	<u>Amount</u>
<b>PROJECT MANAGER</b>			
WARREN, TODD JEREMY	05/08/2023	1.00	240.61
	05/17/2023	0.50	120.30
	05/23/2023	1.00	240.61
	05/24/2023	1.50	360.91
		-----	-----
		4.00	962.43
<b>STAFF ENGINEER II</b>			
ACKLEY, ANDREW	05/08/2023	0.75	79.39
	05/10/2023	3.25	344.03
		-----	-----
		4.00	423.42
		<b>Multiplier Labor</b>	<b>1,385.85</b>

Total Phase : \*\*\*\* -- BASIC SERVICES

Labor : 1,385.85  
Expense : 0.00

Total Project: 01384501 -- LUCIUS AND RIVER RD SUPERSTOP 1,385.85



# DAVIS & FLOYD

SINCE 1954

Page 163 of 182 Page 34 of 41  
**INVOICE**

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Remit to : Davis & Floyd, Inc. • P.O. Drawer 428 • Greenwood, SC 29648 • (864) 229-5211

Project : 01384501 -- LUCIUS AND RIVER RD SUPERSTOP

Invoice # : 280127

BROWNSTONE  
1330 LADY STREET  
SUITE 500  
COLUMBIA, SC. 29201

Invoice Date : 6/21/2023  
Invoice # : 280127  
Project # : 01384501  
Client # : BROWN3  
Client Ref # :  
Billor : WARREN, TODD JEREMY  
Invoice Group : \*\*

Attention: KENNETH WHITTED

---

For Professional Services Rendered through: 5/28/2023

GENERAL ENGINEERING SERVICES FOR IDC CONTRACT  
CMRTA- COLUMBIA, SC

## REMITTANCE COPY

Amount Due This Invoice \*\*

1,385.85



## CHERNOFF NEWMAN

**INVOICE**

COMET  
 Attn: Accounting  
 3613 Lucius Road  
 Columbia, SC 29201

**Invoice Number :** 57917-0000  
**Date :** 6/30/2023  
**Page :** 1

**June 2023****Job: 006407 – Direct Consultation to COMET Board, Executive or Staff**

	<u>Hours</u>	<u>Date</u>	<u>Description</u>
Rick Silver	1.00	06/06/2023	Review and continued development of PR and communications plan
Rick Silver	1.00	06/09/2023	Strategy meeting with legal, COMET staff and communications team on various issues
Heyward Bannister	1.00	06/06/2023	Review and continued development of PR and communications plan
Heyward Bannister	0.50	06/07/2023	Outreach to stakeholders
Heyward Bannister	1.00	06/09/2023	Strategy meeting with legal, COMET staff and communications team on various Issues
Heyward Bannister	0.50	06/12/2023	Follow-up coordination with leadership on outreach
Heyward Bannister	1.00	06/14/2023	Follow-up coordination with leadership on outreach
Heyward Bannister	1.00	06/20/2023	Outreach to stakeholders
Heyward Bannister	1.00	06/22/2023	Outreach to stakeholders
Heyward Bannister	1.00	06/29/2023	Outreach to stakeholders
<b>Total Hours</b>	<b>9.00</b>		

**Total Due      \$2,025.00**

TERMS: NET 30 DAYS  
 ACH/EFT Information:  
 Synovus Bank  
 2401 Devine Street  
 Columbia SC 29205  
 Routing Number: 061100606  
 Account Number: 4509324701




---

IRS # 63-0864426

Central Midlands Regional Transit Authority  
d/b/a The Comet Central Midlands Transit  
Leroy Deschamps  
accounting@thecometsc.gov  
3613 Lucius Road  
Columbia SC 29201

Invoice No. 535987394  
Invoice Date July 6, 2023  
Matter No. 061920.00001  
Attorney R. Coble

Re: Legislative

---

*For Professional Services Rendered Through June 30, 2023*

Total Fees	\$6,000.00
<b>Total This Invoice</b>	<b>\$6,000.00</b>

1230 MAIN STREET, SUITE 700, COLUMBIA, SC (29201)

OFFICES IN:


ATLANTA, GA • AUSTIN, TX • BIRMINGHAM, AL • CHARLESTON, SC • CHARLOTTE, NC • COLUMBIA, SC • DALLAS, TX • DES MOINES, IA  
GREENSBORO, NC • GREENVILLE, SC • HILTON HEAD, SC • HUNTSVILLE, AL • LOS ANGELES, CA • MIAMI, FL • MOBILE, AL • MONTGOMERY, AL  
MYRTLE BEACH, SC • NASHVILLE TN • NEW YORK, NY • ORLANDO, FL • RALEIGH, NC • SAN FRANCISCO, CA • WASHINGTON, DC

**FEES**


<b>Date</b>	<b>Timekeeper</b>	<b>Description</b>	<b>Hours</b>
06/05/23	R. Coble	Review Capital Project Sales Tax versus the Transportation Sales Tax; review newspaper articles re Horry County and Richland County bonds;	1.40
06/08/23	R. Coble	Review legal research re Capital Project Sales Tax versus the Transportation Sales Tax; review penny referendum status;	1.20
06/09/23	R. Coble	Preparation and attendance at a Penny Referendum meeting with Attorney Pam Baker;	1.00
06/13/23	R. Coble	File lobbyist disclosure reports;	0.60
<b>Total Fees:</b>			<b>\$6,000.00</b>

**Total Fees and Expenses** \$6,000.00

M/DBE Tracking-Local Funds Only  
July 1, 2020 - June 30, 2023


Fiscal Year Summary (July 1, 2020 - June 30, 2023)		The COMET/Contractors Vendor Name	The COMET Paid Vendor YTD	Amount DBE Paid YTD* (Direct/Indirect)	Contract Period	Contract M/DBE Requirement	Percentage of Goal Achieved
Vendors Paid - Contracts with M/DBE Goal	\$ 60,158,437.39	1 A James Global Services	\$ 259,934.24	\$ 259,934.24	3/15/21-3/14/24 or 3/14/26	100%	100%
# M/DBEs Paid*	\$ 15,094,338.21	2 AOS Specialty Contractors (20%)	\$ 364,007.26	\$ 363,479.58	5/1/20-4/30/21 or 4/1/25	100%	100%
The COMET M/DBE Goal	25%	3 Able South Carolina	\$ 341,599.78	\$ 4,543.13	3/1/19-2/28/22 or 2/28/24	2%	1%
M/DBE Goal Percentage Achieved	25.1%	4 Amerigas	\$ 849,905.25	\$ 9,360.00	5/1/20-4/30/23 or 4/30/25	2%	1%
# Vendors with M/DBE Goal	20	5 B & C Associates	\$ 333,097.30	\$ 333,097.30	3/1/21-2/29/24 or 2/28/26	100%	100%
Note: Data reviewed from The COMET's Check Register from July 2020 -June 2023		6 Brownstone Construction Group (MBE) (20%)	\$ 179,161.02	\$ 173,392.42	6/1/20-5/31/23 or 5/31/25	2%	97%
**Payments being verified for RATP Dev/Payments reflect up thru June 2023		7 Burr Furman McNair	\$ 574,875.97	\$ 73,730.00	7/1/19-12/31/22 or 12/31/24	2%	13%
		8 Capital Building Services	\$ 116,854.61	\$ 116,854.61	contract ended	100%	100%
		9 Chernoff Newman	\$ 131,387.50	\$ 4,050.00	contingency as needed	2%	3%
		10 CR Jackson Inc (20%)	\$ 128,835.66	\$ 14,668.00	contract ended	5%	11%
		11 DESA	\$ 9,750.00	\$ 9,750.00	contract ended	100%	100%
		12 Flock and Rally	\$ 925,254.39	\$ 925,254.39	4/1/19-3/31/22 or 3/31/24	100%	100%
		13 IT1 Solutions (20%)	\$ 57,321.40	\$ 325.14	2/1/20-1/31/22 or 1/31/24	2%	1%
		14 New Age Protection	\$ 655,149.70	\$ 655,149.70	3/15/21-3/14/26	100%	100%
		15 PJ Noble & Associates	\$ 5,040.00	\$ 5,040.00	contract ended	100%	100%
		16 RATP Dev**	\$ 54,573,806.39	\$ 12,096,880.52	7/1/20-6/30/25 or 6/30/28 or 6/30/30	20.06%	22%
		17 Strategic Mapping (20%)	\$ 381,455.40	\$ 18,390.00	6/3/20-6/2/23 or 6/2/25	7%	5%
		18 Tolar Manufacturing (20%)	\$ 181,832.60	\$ 6,454.66	4/1/19-3/31/22 or 3/31/24	2%	4%
		19 Transit Mgmt Oversight & Solutions	\$ 17,014.92	\$ 17,014.92	contract ended	100%	100%
20 Walker White (20%)	\$ 72,154.00	\$ 6,969.60	contract ended	12%	10%		
<b>Total Payments</b>			<b>\$ 60,158,437.39</b>	<b>\$ 15,094,338.21</b>			<b>25.1%</b>

M/DBE Tracking-Local Funds Only  
July 1, 2020 - June 30, 2023


Fiscal Year Summary (July 1, 2020 - June 30, 2023)			The COMET/Contractors Vendor Name	The COMET Paid Vendor YTD	Amount DBE Paid YTD* (Direct/Indirect)	Contract Period	Contract M/DBE Requirement	Percentage of Goal Achieved
Vendors Paid - Contracts with M/DBE Goal	\$ 60,158,437.39	1	A James Global Services	\$ 259,934.24	\$ 259,934.24	3/15/21-3/14/24 or 3/14/26	100%	100%
# M/DBEs Paid*	\$ 15,094,865.89	2	AOS Specialty Contractors (20%)	\$ 364,007.26	\$ 364,007.26	5/1/20-4/30/21 or 4/1/25	100%	100%
The COMET M/DBE Goal	25%	3	Able South Carolina	\$ 341,599.78	\$ 4,543.13	3/1/19-2/28/22 or 2/28/24	2%	1%
M/DBE Goal Percentage Achieved	25.1%	4	Amerigas	\$ 849,905.25	\$ 9,360.00	5/1/20-4/30/23 or 4/30/25	2%	1%
# Vendors with M/DBE Goal	20	5	B & C Associates	\$ 333,097.30	\$ 333,097.30	3/1/21-2/29/24 or 2/28/26	100%	100%
Note: Data reviewed from The COMET's Check Register from July 2020 -June 2023		6	Brownstone Construction Group (MBE) (20%)	\$ 179,161.02	\$ 173,392.42	6/1/20-5/31/23 or 5/31/25	2%	97%
**Payments being verified for RATP Dev/Payments reflect up thru June 2023		7	Burr Furman McNair	\$ 574,875.97	\$ 73,730.00	7/1/19-12/31/22 or 12/31/24	2%	13%
		8	Capital Building Services	\$ 116,854.61	\$ 116,854.61	contract ended	100%	100%
		9	Chernoff Newman	\$ 131,387.50	\$ 4,050.00	contingency as needed	2%	3%
		10	CR Jackson Inc (20%)	\$ 128,835.66	\$ 14,668.00	contract ended	5%	11%
		11	DESA	\$ 9,750.00	\$ 9,750.00	contract ended	100%	100%
		12	Flock and Rally	\$ 925,254.39	\$ 925,254.39	4/1/19-3/31/22 or 3/31/24	100%	100%
		13	IT1 Solutions (20%)	\$ 57,321.40	\$ 325.14	2/1/20-1/31/22 or 1/31/24	2%	1%
		14	New Age Protection	\$ 655,149.70	\$ 655,149.70	3/15/21-3/14/26	100%	100%
		15	PJ Noble & Associates	\$ 5,040.00	\$ 5,040.00	contract ended	100%	100%
		16	RATP Dev**	\$ 54,573,806.39	\$ 12,096,880.52	7/1/20-6/30/25 or 6/30/28 or 6/30/30	20.06%	22%
		17	Strategic Mapping (20%)	\$ 381,455.40	\$ 18,390.00	6/3/20-6/2/23 or 6/2/25	7%	5%
		18	Tolar Manufacturing (20%)	\$ 181,832.60	\$ 6,454.66	4/1/19-3/31/22 or 3/31/24	2%	4%
		19	Transit Mgmt Oversight & Solutions	\$ 17,014.92	\$ 17,014.92	contract ended	100%	100%
		20	Walker White (20%)	\$ 72,154.00	\$ 6,969.60	contract ended	12%	10%
		<b>Total Payments</b>		<b>\$ 60,158,437.39</b>	<b>\$ 15,094,865.89</b>			<b>25.1%</b>



M/DBE Tracking  
 RATP Dev Payments  
 7/1/20-6/30/23

Fiscal Year Summary (July 1, 2020 - June 30, 2023)		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*	\$ 54,573,806.39	1 Transport Care Services	Operate DART services, vehicle cleaning	7/1/20 - current (5 yr term)	\$ 10,833,540.28	18.41%	19.9%
M/DBEs Paid**	\$ 12,096,880.52	2 Capital Building Services	Bus Stop cleaning/maintenance & vehicle detailing services	7/1/20 - current (5 yr term)	\$ 463,335.00	1.14%	0.8%
The COMET M/DBE Goal	20.06%	3 Nissi Group	Trip sampling for NTD Reports	7/1/20 - current (5 yr term)	\$ 37,932.00	0.14%	0.1%
M/DBE Goal Percentage Achieved	22.2%	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)	\$ 84,572.00	0.20%	0.2%
Note: Data reviewed from The COMET's Check Register*		6 Ed Rush Consulting & Dev	Operator uniforms	7/1/20 - current (5 yr term)	\$ 432,081.93	0.14%	0.8%
Note: Verified data provided by RATP Dev from July 2020 - June 2023**		7 Alpha Business Solutions	Office supplies	7/1/20 - current (5 yr term)	\$ 15,388.80		0.0%
		8 Rely Supply	Lube, oil, coolants, etc.	7/1/20 - current (5 yr term)	\$ 222,229.72		0.4%
	<b>Total Payments</b>				<b>\$ 12,096,880.52</b>		<b>22.2%</b>

M/DBE Tracking  
 RATP Dev Payments  
 7/1/22-6/30/23

Fiscal Year Summary (July 1, 2022 - June 30, 2023)			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*	\$ 20,473,763.60	1	Transport Care Services	Operate DART services, vehicle cleaning	\$ 4,373,977.37	18.41%	21.4%
# M/DBEs Paid**	\$ 4,869,452.16	2	Capital Building Services	Bus Stop cleaning/maintenance & vehicle detailing services	\$ 169,632.00	1.14%	0.8%
The COMET M/DBE Goal	20.06%	3	Nissi Group	Trip sampling for NTD Reports	\$ 14,153.00	0.14%	0.1%
M/DBE Goal Percentage Achieved	23.8%	4	Hard Hat Transportation	Safety, facility and office supplies and equipment	\$ -	0.02%	0.0%
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		<b>Total Payments</b>			<b>\$ 4,869,452.16</b>		<b>23.8%</b>



TO: The COMET Board of Directors  
FROM: LeRoy DesChamps, Interim Executive Director/CEO  
DATE: August 16, 2023  
SUBJECT: Administration and Operations Report: Activities from July 20, 2023 to August 16, 2023.

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

- Worked with The COMET and RATP Dev staff to ensure reinstatement of Route 47 as a fixed route effective September 2023.
- Participated in an Open Enrollment Meeting with SC Public Employee Benefits Authority.
- Attended the Executive Director Search Committee meeting.
- Coordinated and participated in monthly Check-In meeting with Federal Transportation Association.
- Participated in monthly SC PEBA Meeting for Optional Employers about Benefits, Service Retirement and Insurance Benefits Training.
- Performed inventory of transit system bus stops.
- Attended SCDOT Transit Development Plan meeting.
- Working with Brownstone, Davis and Floyd and Cherokee, Inc. to address issues identified during visit of the Lucius Road SuperStop project. Obtained new timeline from Brownstone and weekly updates.
- Attended the City of Columbia and The COMET Homeless Initiative Discussion.
- Gave presentation to Transportation Penny Advisory Committee (TPAC) at monthly meeting.
- Attended RATP Dev Mandatory Monthly Safety Meeting.
- Facilitated weekly meetings with RATP Dev and The COMET staff regarding the technical aspects of route preparations and route modifications.
- Attended the USC and The COMET regular meetings regarding service updates.
- Periodically performed site visits of shelters and bus stops on State Street, Alexander Street, Gervais Street and Assembly Street.
- Participating in meetings with RATP Dev staff to review and discuss plan of action for reporting and the data management system. Working with Staff and RATP Dev on action plan to address On Time Performance issues in reaching goal of 85%.
- Continue to assist with the evaluation of On Time Performance of the transit system routes.
- Attending weekly meetings with the Center for Transportation and the Environment/CTE and other vendors on the Low/No Emission Buses project. Project is currently on schedule.

**Board Members:**

- Visit COMET Central to monitor and observe The COMET staff, RATP Dev staff, New Age Security and BC Janitorial Services.
- Prepare and present the monthly Customer Experience Department Report during The COMET Staff meeting and The COMET/RATP Dev/TCS Staff meeting.
- Monitor the Customer Experience Call Center and provide constant feedback on performance and service.
- 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:**

## Monthly Activity Report

Finance Department and Information Technology Department  
(Roselyn Andrews, Crystal Willis, Amaris Ray-Pope, Tysaun Reed & IT1 Solutions)

Jul 23 – Aug 23

### IT Dept

#### Security and business continuity

Windows Server updates

Network/NVR updates

#### Projects and setups

Network documentation and maintenance

Bluescreen/hardware problems

Hard drive space issues on server

Sage issues

Password resets

DART software upgrade project

#### Internal

- Set up DART call center staff calls be sent to que if ext. busy or not able to answer
- Set up printer downstairs (wired it) to eliminate issues with printing if the Wi-Fi is out
- Reset employees' phone passcode
- Set up email signature on adobe reader
- Set up/install new routers on USC buses also programed them for strategic mapping.
- COMET Central (CC) internet connectivity problem, reset the switch
- Helped employees get signed into all their accounts on computer down at CC
- Helped security down at CC gain access to tablet to view security cameras

### 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)
- Processed payroll, payables, and receivables (invoices and payments)
- Bank reconciliations
- Submitted SC DOR Fuel Motor Application
- Finance Committee Meeting Packet
- Month end preparations
- Monthly and Bi-Weekly Meetings, Conferences (USC, Brownstone)

#### Special

- ❖ Reviewed ticket inventory with Town of Springdale and Columbia Visitor Center
- ❖ Meetings: United Way, TASC subcommittee, GFOA
- ❖ Regional Roadeo Charleston SC

**Regulatory Compliance & Civil Rights Report**  
**(Arlene Prince, Michelle Ransom, Margaret Woodson, Brittany Higgins Terry)**  
**Reporting Period—July 26, 2023-August 22, 2023**

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- **Brief snapshot of activities performed by the Director of Regulatory Compliance & Civil Rights Officer (Prince)**
  - Met with Safety & Training Manager and Safety Committee regarding updates to the Public Transportation Agency Safety Plan. Shared information at the Service Committee Meeting for approval and forwarding to the full Board for approval. Once approved, the updated document will be sent to FTA.
  - Conducted an Equal Employment Opportunity (EEO) Review with prime contract as part of monitoring efforts for FTA compliance of subrecipients. Prepared written report to highlight results of the Review. Copies were shared with the Interim Executive Director for The COMET and General Manager for RATP Dev.
- **The Regional Grants and Coordination Manager (Ransom) prepared several grant applications to request future funding for agency's initiatives as follows:**
  - Submitted monthly vanpool data to NTD
  - Input invoice data for grant-eligible expenses
- **Activities attended by Regulatory Compliance & Civil Rights Officer (Prince)**
  - Attended monthly Safety Meeting and Safety Committee Meeting planned and facilitated by the contractor as part of contractual and compliance requirements.
- **The Procurement & Compliance Manager (Woodson) prepared and reviewed several procurement documents for compliance as follows:**
  - Researched files to identify expiring contracts and Memorandum of Agreement (MOAs).
  - Completed MOA Template.
  - Completed MOAs for District 2, Lexington District 5, McEntire Produce, Prisma and Allen University for execution.
  - Completed solicitation template for future bids/proposals.
  - Completed solicitation notice templates for future public announcements.
  - Developing federal clauses template for future solicitations.
  - Continue to provide management with procurement guidance on Lucius Superstop project.
  - Completed MMO Procurement Ethics training.
  - Provided staff with procurement guidance on several matters.
- **Activities attended by Grants & Regional Coordination Manager (Ransom)**
  - Attended CMCOG Transportation Subcommittee meeting
  - Participated in weekly Low/No grant stakeholders meeting
  - Attended Webinar: Under the Hood – ZEB Technology
  - Participated in Enterprise MOVE Vanpool TEAMS meeting
  - Attended Webinar: Pilot Program for Transit-Oriented Development
  - Attended CMCOG Technical Committee meeting
  - Participated in ECHO – Web Grantee training



- **Activities attended by Procurement & Compliance Manager (Woodson)**
  - Participated in City of Columbia Rideshare RFI meeting for vendors.
  - Participated in MMO Town Hall meeting on contract updates.
  - Attending NASPO “Developing Impactful Supplier Diversity Programs”
  - Attended Univ of Pacific FTA Procurement training. (actual class date is 8/23).
  - Attended MMO new Print Management contract updates (08/18)
- **Mobility Management Initiatives that occurred during the Reporting Period (Higgins Terry)**
  - ***Pick Up Program (PUP) & Volunteer Transportation Reimbursement Program (V-TRIP)***
    - The PUP program has **58** individuals enrolled. In July, **152** trips were taken by **30** individuals.
    - The V-Trip program has **15** individuals enrolled with crossover from PUP. **7** people used V-Trip in July taking **61** trips. There are a lot of V-Trip logs turned in later for the months of June and July.
  - ***Travel Navigator/Travel Ambassador***
    - During the month of July, there were **3** V-Trip/PUP trainings. Two Travel trainings with one individual and a group travel training presentation was given at the Youth Leadership Forum.
  - ***The COMET Accessibility Advisory Committee (AAC)***
    - The ACC committee meeting was canceled due to a lack of updates in the issue areas but is anticipated to be held during next fiscal quarter.
  - ***Issues and Challenges***
    - The MMS has to enforce turning in PUP logs.
    - V-Trip is still having issues with people not using it due to not having a volunteer driver. A volunteer driver flier has been circulated.
    - PUP participants who need ride vendors providing wheelchair accessible vehicles are having difficulty finding services.
    - A participant was not able to use PUP funds for her wheelchair accessible ride because there was no way to accommodate the non-debit card payment. The MMS suggested other vendors.
    - Waiting on the official determination of whether the programs’ service area is census designated.
  - ***Updates and Future Plans***
    - A flier to distribute to neighborhood associations to recruit more volunteer drivers for V-TRIP.
    - Flyer was created by Able SC along with The COMET and was sent out in an eblast to recruit volunteer drivers.
  - ***Outreach Efforts***
    - The South Carolina Disability Employment Coalition presentation provided outreach to several colleagues across multiple disciplines about mobility programs, and public transportation.
    - Able SC posted on their social media and sent an eblast about The Mobility programs that are partnered with The COMET. A few individuals have


contacted the MMS and Transportation Program Coordinator for more information about the programs, and other transportation options.

- The COMET is creating new brochures and flyers for Travel Training, PUP, and VTrip. The new brochures will be used going forward.
- Able SC colleagues are coming together to identify locations that would be in need of PUP, V-Trip, and Travel Training information.

**Notable Community Meeting Activities**


- The MMS attended a community partnership meeting that allowed her to share information about the mobility programs.
- The Transportation Program Coordinator participated in South Carolina's first Walkability Action Institute in Spartanburg, SC. The walkability action institute was a hybrid course where five teams from South Carolina participated in training to discuss and implement action plans. The action plans would follow the course for pursuing large-scale policy, system, or environmental changes in their respective local communities to enhance walkability and moveability through community and transportation design.

M/DBE Tracking-Local Funds Only  
 July 1, 2020 - June 30, 2023


Fiscal Year Summary (July 1, 2020 - June 30, 2023)		The COMET/Contractors Vendor Name	The COMET Paid Vendor YTD	Amount DBE Paid YTD* (Direct/Indirect)	Contract Period	Contract M/DBE Requirement	Percentage of Goal Achieved
Vendors Paid - Contracts with M/DBE Goal	\$ 60,158,437.39	1 A James Global Services	\$ 259,934.24	\$ 259,934.24	3/15/21-3/14/24 or 3/14/26	100%	100%
# M/DBEs Paid*	\$ 15,094,865.89	2 AOS Specialty Contractors (20%)	\$ 364,007.26	\$ 364,007.26	5/1/20-4/30/21 or 4/1/25	100%	100%
The COMET M/DBE Goal	25%	3 Able South Carolina	\$ 341,599.78	\$ 4,543.13	3/1/19-2/28/22 or 2/28/24	2%	1%
M/DBE Goal Percentage Achieved	25.1%	4 Amerigas	\$ 849,905.25	\$ 9,360.00	5/1/20-4/30/23 or 4/30/25	2%	1%
# Vendors with M/DBE Goal	20	5 B & C Associates	\$ 333,097.30	\$ 333,097.30	3/1/21-2/29/24 or 2/28/26	100%	100%
Note: Data reviewed from The COMET's Check Register from July 2020 -June 2023		6 Brownstone Construction Group (MBE) (20%)	\$ 179,161.02	\$ 173,392.42	6/1/20-5/31/23 or 5/31/25	2%	97%
**Payments being verified for RATP Dev/Payments reflect up thru June 2023		7 Burr Furman McNair	\$ 574,875.97	\$ 73,730.00	7/1/19-12/31/22 or 12/31/24	2%	13%
		8 Capital Building Services	\$ 116,854.61	\$ 116,854.61	contract ended	100%	100%
		9 Chernoff Newman	\$ 131,387.50	\$ 4,050.00	contingency as needed	2%	3%
		10 CR Jackson Inc (20%)	\$ 128,835.66	\$ 14,668.00	contract ended	5%	11%
		11 DESA	\$ 9,750.00	\$ 9,750.00	contract ended	100%	100%
		12 Flock and Rally	\$ 925,254.39	\$ 925,254.39	4/1/19-3/31/22 or 3/31/24	100%	100%
		13 IT1 Solutions (20%)	\$ 57,321.40	\$ 325.14	2/1/20-1/31/22 or 1/31/24	2%	1%
		14 New Age Protection	\$ 655,149.70	\$ 655,149.70	3/15/21-3/14/26	100%	100%
		15 PJ Noble & Associates	\$ 5,040.00	\$ 5,040.00	contract ended	100%	100%
		16 RATP Dev**	\$ 54,573,806.39	\$ 12,096,880.52	7/1/20-6/30/25 or 6/30/28 or 6/30/30	20.06%	22%
		17 Strategic Mapping (20%)	\$ 381,455.40	\$ 18,390.00	6/3/20-6/2/23 or 6/2/25	7%	5%
		18 Tolar Manufacturing (20%)	\$ 181,832.60	\$ 6,454.66	4/1/19-3/31/22 or 3/31/24	2%	4%
		19 Transit Mgmt Oversight & Solutions	\$ 17,014.92	\$ 17,014.92	contract ended	100%	100%
20 Walker White (20%)	\$ 72,154.00	\$ 6,969.60	contract ended	12%	10%		
<b>Total Payments</b>			<b>\$ 60,158,437.39</b>	<b>\$ 15,094,865.89</b>			<b>25.1%</b>

	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	\$ 259,934.24	\$ 259,934.24
2	AOS Specialty	AOS Specialty	Bus Stop Amenities	\$ 364,007.26	\$ 364,007.26
3	Flock and Rally	Able South Carolina	Certification/Mobility Management	\$ 341,599.78	\$ 4,543.13
4	Apex Construction	Amerigas	Propane Fuel	\$ 849,905.25	\$ 9,360.00
5	B & C Associates	B & C Associates	Janitorial	\$ 333,097.30	\$ 333,097.30
6	Brownstone Construction Group (MBE)	Brownstone Construction Group (MBE)	Architectural & Engineering	\$ 175,764.77	\$ 169,996.17
	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	\$ 574,875.97	\$ 73,730.00
8	Capital Building Services	Capital Building Services	Janitorial/Landscaping	\$ 116,854.61	\$ 116,854.61
9	Heyward Bannister/Banco-Bannister	Chernoff Newman	PR/Website	\$ 131,387.50	\$ 4,050.00
10	AOS Specialty	CR Jackson Inc	Parking Lot Repair	\$ 128,835.66	\$ 14,668.00
11	DESA	DESA	Outreach	\$ 9,750.00	\$ 9,750.00
12	Flock and Rally	Flock and Rally	Marketing	\$ 925,254.39	\$ 925,254.39
13	No Info to Date	IT1 Solutions	IT	\$ 57,321.40	\$ 325.14
14	New Age Protection	New Age Protection	Security	\$ 655,149.70	\$ 655,149.70
15	PJ Noble & Associates	PJ Noble & Associates	DBE Public Participation	\$ 5,040.00	\$ 5,040.00
16		RATP Dev	Fixed Route/Paratransit Oper	\$ 54,573,806.39	
	Transport Care Services	RATP Dev	Paratransit, Bus Cleaning		\$ 10,833,540.28
	Capital Building Services	RATP Dev	Bus Stop Maintenance, Vehicle Detailing		\$ 463,335.00
	Nissi Group	RATP Dev	NTD Reporting		\$ 37,932.00
	Hard Hat	RATP Dev	Safety Equipment		\$ 7,800.79
	A Customer Point of View	RATP Dev	Mystery Rider		\$ 84,572.00
	Ed Rush	RATP Dev	Uniforms		\$ 432,081.93
	Alpha Business Solutions	RATP Dev	Office Supplies		\$ 15,388.80
	Rely Supply	RATP Dev	Oil, Lube, etc.		\$ 222,229.72
17	Elite Professionals	Strategic Mapping	ITS	\$ 381,455.40	\$ 18,390.00
18	Davis Freight Mgmt	Tolar Manufacturing	Bus Shelters	\$ 181,832.60	\$ 6,454.66
19	Transit Mgmt Oversight & Solutions	Transit Mgmt Oversight & Solutions	Triennial Review Prep	\$ 17,014.92	\$ 17,014.92
20	Wallace Mechanic Supply	Walker White	HVAC Replacement	\$ 72,154.00	\$ 6,969.60
Total Payments				\$ 60,158,437.39	\$ 15,094,865.89

M/DBE Tracking  
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 7/1/20-6/30/23

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## DEPARTMENT OF MARKETING AND COMMUNITY AFFAIRS

(For Period of July 20, 2023 - August 20, 2023)

- Pamela Bynoe-Reed, Director of Marketing & Community Affairs/Public Information Officer  
*Contributing Team Members*
- Angela Jacobs, Board Clerk & Community Programs Specialist
- Olivia Dozier, Communications Intern (prn)

### ANGELA

- Facilitated Service & Finance Committee Meetings
- United Way Campaign Planning meeting
- Participated as judge for the Lowcountry Regional Rodeo

### OLIVIA

- Production assist for COMET Chat

### Events (Notable projects may be highlighted.)

- Inaugural Rural Transit Day (July 24)
- National Night Out with Columbia Housing Authority (August 1)
- Regional ROADEO in Charleston (August 4-5)
- Back to School Stuff A Bus (City of Columbia vs Richland County) - (August 5)

### UPCOMING EVENTS

- Soda City Market (August 26)
- Columbia College Ridealong (September 1)
- **Dedication of Board Room (September 8)**
- Jubilee Festival of Historic Columbia (September 16)
- Diner en Blanc Columbia (September 30)
- Swampfest in Lower Richland (October 7)
- Allen University and Benedict College ride along on Soda Cap (in planning process)
- COMET + RATP Dev lunch buddies partnership with E.E. Taylor (in planning process)

### • Major Projects (working)

- Executing Plan of Revamp and Relaunch of Soda Cap Connector (ongoing)
  - **Planning Events with SCRLA - Hop with Pop in October**
  - **Co-Branding with Experience Columbia in upcoming tour guide (tourism partner)**
- "People of The COMET" campaign on bus shelters (ongoing)
- **"COMET Chat" with WLTX to debut Thursdays at 6am and 11pm**
  - **August 2023 Topic: Back to School with USC Transit**
  - **September 7-28, Topic: College Pass Programs featuring Allen, Benedict, Cola College, Midlands Tech**
  - **"COMET in the City" Quarterly Spotlight with Kelly Nash**

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

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[info@TheCOMETSC.gov](mailto:info@TheCOMETSC.gov)

CatchTheCOMETSC.gov

LeRoy DesChamps, Interim Executive Director  
Allison Terracio, Chair  
John V. Furgess, Sr., Vice Chair  
Christopher Lawson, Secretary  
Dr. Robert Morris, Treasurer

#### Board Members:

Will Brennan, Stephen Cain, Carolyn Gleaton, Mike Green, Tina Herbert, Leon Howard, Skip Jenkins, Al Koon, Lill Mood, Geraldine Robinson, Andy Smith, Debbie Summers, William (B.J.) Unthank, Barry Walker, Overture Walker

Topic: Access to Travel-partnership with Columbia Metropolitan Airport

- **Board of Directors and Government Relations (Notices, Deliveries, Meeting Management, Digital)**
  - The COMET Board of Directors Meeting (July)
  - The COMET Ad-Hoc Subcommittee For ED Search (July/August)
  - Finance Committee and Service Committee Meetings (August)
- **Press releases and Media Advisories**
  - *COMET, RATP DEV RESUME POPULAR 'HY-DRATE ME' CAMPAIGN* - (August 17)
  - *COMET BUS OPERATORS SHINE AT REGIONAL BUS COMPETITION WITH WINS* - (August 8)
  - *RURAL TRANSIT DAY A BIG HIT, CONNECTING SMALL TOWNS, PUBLIC TRANSPORTATION (for SCDOT)*
- **Articles, Newsletters, Interviews and Blogs**
  - Produced July 2023 Newsletter digital and hardcopy/printed
  - COMET Chat media partnership featured in *Mass Transit Magazine*
  - "COMET in the City" spotlight interview with Kelly Nash featured on WLTX-19
- **Social Media Highlights**
  - \*\*\*Hy-drates Me initiative with RATP Dev\*\*\*
- **Honors and Awards**
- **Presentations**
- **Campaigns and/or Issues Management**
  - ED Search Committee Meeting August 10.
  - Working with Eric Harris on Public Outreach Plan for Lucius & River/January Service Change.
  - Working with Eric Harris on Public Outreach Plan to Lower Richland Community .
  - Educational Messaging for campaign featuring value of The COMET- (Tales of the Penny)
- **Professional Development and Industry**
  - United Way Campaign Director Meetings (Angela Jacobs)
  - TRCP Project A-47 senior research panel. Transit Capacity and Quality of Service Manual, 4th Edition
  - WTS Diversity, Equity and Inclusion Committee (ongoing Leadership Development)
- **Marketing and Public Information Administrative**
  - Website updates (ongoing)
  - Marketing Plan development with Flock and Rally
- **Community Affairs and Other**
  - United Way Representative for The COMET (Angela Jacobs)
  - Elected representative on Main Street District Board 2022-2025 (P. Bynoe-Reed)
  - WTS-SC Board of Directors Meeting (P. Bynoe-Reed)
  - SC State Museum Foundation Board (P. Bynoe-Reed)
  - City of Columbia Bike, Pedestrian Advisory Committee (BPAC) meeting (P. Bynoe-Reed)

Respectfully submitted,



Pamela Bynoe-Reed, Director of Marketing & Community Affairs/Public Information Officer

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