



**BOARD OF DIRECTORS MEETING**  
**Wednesday, March 27, 2024 - 12:00 P.M.**

3613 Lucius Rd. Columbia, SC

\*Please silence all electronic devices during the meeting\*

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

Will Brennan (City of Columbia)  
 Carolyn Gleaton (City of Columbia)  
 Tina Herbert (City of Columbia)  
 Rep. Leon Howard (Richland County Legislative Delegation)  
 Andy Smith (Forest Acres)  
 William "B.J." Unthank (Lexington County Legislative Delegation)  
 Overture Walker (Richland County)

ADVISORY BOARD MEMBERS

Stephen Cain (Town of Batesburg-Leesville)  
 Mike Green (City of West Columbia)  
 Skip Jenkins (City of Cayce)  
 Al Koon (Town of Chapin)  
 Geraldine Robinson (Town of Eastover)  
 Debbie Summers (Town of Springdale)

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**AGENDA**

1. CALL TO ORDER AND DETERMINATION OF QUORUM
2. ADOPTION OF THE AGENDA PAGES 1-2
3. MIDLANDS TRANSIT RIDERS' ASSOCIATION UPDATE **(KEITH SEYMOUR - 2 MINUTES)**
4. CALL TO THE PUBLIC **(TWO (2) MINUTES PER PERSON)**
  - INDIVIDUALS WISHING TO ADDRESS THE BOARD MUST SIGN UP AT [INFO@THECOMETSC.GOV](mailto:INFO@THECOMETSC.GOV)
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.
  - A. APPROVAL OF FEBRUARY 28, 2024 BOARD MINUTES PAGES 3-7
  - B. SUBMISSION OF THE INVOICE CHECK REGISTER(S) **(ACCOUNTING DEPARTMENT)** PAGES 8-27
    - Check Register 2/2/2024 CD-000870
    - Check Register 2/16/2024 CD-000872
    - Check Register 3/1/2024 CD-000873
    - Check Register 3/7/2024 CD-000874
    - Check Register 2/29/2024 CD-000875
6. DISCUSSION AND ACTION ITEMS
  - A. 2023 FISCAL YEAR END ANNUAL COMPREHENSIVE FINANCIAL REPORT **(ROSALYN ANDREWS)** PAGES 28-30
  - B. PROPOSED MID-YEAR BUDGET REVIEW **(ROSALYN ANDREWS)** PAGES 31-36
  - C. SPECIAL PRESENTATION **(CHAIRWOMAN TERRACIO, Verbal)**
  - D. COMMITTEE CHAIR APPOINTMENTS **(CHAIRWOMAN TERRACIO, Verbal)**
    - SERVICE COMMITTEE
    - VISION 2040 COMMITTEE

- E. SERVICE UPDATE (LENNY COOKSEY) PAGES 37-50  
 F. LUCIUS AND RIVER UPDATE (ERIC HARRIS/MAURICE PEARL, Verbal)

7. MOTIONS PERIOD

8. PROGRESS REPORTS – 1 MINUTE PER PRESENTER

- CHAIR REPORT & EXECUTIVE COMMITTEE UPDATE (ALLISON TERRACIO, verbal)
- COMMITTEE CHAIRS UPDATES
  - A. SERVICE COMMITTEE UPDATES (JOHN V. FURGESS, SR, verbal)
  - B. FINANCE COMMITTEE UPDATES (DR. ROBERT MORRIS) PAGES 51-108
  - C. INTERMODAL COMMITTEE UPDATES (WILL BRENNAN, verbal)

FOR INFORMATION ONLY

- EXECUTIVE STAFF UPDATES
  - A. EXECUTIVE DIRECTOR/CEO REPORT
  - ADMINISTRATION AND OPERATIONS STAFF REPORT (MAURICE PEARL) PAGE 109
  - B. CHIEF FINANCIAL OFFICER (ROSALYN ANDREWS)
    - FINANCE/IT STAFF REPORT PAGE 110
  - C. CIVIL RIGHTS OFFICER (DR. ARLENE PRINCE)
    - DBE REPORT PAGES 97-100
    - REGULATORY COMPLIANCE STAFF REPORT PAGES 111-112
  - D. PUBLIC INFORMATION OFFICER (PAMELA BYNOE-REED)
    - MARKETING & COMMUNITY AFFAIRS REPORT

9. EXECUTIVE SESSION

- A. SECTION 30-4-70 (a) (2) DISCUSSION OF NEGOTIATIONS INCIDENT TO PROPOSED CONTRACTUAL AGREEMENTS, AS COVERED BY THE ATTORNEY-CLIENT PRIVILEGE. (CONTINUED FUNDING)

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 accommodation 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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3613 LUCIUS ROAD. • COLUMBIA, SC • 29201  
 WWW.CATCHTHECOMET.ORG • (P) 803.255.7133 • (F) 803.255.7113  
 Central Midlands Regional Transit Authority  
 Board of Directors  
 Meeting Minutes - February 28, 2024

Members Present:

Will Brennan  
 John V. Furgess, Sr., Vice Chair  
 Rep. Leon Howard  
 Christopher Lawson, Secretary\*  
 Dr. Robert Morris, Treasurer  
 Andy Smith  
 Allison Terracio, Board Chair  
 William "B.J." Unthank  
 Overture Walker \*

Members Absent:

Carolyn Gleaton  
 Tina Herbert

Advisory Members Present:

Stephen Cain\*  
 Michael Green\*

Advisory Members Absent:

James "Skip" Jenkins  
 Al Koon  
 Geraldine Robinson  
 Debbie Summers

Guests Present:

Clarissa Coney, RATP Dev\*  
 Lenny Cooksey, RATP Dev  
 Walter Durst, MTRA  
 Olga Graziano, RATP Dev\*  
 Natavis Eric Harris, Planning Consultant\*  
 Frannie Heizer, Burr & Forman  
 Rickey Mack, RATP Dev  
 Diane Marion, The COMET Rider  
 Jennifer Necker, SCDOT\*  
 Keith Seymour, MTRA

The COMET Staff Present:

Rosalyn Andrews, Director of Finance/CFO  
 Jackie Bowers, Operations Manager  
 Pamela Bynoe-Reed, Director of Marketing & Community Affairs\*  
 Patricia Geddis, Customer Experience Coordinator\*  
 Angela Jacobs, Community Programs Specialist & Board Clerk  
 Maurice Pearl, Executive Director/CEO  
 Amaris Ray-Pope, Financial Office Assistant\*  
 Dr. Arlene Prince, Director of Regulatory Compliance &  
 Civil Rights Officer  
 Michelle Ransom, Regional Grants Manager\*  
 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 12:08 P.M. with the determination of a quorum.

2. **ADOPTION OF AGENDA**

Motion: A motion was made by Mr. Furgess and seconded by Mr. Unthank to adopt the February 28, 2024, Agenda.

Approved: Brennan, Furgess, Howard, Lawson, Morris, Smith, Terracio, Unthank

Absent: Gleaton, Herbert, Walker

Motion passed.

Mr. Furgess requested Item 6c. Marketing RFP, a contract matter be moved to Executive Session and Ms. Heizer suggested that Item 6b. Lucius and River Update (potential legal claim) also be moved to Executive Session. Chairwoman Terracio directed that both items would be moved to Executive Session.

3. **MIDLANDS TRANSIT RIDERS ASSOCIATION UPDATE (WALTER DURST/KEITH SEYMOUR)**

Mr. Durst informed the Board that he would be stepping down as representative for the MTRA and introduced his replacement, Mr. Keith Seymour, who will now represent the association at Board meetings.

4. **CALL TO THE PUBLIC** – Ms. Diane Marion, a rider of The COMET, shared her concerns about proper ventilation, her health and that of others' now that windows on the buses have been sealed. Ms. Marion requested that inoperable bus windows be repaired rather than sealing all windows. She also shared concerns about bus and shelter cleanliness. Ms. Terracio noted that staff would follow up.

5. **CONSENT CALENDAR**

Motion: A motion was made by Mr. Furgess and seconded by Ms. Terracio to adopt the Consent Calendar.

Approved: Brennan, Furgess, Howard, Lawson, Morris, Smith, Terracio, Unthank

Absent: Gleaton, Herbert, Walker

Motion passed.

6. **DISCUSSION AND ACTION ITEMS**

A. **SERVICE UPDATE** – Mr. Cooksey referred the Board to pages 27 - 41 for his report and recognized Employee of the Month, James Tobe, who has been with the agency for 10 years. He reported that January had a strong showing and exceeded preventable accidents targets, customer service complaints, miles between road calls and paratransit OTP. He reported a slight increase in fixed route OTP due to a service change in late January. Mr. Cooksey referred the Board to the OTP comparison chart which shows how peer agencies performed during the same period. He reported that RATP Dev faced challenges with operators due to the flu but have overcome that hurdle. He announced that an operator job fair would be held on February 29<sup>th</sup> and Veteran's groups have been invited to attend. Mr. Furgess asked Mr. Cooksey if a new cleaning contractor had been hired for the buses and Mr. Cooksey said a new cleaning contract begins on March 1<sup>st</sup> and he expects to see improvements. Mr. Furgess said passengers should be made aware that closed windows is now a policy on the buses. Rep. Howard asked how the decision was made to seal all windows and if there was an alternative. Mr. Green asked if the buses are air conditioned during summer months and shared his concerns for all windows being closed. Mr. Pearl said due to numerous complaints, staff inspected the buses and noticed many had faulty windows that easily open or fall open during cold or inclement weather, and staff wanted to address the issues quickly. He also noted that many buses are switching to transom windows, which are fully enclosed windows and there will be no ability to open them. Maintenance Supervisor, Timothy Goodwin spoke to the bus ventilation system and reported that during warm months, the air conditioning is activated by the operator and when the temperature reaches within five degrees of 68 condenser fans turn on at 50% and pull in fresh air and when the temperature is within two or three degrees of 68, the fans decrease to 25%, and this same cycle happens with the heating system. He said there are also fans that constantly draw in fresh air from the outside into the buses and vents that circulate, clean, and filter in fresh air. Mr. Brennan asked Mr. Goodwin to explain the level of filtering used for the buses and asked if upgrades were available. Mr. Goodwin said current filters filter out dust and contaminants, and that maintenance would need to contact New Flyer about the availability of filter upgrades. Rep. Howard said to ensure that riders are comfortable he would like staff to suggest other options to satisfy the bus riders who are concerned about their health, whether it involves opening a few windows on the bus. Mr. Pearl said staff would look at upgrading the air filters and noted that reopening the windows would lead to colder temperatures in winter and warmer temperatures in summer.

7. **MOTIONS PERIOD. No new motions.**

8. **PROGRESS REPORTS**

- **CHAIR REPORT & EXECUTIVE COMMITTEE UPDATE (ALLISON TERRACIO, verbal)** – Chairwoman Terracio welcomed Mr. Unthank as a voting Board and Committee member, and thanked Jennifer Necker of SC DOT for joining the meeting. She also informed the Board that a new transportation ad hoc committee would convene soon and asked that board members contact her for input as she would be appointing members to

the committee soon. Mr. Brennan agreed to serve if called upon.

- **COMMITTEE CHAIRS UPDATE -**

- A. **SERVICE COMMITTEE UPDATES (WILL BRENNAN, verbal)** - Mr. Brennan prepared to make a motion on behalf of the Service Committee regarding the auction of two trolleys and asked Mr. Pearl to elaborate on the recommendation. Mr. Pearl informed the Committee that The COMET acquired two trolleys in 2020 and has heavily invested to make them roadworthy. To date, \$62,472 has been spent on repairs, and the current general condition of the trolleys does not allow them to be in service. Major issues include rusted frames beyond repair, cracked windows, exterior wood needs reconditioning or replacement, and significant exhaust leaks. Mr. Pearl said the FTA does not have any financial interest in the trolleys that are beyond their useful life. The trolleys are also calculated in The COMET's total fleet count which affects spare ration numbers based on the significant cost to repair them to a minimum working condition. The recommendation from staff is to retire trolleys number 1916 and 1917 and send them to auction. Dr. Morris noted his disappointment and said he would like to see a better job done when looking into related purchases in the future. Mr. Pearl said for future purchases maintenance staff would inspect any vehicles before they are acquired from another transit agency. Chairwoman Terracio asked if other agencies may be interested in the trolleys for spare parts and Mr. Pearly said based on the condition of the trolleys there would be limited use for the parts but staff could contact other agencies about their interest before the trolleys are sold at auction. Rep. Howard asked if new trolleys would be purchased and Mr. Pearl said he would recommend not buying new trolleys due to their structure and noted that there are other vehicles that resemble trolleys that would be better.

Motion: A motion was made by Mr. Brennan and seconded by Mr. Furgess on behalf of the Service Committee that the Board follow the recommendation of Director Pearl to retire trolleys #1916 and #1917 and send them to auction.

Approved: Brennan, Furgess, Howard, Lawson, Morris, Smith, Terracio, Unthank

Absent: Gleaton, Herbert, Walker

Motion passed.

- B. **FINANCE COMMITTEE UPDATES (DR. ROBERT MORRIS, verbal)** - Dr. Morris reported that Rick Silver of Chernoff Newman attended the last Finance Committee meeting to discuss a contractual issue during Executive Session and after Executive Session Mr. Silver suggested that he attend the next Board meeting to share things he is doing related to the penny tax, and the Committee agreed it would be helpful. Mr. Brennan asked if Mr. Silver was working with Richland County on the penny tax and Ms. Bynoe-Reed confirmed that Mr. Silver is working with Richland County and The COMET's Marketing & Community Affairs Department.
- C. **INTERMODAL COMMITTEE UPDATES (WILL BRENNAN)** - No update.

**FOR INFORMATION ONLY**

- **EXECUTIVE STAFF UPDATES**

- A. **EXECUTIVE DIRECTOR/CEO (MAURICE PEARL)** - Mr. Pearl updated the Board on his participation/attendance in the following:
  - Monthly Transportation Advisory Committee Meetings
  - Richland County Council Meeting
  - Met with SCDOT Staff
  - Multiple Transportation Penny Tax meetings
  - Transportation Association of South Carolina (TASC) Meeting
  - APTA CEO Seminar
- B. **CHIEF FINANCIAL OFFICER (ROSALYN ANDREWS)**
- C. **FINANCE/IT STAFF REPORT** - Ms. Andrews referred the Board to page 76 for an overview of the Finance

Department's activities and opened her report to questions.

**D. CIVIL RIGHTS OFFICER (DR. ARLENE PRINCE)**

- **REGULATORY COMPLIANCE STAFF REPORT** - Dr. Prince referred the Board to the DBE & Regulatory Compliance Report on pages 81-86, and to staff activity on pages 77-86. She informed the Board that the FTA would perform the Triennial Review on July 17-19 and they will inform the agency if it will be virtual or onsite closer to the review date. She referred to pages 81-82, a summary and snapshot of vendors with DBE goals as of the end December 2023. Eight vendors with DBE goals were paid \$69.3 billion and of that amount DBE's received \$17.7 million which equates to 25.6% of the goal. On page 83-84, our contractor, RATP Dev has expended \$14.3 million with DBE firms which is approximately 22.6% of their goal for the cumulative period July 2021 -December 2023. Dr. Prince invited members to attend the Transportation Association of SC's Annual Legislative Reception on Tuesday, March 5<sup>th</sup> at 6:30 p.m. at the USC Alumni Center.

**E. PUBLIC INFORMATION OFFICER (PAMELA BYNOE-REED)**

- **MARKETING & COMMUNITY AFFAIRS REPORT** - Ms. Bynoe-Reed referred the Board to pages 85-86 for the marketing report. She said presentations related to "The Value of The COMET" and the penny tax usage over the past 12 years include: a series of op-eds and a soft rollout of statistics has been done on social media, a webpage will be devoted to all of the things that have been done responsibly with the penny funds obtained; and there will be several upcoming meetings with Richland County to make sure everyone is on the same page, The COMET and Richland County will go out together, each making sure they are doing their part related to the penny.

**9. EXECUTIVE SESSION**

**A. LEGAL MATTER**

SECTION 30-4-70 (A) (1) - Discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee, a student, or a person regulated by a public body or the appointment of a person to a public body;

**B. CONTRACTUAL MATTER**

SECTION 30-4-70 (A) (1) - Discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee, a student, or a person regulated by a public body or the appointment of a person to a public body;

Motion Item:

A motion was made by Mr. Unthank and seconded by Mr. Brennan to enter Executive Session at 1:00 p.m.

Approved: Brennan, Furgess, Howard, Lawson, Morris, Smith, Terracio, Unthank, Walker

Absent: Gleaton, Herbert

Motion passed.

Motion:

A motion was made by Mr. Unthank and seconded by Mr. Furgess to exit Executive Session at 1:45 p.m.

Approved: Brennan, Furgess, Howard, Lawson, Morris, Smith, Terracio, Unthank, Walker

Absent: Gleaton, Herbert

Motion passed.

Motion:

A motion was made by Mr. Walker and seconded by Mr. Smith to approve the contract with Flock & Rally as discussed in Executive Session.

Approved: Brennan, Howard, Lawson, Smith, Terracio, Unthank, Walker

Abstained: Furgess

No: Morris

Absent: Gleaton, Herbert

Motion passed.

10. ADJOURNMENT

Motion: A motion was made by Mr. Furgess and seconded by Mr. Walker to adjourn.

Approved: Ayes.

*Meeting adjourned at 1:48 P.M.*

CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY

Adopted this \_\_\_\_\_, 2024.

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 - Operatg Security Federal Bank

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
E05959	2/2/2024	0000046	Nationwide Testing Association Inc. NTA_34340	1/11/2024	26.00	0.00	26.00
			<b>Invoice Comment:</b> Drug Screening- J. Lusco				
			<b>G/L Account:</b> 4401-000-000-00	Misc Administrative Expenses			26.00
E05960	2/2/2024	0000091	Professional Printers 274639	1/16/2024	275.00	0.00	275.00
			<b>Invoice Comment:</b> The COMET Newsletter				
			<b>G/L Account:</b> 4209-000-000-00	Printing			275.00
E05961	2/2/2024	0000119	Maurice Pearl RELOC - MOVING 1/23	1/23/2024	1,897.79	0.00	1,897.79
			<b>Invoice Comment:</b> Relocation - United Van Lines				
			<b>G/L Account:</b> 4215-000-000-00	Relocation Employee Expense			1,897.79
E05962	2/2/2024	0001000	RATP Dev USA Inc. 11OCT23	12/14/2023	1,786,274.88	0.00	1,786,274.88
			<b>Invoice Comment:</b> Nov2023 Contract Services				
			<b>G/L Account:</b> 4305-000-000-00	Contractor: Fixed Route			426,418.35
			<b>G/L Account:</b> 4305-000-000-00	Contractor: Fixed Route			819,317.04
			<b>G/L Account:</b> 4305-000-000-00	Contractor: Fixed Route			2,829.45
			<b>G/L Account:</b> 4305-000-000-98	Contractor:Fixed Rte-General-USC			161,772.22
			<b>G/L Account:</b> 4305-000-000-98	Contractor:Fixed Rte-General-USC			34,391.60
			<b>G/L Account:</b> 4306-000-000-00	Contractor: DART			152,707.54
			<b>G/L Account:</b> 4306-000-000-00	Contractor: DART			156,548.07
			<b>G/L Account:</b> 4306-000-000-00	Contractor: DART			11,076.43
			<b>G/L Account:</b> 4305-000-000-00	Contractor: Fixed Route			4,412.65
			<b>G/L Account:</b> 4305-000-000-00	Contractor: Fixed Route			4,412.65
			<b>G/L Account:</b> 4305-000-000-00	Contractor: Fixed Route			7,223.64-
			<b>G/L Account:</b> 4305-000-000-00	Contractor: Fixed Route			4,666.50
			<b>G/L Account:</b> 4305-000-000-00	Contractor: Fixed Route			162.48-
			<b>G/L Account:</b> 4306-000-000-00	Contractor: DART			229.50
			<b>G/L Account:</b> 4305-000-000-00	Contractor: Fixed Route			14,879.00
			TRASH OVRAGE 11/28	11/28/2023	225.00-	0.00	225.00-
			<b>Invoice Comment:</b> Waste Mgmt - Trash Overage 11/28				
			<b>G/L Account:</b> 4205-000-000-00	Facility R&M Expense			225.00-
			<b>Check E05962 Total:</b>	1,786,049.88	0.00	1,786,049.88	
			<b>Printed Check Total:</b>			0.00	
			<b>Electronic Payment Total:</b>			1,786,049.88	
E05963	2/2/2024	0001055	AmeriGas Propane LP 3159332821	1/5/2024	2,510.97	0.00	2,510.97
			<b>Invoice Comment:</b> 1624.9 gals @ 1.41 / gal				
			<b>G/L Account:</b> 4320-000-000-00	Propane Fuel			2,510.97
			3159478952	1/6/2024	1,882.34	0.00	1,882.34
			<b>Invoice Comment:</b> 1218.1 gals @ 1.41 / gal				
			<b>G/L Account:</b> 4320-000-000-00	Propane Fuel			1,882.34
			3159504530	1/7/2024	1,812.80	0.00	1,812.80
			<b>Invoice Comment:</b> 1173.1 gals @ 1.41 / gal				
			<b>G/L Account:</b> 4320-000-000-00	Propane Fuel			1,812.80
			3159577055	1/9/2024	2,373.31	0.00	2,373.31
			<b>Invoice Comment:</b> 1541.7 gals @ 1.40 / gal				
			<b>G/L Account:</b> 4320-000-000-00	Propane Fuel			2,373.31
			<b>G/L Account:</b> 4320-000-000-00	Propane Fuel			2,373.31-



CENTRAL MIDLANDS TRANSIT/The COMET (CMR)

Bank Code: G - Operatg Security Federal Bank

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
		<b>G/L Account:</b> 4320-000-000-00	3159616814	Propane Fuel 1/10/2024	1,487.92	0.00	1,487.92
				<b>Invoice Comment:</b> 972.3 gals @ 1.40 / gal			2,373.31
		<b>G/L Account:</b> 4320-000-000-00		Propane Fuel			1,487.92
		<b>G/L Account:</b> 4320-000-000-00		Propane Fuel			1,487.92
		<b>G/L Account:</b> 4320-000-000-00	3159658354	Propane Fuel 1/11/2024	1,390.44	0.00	1,390.44
				<b>Invoice Comment:</b> 908.6 gals @ 1.39 / gal			
		<b>G/L Account:</b> 4320-000-000-00	3159696305	Propane Fuel 1/12/2024	1,738.28	0.00	1,738.28
				<b>Invoice Comment:</b> 1135.9 gals @ 1.39 / gal			1,390.44
		<b>G/L Account:</b> 4320-000-000-00	3159737180	Propane Fuel 1/13/2024	1,810.51	0.00	1,738.28
				<b>Invoice Comment:</b> 1183.1 gals @ 1.39 / gal			
		<b>G/L Account:</b> 4320-000-000-00	3159838545	Propane Fuel 1/16/2024	1,234.04	0.00	1,810.51
				<b>Invoice Comment:</b> 806.4 gals @ 1.39 / gal			
		<b>G/L Account:</b> 4320-000-000-00		Propane Fuel			1,234.04
				<b>Check E05963 Total:</b>	16,240.61	0.00	16,240.61
				<b>Printed Check Total:</b>			0.00
				<b>Electronic Payment Total:</b>			16,240.61
E05964	2/2/2024	0001187	TSC: Technology Solutions of Charleston				<b>Check Entry Number:</b> 001
		44233		1/8/2024	739.40	0.00	739.40
				<b>Invoice Comment:</b> Key Ring Transmitters			
		<b>G/L Account:</b> 4205-000-000-00		Facility R&M Expense			719.40
		<b>G/L Account:</b> 4205-000-000-00		Facility R&M Expense			20.00
E05965	2/2/2024	0001212	United Way of the Midlands				<b>Check Entry Number:</b> 001
		533		1/15/2024	450.00	0.00	450.00
				<b>Invoice Comment:</b> Blueprint for Leadership Course-A.Jacobs			
		<b>G/L Account:</b> 4518-000-000-00		EE Training & Development (& Travel Adv)			450.00
E05966	2/2/2024	0001232	Harper, Poston & Moree, P.A.				<b>Check Entry Number:</b> 001
		2475-3		12/31/2023	750.00	0.00	750.00
				<b>Invoice Comment:</b> Auditing- December 2023			
		<b>G/L Account:</b> 4361-000-000-00		Professional Svcs			750.00
E05967	2/2/2024	0001256	ASI FLEX c/o Application Software, Inc.				<b>Check Entry Number:</b> 001
		JAN 2024		1/19/2024	549.59	0.00	549.59
		<b>G/L Account:</b> 2193-000-000-00		Medical Spending (72)			549.59
		<b>G/L Account:</b> 2193-000-000-00		Medical Spending (72)			549.59
		<b>G/L Account:</b> 2193-000-000-00		Medical Spending (72)			549.59
E05968	2/2/2024	0001257	ASI Flex - Admin Fees				<b>Check Entry Number:</b> 001
		JAN 2024		1/19/2024	11.15	0.00	11.15
		<b>G/L Account:</b> 2192-000-000-00		Medical Spending Admin Fees (74)			11.15
E05969	2/2/2024	0001421	ABLE South Carolina				<b>Check Entry Number:</b> 001
		298		1/8/2024	4,334.25	0.00	4,334.25
				<b>Invoice Comment:</b> Applications- December 2024			
		<b>G/L Account:</b> 4361-000-000-00		Professional Svcs			4,334.25
		299		1/8/2024	10,310.27	0.00	10,310.27
				<b>Invoice Comment:</b> Mobility Management- December 2024			
		<b>G/L Account:</b> 4520-000-000-00		Federal Exp: Mobility 5310 (VTRIP, PUP)			10,310.27
				<b>Check E05969 Total:</b>	14,644.52	0.00	14,644.52

CENTRAL MIDLANDS TRANSIT/The COMET (CMR)

Bank Code: G - Operatg Security Federal Bank

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
<b>Printed Check Total:</b>							0.00	
<b>Electronic Payment Total:</b>							14,644.52	
E05970	2/2/2024	0001492	New Age Protection, Inc.				<b>Check Entry Number: 001</b>	
			COMET-2041	11/30/2023	35,397.70	0.00	35,397.70	
			<b>Invoice Comment:</b> Nov. 2023 Security- 933 hrs @ 37.96/hr					
		<b>G/L Account:</b> 4509-000-000-00			Fed/Non Fed Exp: Safety/Security		35,397.70	
			COMET-2042	12/31/2023	27,454.88	0.00	27,454.88	
			<b>Invoice Comment:</b> Dec. 2023 Security- 933 hrs @ 37.96/hr					
		<b>G/L Account:</b> 4509-000-000-00			Fed/Non Fed Exp: Safety/Security		27,454.88	
			<b>Check E05970 Total:</b>		62,852.58	0.00	62,852.58	
<b>Printed Check Total:</b>							0.00	
<b>Electronic Payment Total:</b>							62,852.58	
E05971	2/2/2024	0001516	ESRI Inc				<b>Check Entry Number: 001</b>	
			94640390	1/9/2024	1,215.27	0.00	1,215.27	
			<b>Invoice Comment:</b> ArcGIS Advance Subscriptions					
		<b>G/L Account:</b> 4510-000-000-00			Federal/Non Fed Exp: ADP Software ACQ/Maint		340.27	
		<b>G/L Account:</b> 4510-000-000-00			Federal/Non Fed Exp: ADP Software ACQ/Maint		875.00	
E05972	2/2/2024	0001543	Flock & Rally				<b>Check Entry Number: 001</b>	
			4479	1/10/2024	11,486.65	0.00	11,486.65	
			<b>Invoice Comment:</b> December 2023 Marketing Hours					
		<b>G/L Account:</b> 4203-000-000-00			Mktg/Adv/Promo/Spnsr		11,486.65	
E05973	2/2/2024	0001545	Maynard Nexsen PC				<b>Check Entry Number: 001</b>	
			536039657	1/9/2024	4,000.00	0.00	4,000.00	
			<b>Invoice Comment:</b> Matter No. 061920-00001					
		<b>G/L Account:</b> 4361-000-000-03			Professional Svcs-General-Attorneys		4,000.00	
E05974	2/2/2024	0001637	Feonix - Mobility Rising				<b>Check Entry Number: 001</b>	
			2155	1/8/2024	15,256.00	0.00	15,256.00	
			<b>Invoice Comment:</b> FTA iCAM- December 2023					
		<b>G/L Account:</b> 4520-022-039-00			Federal Exp: 5310-GY2022-5310 CMCOG-General		15,256.00	
E05975	2/2/2024	0001640	Cummins- Allison Corp.				<b>Check Entry Number: 001</b>	
			1457444	1/10/2024	2,030.00	0.00	2,030.00	
			<b>Invoice Comment:</b> Service Contract- 2/8/24-2/7/25					
		<b>G/L Account:</b> 1740-000-000-00			Equipment		2,030.00	
		<b>G/L Account:</b> 1740-000-000-00			Equipment		2,030.00-	
		<b>G/L Account:</b> 4511-000-000-00			Federal Expense: ADP H/W ACQ/Maint		2,030.00	
E05976	2/2/2024	0001666	Guttman Energy, Inc.				<b>Check Entry Number: 001</b>	
			R24001734	1/3/2024	23,998.71	0.00	23,998.71	
			<b>Invoice Comment:</b> 7489 gals @ 2.78 / gal, 12/27					
		<b>G/L Account:</b> 4321-000-000-00			Vehicle Fuel: Diesel/UNL		23,998.71	
			R24003702	1/8/2024	23,207.05	0.00	23,207.05	
			<b>Invoice Comment:</b> 7511 gals @ 2.66 / gal, 1/2					
		<b>G/L Account:</b> 4321-000-000-00			Vehicle Fuel: Diesel/UNL		23,207.05	
			R24006692	1/11/2024	22,152.56	0.00	22,152.56	
			<b>Invoice Comment:</b> 7489 gals @ 2.54 / gal, 12/13					
		<b>G/L Account:</b> 4321-000-000-00			Vehicle Fuel: Diesel/UNL		22,152.56	
			R24007486	1/12/2024	24,009.80	0.00	24,009.80	
			<b>Invoice Comment:</b> 7493 gals @ 2.79 / gal, 12/19					
		<b>G/L Account:</b> 4321-000-000-00			Vehicle Fuel: Diesel/UNL		24,009.80	
			R24007731	1/15/2024	23,123.82	0.00	23,123.82	
			<b>Invoice Comment:</b> 7490 gals @ 2.67 / gal, 1/9					

CENTRAL MIDLANDS TRANSIT/The COMET (CMR)

Bank Code: G - Operatg Security Federal Bank

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
		<b>G/L Account:</b> 4321-000-000-00		Vehicle Fuel: Diesel/UNL			23,123.82
				<b>Check E05976 Total:</b>	116,491.94	0.00	116,491.94
				<b>Printed Check Total:</b>			0.00
				<b>Electronic Payment Total:</b>			116,491.94
E05977	2/2/2024	0001667	Smith & Jones Janitorial Supplies				<b>Check Entry Number:</b> 001
		229260		1/9/2024	265.00	0.00	265.00
				<b>Invoice Comment:</b> Paper Towels			
		<b>G/L Account:</b> 4401-000-000-00		Misc Administrative Expenses			265.00
E05978	2/2/2024	0001698	Pursuit Search Group, LLC (PSG)				<b>Check Entry Number:</b> 001
		240011		1/3/2024	850.62	0.00	850.62
				<b>Invoice Comment:</b> Temporary Employee Week Ending- 12/31/23			
		<b>G/L Account:</b> 4103-000-000-00		Salaries: Temps			850.62
		240030		1/9/2024	1,711.39	0.00	1,711.39
				<b>Invoice Comment:</b> Temporary Employee- Week Ending 1/7/24			
		<b>G/L Account:</b> 4103-000-000-00		Salaries: Temps			1,711.39
		240045		1/16/2024	2,127.40	0.00	2,127.40
				<b>Invoice Comment:</b> Temporary Employee- Week Ending 1/14/24			
		<b>G/L Account:</b> 4103-000-000-00		Salaries: Temps			2,127.40
				<b>Check E05978 Total:</b>	4,689.41	0.00	4,689.41
				<b>Printed Check Total:</b>			0.00
				<b>Electronic Payment Total:</b>			4,689.41
E05979	2/2/2024	0006000	Melissa Amerson				<b>Check Entry Number:</b> 001
		VTRIP DEC'23		12/31/2023	88.00	0.00	88.00
				<b>Invoice Comment:</b> Volunteer Driver - John Hodge			
		<b>G/L Account:</b> 4520-000-000-00		Federal Exp: Mobility 5310 (VTRIP, PUP)			88.00
E05980	2/2/2024	0006003	Ashley Brown				<b>Check Entry Number:</b> 001
		VTRIP DEC'23		12/31/2023	77.72	0.00	77.72
				<b>Invoice Comment:</b> Volunteer Driver - 134 miles			
		<b>G/L Account:</b> 4520-000-000-00		Federal Exp: Mobility 5310 (VTRIP, PUP)			77.72
		VTRIP NOV'23		11/30/2023	88.00	0.00	88.00
				<b>Invoice Comment:</b> Volunteer Driver - A. Way			
		<b>G/L Account:</b> 4520-000-000-00		Federal Exp: Mobility 5310 (VTRIP, PUP)			88.00
				<b>Check E05980 Total:</b>	165.72	0.00	165.72
				<b>Printed Check Total:</b>			0.00
				<b>Electronic Payment Total:</b>			165.72
E05981	2/2/2024	0006005	Samuel Myers IV				<b>Check Entry Number:</b> 001
		VTRIP DEC'23		12/31/2023	88.00	0.00	88.00
				<b>Invoice Comment:</b> Volunteer Driver - Fran Myers			
		<b>G/L Account:</b> 4520-000-000-00		Federal Exp: Mobility 5310 (VTRIP, PUP)			88.00
		VTRIP NOV'23		11/30/2023	88.00	0.00	88.00
				<b>Invoice Comment:</b> Volunteer Driver - Fran			
		<b>G/L Account:</b> 4520-000-000-00		Federal Exp: Mobility 5310 (VTRIP, PUP)			88.00
				<b>Check E05981 Total:</b>	176.00	0.00	176.00
				<b>Printed Check Total:</b>			0.00
				<b>Electronic Payment Total:</b>			176.00
E05982	2/2/2024	0009600	Rosalyn Andrews				<b>Check Entry Number:</b> 001
		FEB24 - RA TRAVEL		2/1/2024	544.74	0.00	544.74
				<b>Invoice Comment:</b> Triennial Review Workshop 2/6 - 2/9			
		<b>G/L Account:</b> 4518-000-000-00		EE Training & Development (& Travel Adv)			544.74

**CENTRAL MIDLANDS TRANSIT/The COMET (CMR)**

Bank Code: G - Operatg Security Federal Bank

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
E05983	2/2/2024	0009630	Natavis Eric Harris				
		667		11/30/2023	4,150.00	0.00	4,150.00
				<b>Invoice Comment:</b> Planning Consultation- 11/1/23-11/30/23			
		<b>G/L Account:</b> 4361-021-019-00		Professional Svcs-GY2021-General			
							<b>Check Entry Number:</b> 001
							4,150.00
				<b>Report Total:</b>	2,045,045.25	0.00	2,045,045.25
				<b>Printed Check Total:</b>			0.00
				<b>Electronic Payment Total:</b>			2,045,045.25

Check Register

Journal Posting Date: 2/16/2024

Register Number: CD-000872

CENTRAL MIDLANDS TRANSIT/The COMET (CMR)

Bank Code: G - Operatg Security Federal Bank

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
E06009	2/16/2024	0000002	APTA				<b>Check Entry Number: 001</b>
			410370	1/18/2024	18,000.00	0.00	18,000.00
				<b>Invoice Comment: Membership Dues- 7/1/23-6/30/24</b>			
							18,000.00
				<b>G/L Account: 4201-000-000-00</b>			Membership Fees, Dues & Subscriptions
E06010	2/16/2024	0000061	City Center Partnership, Inc.				<b>Check Entry Number: 001</b>
			1150	1/17/2024	2,500.00	0.00	2,500.00
				<b>Invoice Comment: Yellow Shirt Service- December 2023</b>			
							2,500.00
				<b>G/L Account: 4509-000-000-00</b>			Fed/Non Fed Exp: Safety/Security
E06011	2/16/2024	0000119	Maurice Pearl				<b>Check Entry Number: 001</b>
			FEB24 - MP TRAVEL	2/16/2024	292.98	0.00	292.98
				<b>Invoice Comment: APTA Transit CEO Seminar 2/16-2/18</b>			
							75.90
				<b>G/L Account: 4518-000-000-00</b>			EE Training & Development (& Travel Adv)
				<b>G/L Account: 4518-000-000-00</b>			EE Training & Development (& Travel Adv)
E06012	2/16/2024	0001003	Burr Forman McNair				<b>Check Entry Number: 001</b>
			1446070	1/18/2024	1,339.00	0.00	1,339.00
				<b>Invoice Comment: Labor Issues- December 2023</b>			
							1,339.00
				<b>G/L Account: 4361-000-000-03</b>			Professional Svcs-General-Attorneys
				<b>G/L Account: 4361-000-000-03</b>			Professional Svcs-General-Attorneys
							0.00
							4,000.00
							4,000.00
							0.00
							4,000.00
							0.00
				<b>Check E06012 Total:</b>			5,339.00
				<b>Printed Check Total:</b>			0.00
				<b>Electronic Payment Total:</b>			5,339.00
E06013	2/16/2024	0001055	AmeriGas Propane LP				<b>Check Entry Number: 001</b>
			3159876938	1/17/2024	2,423.06	0.00	2,423.06
				<b>Invoice Comment: 1477.2 gals @ 1.51 / gal</b>			
							2,423.06
				<b>G/L Account: 4320-000-000-00</b>			Propane Fuel
			3159954356	1/19/2024	3,432.84	0.00	3,432.84
				<b>Invoice Comment: 2092.8 gals @ 1.50 / gal</b>			
							3,432.84
				<b>G/L Account: 4320-000-000-00</b>			Propane Fuel
			3159990868	1/20/2024	3,038.18	0.00	3,038.18
				<b>Invoice Comment: 1852.2 gals @ 1.51 / gal</b>			
							3,038.18
				<b>G/L Account: 4320-000-000-00</b>			Propane Fuel
				<b>G/L Account: 4320-000-000-00</b>			Propane Fuel
				<b>G/L Account: 4320-000-000-00</b>			Propane Fuel
							3,038.18
							1,008.80
							1,008.80
							1,008.80
							1,141.59
							1,141.59
							1,141.59
							3,317.15
							3,317.15
							3,317.15
							2,249.52
							2,249.52
							2,249.52
							2,581.07
							2,581.07

CENTRAL MIDLANDS TRANSIT/The COMET (CMR)

Bank Code: G - Operatg Security Federal Bank

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
<b>Invoice Comment:</b> 1518 gals @ 1.57 / gal							
		<b>G/L Account:</b> 4320-000-000-00	Propane Fuel				2,581.07
<b>Check E06013 Total:</b>					19,192.21	0.00	19,192.21
<b>Printed Check Total:</b>							0.00
<b>Electronic Payment Total:</b>							19,192.21
E06014	2/16/2024	0001078	Sign It Quick				<b>Check Entry Number:</b> 001
		44569		1/24/2024	738.30	0.00	738.30
<b>Invoice Comment:</b> USC Shelter Route Maps Decals							
		<b>G/L Account:</b> 4209-000-000-98	Printing-General-USC				738.30
E06015	2/16/2024	0001116	Free Times/The Post & Courier				<b>Check Entry Number:</b> 001
			FOOD AND WINE 24	1/18/2024	2,500.00	0.00	2,500.00
<b>Invoice Comment:</b> Columbia Food & Wine 2024 Advertising							
		<b>G/L Account:</b> 4203-000-000-00	Mktg/Adv/Promo/Spnsr				2,500.00
E06016	2/16/2024	0001129	GFOA US & Canada				<b>Check Entry Number:</b> 001
		00019242		1/31/2024	460.00	0.00	460.00
<b>Invoice Comment:</b> Certificate of Achievement Review Fee							
		<b>G/L Account:</b> 4518-000-000-00	EE Training & Development (& Travel Adv)				460.00
E06017	2/16/2024	0001212	United Way of the Midlands				<b>Check Entry Number:</b> 001
			JAN2024	1/19/2024	229.68	0.00	229.68
<b>Invoice Comment:</b> 2022 & 2023 Campaign Pledges							
		<b>G/L Account:</b> 2125-000-000-00	United Way of Midlands (82)				95.84
		<b>G/L Account:</b> 2125-000-000-00	United Way of Midlands (82)				133.84
E06018	2/16/2024	0001232	Harper, Poston & Moree, P.A.				<b>Check Entry Number:</b> 001
		2475-4		1/31/2024	24,570.00	0.00	24,570.00
<b>Invoice Comment:</b> Auditing- January 2024							
		<b>G/L Account:</b> 4361-000-000-00	Professional Svcs				24,570.00
E06019	2/16/2024	0001256	ASI FLEX c/o Application Software, Inc.				<b>Check Entry Number:</b> 001
			FEB 2024	2/20/2024	458.34	0.00	458.34
		<b>G/L Account:</b> 2193-000-000-00	Medical Spending (72)				9.63
		<b>G/L Account:</b> 2193-000-000-00	Medical Spending (72)				448.71
E06020	2/16/2024	0001257	ASI Flex - Admin Fees				<b>Check Entry Number:</b> 001
			FEB 2024	2/20/2024	9.63	0.00	9.63
		<b>G/L Account:</b> 2192-000-000-00	Medical Spending Admin Fees (74)				9.63
E06021	2/16/2024	0001325	Non-Stop Plumbing, LLC				<b>Check Entry Number:</b> 001
		7356		1/18/2024	333.95	0.00	333.95
<b>Invoice Comment:</b> Srvce Call- Repair Upstairs Sink							
		<b>G/L Account:</b> 4205-000-000-00	Facility R&M Expense				333.95
E06022	2/16/2024	0001342	New Flyer of America, Inc				<b>Check Entry Number:</b> 001
		9025382		1/23/2024	351.66	0.00	351.66
<b>Invoice Comment:</b> Cable Kit							
		<b>G/L Account:</b> 4505-000-000-00	Fed/NonFed Exp: CapX				351.66
		9025386		1/23/2024	651.16	0.00	651.16
<b>Invoice Comment:</b> PPE- ARC Flash 1PC XL							
		<b>G/L Account:</b> 4502-022-045-00	FF&E < \$5000-GY2022-Op/Mnt/Adm				651.16
<b>Check E06022 Total:</b>					1,002.82	0.00	1,002.82
<b>Printed Check Total:</b>							0.00
<b>Electronic Payment Total:</b>							1,002.82
E06023	2/16/2024	0001348	Diamond Glass Inc.				<b>Check Entry Number:</b> 001
		1019763		1/10/2024	2,291.45	0.00	2,291.45
<b>Invoice Comment:</b> Glass- Shakespear Raymond, Stop #241							

Check Register

Journal Posting Date: 2/16/2024

Register Number: CD-000872

CENTRAL MIDLANDS TRANSIT/The COMET (CMR)

Bank Code: G - Operatg Security Federal Bank

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
E06024	2/16/2024	0001425	4503-000-000-00 M&E Septic Service FEB23011	2/6/2024	3,000.00	0.00	3,000.00
				<b>Invoice Comment:</b> Pump Gallon Tank, Replace Blades			
E06025	2/16/2024	0001498	4205-000-000-00 AOS Specialty Contractors, Inc 011924-190390	1/19/2024	155.00	0.00	155.00
				<b>Invoice Comment:</b> COMET Bus Stop Amenities			
E06026	2/16/2024	0001507	4503-000-000-00 Captain's Company Inc. 000023	1/24/2024	399.00	0.00	399.00
				<b>Invoice Comment:</b> Catering- Board Meeting, 1/24/2024			
E06027	2/16/2024	0001521	4401-000-000-00 4401-000-000-00 4210-000-000-00 Selman & Co LLC - Multi Billing FEB 2024	2/1/2024	48.08	0.00	48.08
				<b>Invoice Comment:</b> LBT Coverage			
E06028	2/16/2024	0001543	2197-000-000-00 2197-000-000-00 2197-000-000-00 Flock & Rally 15006	1/17/2024	24,566.00	0.00	24,566.00
				<b>Invoice Comment:</b> January 2024 Advertising Expenses			
E06029	2/16/2024	0001626	4203-000-000-00 B&C Associates Inc. 2225996	1/22/2024	13,083.20	0.00	13,083.20
				<b>Invoice Comment:</b> January 2024- Janitorial Services			
E06030	2/16/2024	0001627	4205-000-000-00 2225997 TMD - Transportation Management & Design, Inc. 1098-01	1/22/2024	7,146.77	0.00	7,146.77
				<b>Invoice Comment:</b> Fogging- COMET Central			
E06031	2/16/2024	0001630	4205-000-000-00 A James Global Services, Inc. COMET202311	1/12/2024	16,889.39	0.00	16,889.39
				<b>Invoice Comment:</b> Landscape Maintenance- November 2023			
E06031	2/16/2024	0001630	4205-000-000-00 COMET202312	1/12/2024	8,984.39	0.00	8,984.39
				<b>Invoice Comment:</b> Landscape Maintenance- December 2023			
				<b>Check E06029 Total:</b>		0.00	13,783.20
				<b>Printed Check Total:</b>		0.00	0.00
				<b>Electronic Payment Total:</b>			13,783.20
				<b>Check E06031 Total:</b>		0.00	25,873.78
				<b>Printed Check Total:</b>		0.00	0.00
				<b>Electronic Payment Total:</b>			25,873.78

**CENTRAL MIDLANDS TRANSIT/The COMET (CMR)**

Bank Code: G - Operatg Security Federal Bank

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
E06032	2/16/2024	0001666	Guttman Energy, Inc.				<b>Check Entry Number: 001</b>	
			R24009548	1/17/2024	23,855.82	0.00	23,855.82	
				<b>Invoice Comment:</b> 7487 gals @ 2.77 / gal, 1/15				
		<b>G/L Account:</b> 4321-000-000-00		Vehicle Fuel: Diesel/UNL				23,855.82
			R24016045	1/29/2024	23,819.44	0.00	23,819.44	
				<b>Invoice Comment:</b> 7550 gals @ 2.73 / gal, 1/22				
		<b>G/L Account:</b> 4321-000-000-00		Vehicle Fuel: Diesel/UNL				23,819.44
			R24016759	1/30/2024	24,753.64	0.00	24,753.64	
				<b>Invoice Comment:</b> 7487 gals @ 2.88 / gal, 1/26				
		<b>G/L Account:</b> 4321-000-000-00		Vehicle Fuel: Diesel/UNL				24,753.64
				<b>Check E06032 Total:</b>	72,428.90	0.00	72,428.90	
				<b>Printed Check Total:</b>			0.00	
				<b>Electronic Payment Total:</b>			72,428.90	
E06033	2/16/2024	0001690	The Pest Bureau, Inc.				<b>Check Entry Number: 001</b>	
			101264	1/1/2024	150.00	0.00	150.00	
				<b>Invoice Comment:</b> Monthly Pest Control- Facility				
		<b>G/L Account:</b> 4205-000-000-00		Facility R&M Expense				150.00
			101265	1/1/2024	150.00	0.00	150.00	
				<b>Invoice Comment:</b> Monthly Pest Control- COMET Central				
		<b>G/L Account:</b> 4205-000-000-00		Facility R&M Expense				150.00
			101406	1/18/2024	1,436.00	0.00	1,436.00	
				<b>Invoice Comment:</b> Monthly Pest Control- Vehicles				
		<b>G/L Account:</b> 4387-000-000-00		Vehicle/Equip Repairs&Maint				1,436.00
				<b>Check E06033 Total:</b>	1,736.00	0.00	1,736.00	
				<b>Printed Check Total:</b>			0.00	
				<b>Electronic Payment Total:</b>			1,736.00	
E06034	2/16/2024	0001698	Pursuit Search Group, LLC (PSG)				<b>Check Entry Number: 001</b>	
			230067	1/23/2024	1,720.98	0.00	1,720.98	
				<b>Invoice Comment:</b> Temporary Employee- Week Ending 1/21/24				
		<b>G/L Account:</b> 4103-000-000-00		Salaries: Temps				1,720.98
			240083	1/30/2024	2,118.38	0.00	2,118.38	
				<b>Invoice Comment:</b> Temporary Employee Week Ending- 1/28/24				
		<b>G/L Account:</b> 4103-000-000-00		Salaries: Temps				2,118.38
				<b>Check E06034 Total:</b>	3,839.36	0.00	3,839.36	
				<b>Printed Check Total:</b>			0.00	
				<b>Electronic Payment Total:</b>			3,839.36	
E06035	2/16/2024	0001702	Distribution Technology				<b>Check Entry Number: 001</b>	
			0275806	1/31/2024	2,270.29	0.00	2,270.29	
				<b>Invoice Comment:</b> Scan & Record Storage				
		<b>G/L Account:</b> 4361-000-000-00		Professional Svcs				2,270.29
E06036	2/16/2024	0009660	Arlene Prince				<b>Check Entry Number: 001</b>	
			FEB24 - AP TRAVEL	2/1/2024	544.74	0.00	544.74	
				<b>Invoice Comment:</b> Triennial Review Workshop 2/6 - 2/9				
		<b>G/L Account:</b> 4518-000-000-00		EE Training & Development (& Travel Adv)				544.74
				<b>Report Total:</b>	233,709.48	0.00	233,709.48	
				<b>Printed Check Total:</b>			0.00	
				<b>Electronic Payment Total:</b>			233,709.48	



CENTRAL MIDLANDS TRANSIT/The COMET (CMR)

Bank Code: G - Operatg Security Federal Bank

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
E06037	3/1/2024	0000046	Nationwide Testing Association Inc.				<b>Check Entry Number: 001</b>	
		2981		2/7/2024	29.25	0.00	29.25	
			<b>Invoice Comment:</b> Background Check- J. Lusco					
		<b>G/L Account:</b> 4401-000-000-00	Misc Administrative Expenses					29.25
		NTA_35591		2/7/2024	14.00	0.00	14.00	
			<b>Invoice Comment:</b> Drug Screening 1/8, J. Lusco					
		<b>G/L Account:</b> 4401-000-000-00	Misc Administrative Expenses					14.00
			<b>Check E06037 Total:</b>		43.25	0.00	43.25	
			<b>Printed Check Total:</b>				0.00	
			<b>Electronic Payment Total:</b>				43.25	
E06038	3/1/2024	0000050	Enterprise Holdings, Inc.				<b>Check Entry Number: 001</b>	
		172364867968		2/1/2024	11,016.13	0.00	11,016.13	
			<b>Invoice Comment:</b> January 2024- Renter Subsidy					
		<b>G/L Account:</b> 4513-020-015-00	Fed Exp: Vanpool Ops-Grant Year (last 2 digits)-AP					11,016.13
E06039	3/1/2024	0000061	City Center Partnership, Inc.				<b>Check Entry Number: 001</b>	
		1156		2/5/2024	2,500.00	0.00	2,500.00	
			<b>Invoice Comment:</b> Yellow Shirt Services- January 2024					
		<b>G/L Account:</b> 4509-000-000-00	Fed/Non Fed Exp: Safety/Security					2,500.00
E06040	3/1/2024	0001000	RATP Dev USA Inc.				<b>Check Entry Number: 001</b>	
		12OCT23		1/12/2024	1,718,103.84	0.00	1,718,103.84	
			<b>Invoice Comment:</b> Dec2023 Contract Services					
		<b>G/L Account:</b> 4305-000-000-00	Contractor: Fixed Route					426,418.35
		<b>G/L Account:</b> 4305-000-000-00	Contractor: Fixed Route					846,103.84
		<b>G/L Account:</b> 4305-000-000-00	Contractor: Fixed Route					13,222.24
		<b>G/L Account:</b> 4305-000-000-98	Contractor:Fixed Rte-General-USC					106,091.58
		<b>G/L Account:</b> 4306-000-000-00	Contractor: DART					152,707.54
		<b>G/L Account:</b> 4306-000-000-00	Contractor: DART					145,179.54
		<b>G/L Account:</b> 4306-000-000-00	Contractor: DART					12,186.41
		<b>G/L Account:</b> 4305-000-000-00	Contractor: Fixed Route					4,254.77
		<b>G/L Account:</b> 4305-000-000-00	Contractor: Fixed Route					6,959.18-
		<b>G/L Account:</b> 4305-000-000-00	Contractor: Fixed Route					4,254.77-
		<b>G/L Account:</b> 4305-000-000-00	Contractor: Fixed Route					9,180.00
		<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
E06041	3/1/2024	0001055	AmeriGas Propane LP				<b>Check Entry Number: 001</b>	
		3160448699		1/31/2024	1,782.27	0.00	1,782.27	
			<b>Invoice Comment:</b> 1048.2 gals @ 1.57 / gal					
		<b>G/L Account:</b> 4320-000-000-00	Propane Fuel					1,782.27
		3160503902		1/31/2024	1,673.45	0.00	1,673.45	
			<b>Invoice Comment:</b> 984.2 gals @ 1.57 / gal					
		<b>G/L Account:</b> 4320-000-000-00	Propane Fuel					1,673.45
		3160514236		1/31/2024	2,111.44	0.00	2,111.44	
			<b>Invoice Comment:</b> 1241.8 gals @ 1.57 / gal					
		<b>G/L Account:</b> 4320-000-000-00	Propane Fuel					2,111.44
		3160622107		2/6/2024	7,921.37	0.00	7,921.37	
			<b>Invoice Comment:</b> 4616.1 gals @ 1.59 / gal					
		<b>G/L Account:</b> 4320-000-000-00	Propane Fuel					7,921.37
		3160757837		2/7/2024	645.58	0.00	645.58	
			<b>Invoice Comment:</b> 357.6 gals @ 1.67 / gal					
		<b>G/L Account:</b> 4320-000-000-00	Propane Fuel					645.58

CENTRAL MIDLANDS TRANSIT/The COMET (CMR)

Bank Code: G - Operatg Security Federal Bank

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
			3160828981	2/9/2024	2,387.88	0.00	2,387.88	
			<b>Invoice Comment:</b> 1322.7 gals @ 1.67 / gal					
		<b>G/L Account:</b> 4320-000-000-00	Propane Fuel					2,387.88
			3160862941	2/10/2024	1,947.03	0.00	1,947.03	
			<b>Invoice Comment:</b> 1078.5 gals @ 1.67 / gal					
		<b>G/L Account:</b> 4320-000-000-00	Propane Fuel					1,947.03
			<b>Check E06041 Total:</b>					18,469.02
			<b>Printed Check Total:</b>					0.00
			<b>Electronic Payment Total:</b>					18,469.02
E06042	3/1/2024	0001159	Canon Financial Services				<b>Check Entry Number:</b> 001	
			32067984	2/10/2024	12.37	0.00	12.37	
			<b>Invoice Comment:</b> Canon Copier Lease					
		<b>G/L Account:</b> 4501-000-000-00	Leases/Rentals					372.37
E06043	3/1/2024	0001214	Center for Transportation and the Environment				<b>Check Entry Number:</b> 001	
			22	2/5/2024	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-LowNO					4,375.00
E06044	3/1/2024	0001241	Sightline Signs & Graphics				<b>Check Entry Number:</b> 001	
			7790	12/8/2023	11,900.76	0.00	11,900.76	
			<b>Invoice Comment:</b> USC Wraps					
		<b>G/L Account:</b> 4387-000-000-98	Vehicle/Equip R&M-General-USC					0.00
		<b>G/L Account:</b> 4387-000-000-98	Vehicle/Equip R&M-General-USC					0.00
		<b>G/L Account:</b> 4387-000-000-98	Vehicle/Equip R&M-General-USC					8,047.00
		<b>G/L Account:</b> 4387-000-000-98	Vehicle/Equip R&M-General-USC					3,210.00
		<b>G/L Account:</b> 4387-000-000-98	Vehicle/Equip R&M-General-USC					643.76
		<b>G/L Account:</b> 4388-000-000-00	Rehab & Rebuild Vehicle					0.00
			7838	2/7/2024	11,900.76	0.00	11,900.76	
			<b>Invoice Comment:</b> USC Wraps					
		<b>G/L Account:</b> 4387-000-000-98	Vehicle/Equip R&M-General-USC					0.00
		<b>G/L Account:</b> 4387-000-000-98	Vehicle/Equip R&M-General-USC					0.00
		<b>G/L Account:</b> 4387-000-000-98	Vehicle/Equip R&M-General-USC					8,047.00
		<b>G/L Account:</b> 4387-000-000-98	Vehicle/Equip R&M-General-USC					3,210.00
		<b>G/L Account:</b> 4387-000-000-98	Vehicle/Equip R&M-General-USC					643.76
			<b>Check E06044 Total:</b>					23,801.52
			<b>Printed Check Total:</b>					0.00
			<b>Electronic Payment Total:</b>					23,801.52
E06045	3/1/2024	0001325	Non-Stop Plumbing, LLC				<b>Check Entry Number:</b> 001	
			7365	1/31/2024	758.95	0.00	758.95	
			<b>Invoice Comment:</b> Repair Leak in Ceiling					
		<b>G/L Account:</b> 4205-000-000-00	Facility R&M Expense					758.95
			7371	2/6/2024	483.95	0.00	483.95	
			<b>Invoice Comment:</b> Repair Leak in Waterline to Toilet					
		<b>G/L Account:</b> 4205-000-000-00	Facility R&M Expense					483.95
			<b>Check E06045 Total:</b>					1,242.90
			<b>Printed Check Total:</b>					0.00
			<b>Electronic Payment Total:</b>					1,242.90
E06046	3/1/2024	0001342	New Flyer of America, Inc				<b>Check Entry Number:</b> 001	
			9025415	1/31/2024	394.36	0.00	394.36	
			<b>Invoice Comment:</b> HRNS-ESX TNET Link					
		<b>G/L Account:</b> 4505-000-000-00	Fed/NonFed Exp: CapX					394.36

CENTRAL MIDLANDS TRANSIT/The COMET (CMR)

Bank Code: G - Operatg Security Federal Bank

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
		<b>G/L Account:</b> 4505-000-000-00		Fed/NonFed Exp: CapX			394.36-
		<b>G/L Account:</b> 4502-022-045-00		FF&E < \$5000-GY2022-Op/Mnt/Adm			394.36
			9025422	2/1/2024	3,408.33	0.00	3,408.33
				<b>Invoice Comment:</b> Computer Laptop			
		<b>G/L Account:</b> 4505-000-000-00		Fed/NonFed Exp: CapX			3,408.33
		<b>G/L Account:</b> 4505-000-000-00		Fed/NonFed Exp: CapX			3,408.33-
		<b>G/L Account:</b> 4502-022-045-00		FF&E < \$5000-GY2022-Op/Mnt/Adm			3,408.33
				<b>Check E06046 Total:</b>	3,802.69	0.00	3,802.69
				<b>Printed Check Total:</b>			0.00
				<b>Electronic Payment Total:</b>			3,802.69
E06047	3/1/2024	0001348	Diamond Glass Inc.				<b>Check Entry Number:</b> 001
			1019797	2/9/2024	1,055.54	0.00	1,055.54
				<b>Invoice Comment:</b> Glass- Columbia Cir Stop #6			
		<b>G/L Account:</b> 4503-000-000-00		Fed Exp: Shelter Acq/Install (CMCOG incl)			1,055.54
E06048	3/1/2024	0001421	ABLE South Carolina				<b>Check Entry Number:</b> 001
			_355	2/7/2024	10,310.27	0.00	10,310.27
				<b>Invoice Comment:</b> Mobility Management- January 2024			
		<b>G/L Account:</b> 4520-000-000-00		Federal Exp: Mobility 5310 (VTRIP, PUP, Feonix)			10,310.27
			354	2/7/2024	4,334.25	0.00	4,334.25
				<b>Invoice Comment:</b> Applications- January 2024			
		<b>G/L Account:</b> 4361-000-000-00		Professional Svcs			4,334.25
				<b>Check E06048 Total:</b>	14,644.52	0.00	14,644.52
				<b>Printed Check Total:</b>			0.00
				<b>Electronic Payment Total:</b>			14,644.52
E06049	3/1/2024	0001522	Lyft, Inc.				<b>Check Entry Number:</b> 001
			1001122764	1/31/2024	6,602.57	0.00	6,602.57
				<b>Invoice Comment:</b> Pick Up,Market, Ride COMET- Jan. 2024			
		<b>G/L Account:</b> 4308-000-000-00		Contractor: Special Enhancements			2,101.39
		<b>G/L Account:</b> 4308-000-000-00		Contractor: Special Enhancements			1,795.94
		<b>G/L Account:</b> 4308-000-000-00		Contractor: Special Enhancements			2,617.21
		<b>G/L Account:</b> 4308-000-000-00		Contractor: Special Enhancements			88.03
E06050	3/1/2024	0001541	UBER Technologies, Inc.				<b>Check Entry Number:</b> 002
		<b>Check Comment:</b> January 2024- PUP Applications					
			0545C4	2/1/2024	239.63	0.00	239.63
				<b>Invoice Comment:</b> January 2024- PUP Applications			
		<b>G/L Account:</b> 4308-000-000-00		Contractor: Special Enhancements			239.63
E06051	3/1/2024	0001545	Maynard Nexsen PC				<b>Check Entry Number:</b> 001
			536046608	2/5/2024	4,000.00	0.00	4,000.00
				<b>Invoice Comment:</b> Matter No. 061920-00001			
		<b>G/L Account:</b> 4361-000-000-03		Professional Svcs-General-Attorneys			4,000.00
			536048583	2/8/2024	656.74	0.00	656.74
				<b>Invoice Comment:</b> Matter No. 061920-00001			
		<b>G/L Account:</b> 4361-000-000-03		Professional Svcs-General-Attorneys			656.74
				<b>Check E06051 Total:</b>	4,656.74	0.00	4,656.74
				<b>Printed Check Total:</b>			0.00
				<b>Electronic Payment Total:</b>			4,656.74
E06052	3/1/2024	0001547	Solutions for Transit (SFT)				<b>Check Entry Number:</b> 001
			24-0205COMET	2/5/2024	4,166.66	0.00	4,166.66
				<b>Invoice Comment:</b> The Reporting Solution- January 2024			
		<b>G/L Account:</b> 4510-000-000-00		Federal/Non Fed Exp: ADP Software ACQ/Maint			4,166.66

**CENTRAL MIDLANDS TRANSIT/The COMET (CMR)**

Bank Code: G - Operatg Security Federal Bank

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
E06053	3/1/2024	0001627	TMD - Transportation Management & Design, Inc.				<b>Check Entry Number: 001</b>
			1098-02	2/12/2024	2,158.12	0.00	2,158.12
				<b>Invoice Comment:</b> Scheduling Services			
							1,763.44
							394.68
E06054	3/1/2024	0001637	Feonix - Mobility Rising				<b>Check Entry Number: 001</b>
			2183	2/7/2024	13,383.00	0.00	13,383.00
				<b>Invoice Comment:</b> FTA iCAM- January 2024			
							13,383.00
E06055	3/1/2024	0001666	Guttman Energy, Inc.				<b>Check Entry Number: 001</b>
			R24020043	2/5/2024	24,940.68	0.00	24,940.68
				<b>Invoice Comment:</b> 7506 gals @ 2.90 / gal, 2/1			
							24,940.68
E06056	3/1/2024	0001690	The Pest Bureau, Inc.				<b>Check Entry Number: 001</b>
			101476	2/1/2024	150.00	0.00	150.00
				<b>Invoice Comment:</b> Monthly Pest Control- Facility			
							150.00
							150.00
				<b>Invoice Comment:</b> Monthly Pest Control- COMET Central			
							150.00
							150.00
				<b>Invoice Comment:</b> Monthly Pest Control- Vehicles			
							1,262.00
				<b>Invoice Comment:</b> Vehicle/Equip Repairs&Maint			
							1,262.00
				<b>Check E06056 Total:</b>			1,562.00
				<b>Printed Check Total:</b>			0.00
				<b>Electronic Payment Total:</b>			1,562.00
E06057	3/1/2024	0001698	Pursuit Search Group, LLC (PSG)				<b>Check Entry Number: 001</b>
			240090	2/2/2024	11,232.00	0.00	11,232.00
				<b>Invoice Comment:</b> Temporary Employee Placement			
							11,232.00
							1,286.36
				<b>Invoice Comment:</b> Temporary Employee Week Ending- 2/4			
							1,286.36
				<b>Check E06057 Total:</b>			12,518.36
				<b>Printed Check Total:</b>			0.00
				<b>Electronic Payment Total:</b>			12,518.36
E06058	3/1/2024	0001700	MSI Construction Company Inc.				<b>Check Entry Number: 001</b>
			12493	2/6/2024	100,000.00	0.00	100,000.00
				<b>Invoice Comment:</b> Hydrogen Fuel Station & EV Upf			
							100,000.00
							100,000.00
							100,000.00
E06059	3/1/2024	0001705	SSEO, Inc.				<b>Check Entry Number: 001</b>
			01252024	1/25/2024	7,500.00	0.00	7,500.00
				<b>Invoice Comment:</b> Intermodal Center - Site Plan/Renderings			
							7,500.00
							7,500.00
							7,500.00
E06060	3/1/2024	0006000	Melissa Amerson				<b>Check Entry Number: 001</b>
			VTRIP JAN'24	1/31/2024	88.00	0.00	88.00

CENTRAL MIDLANDS TRANSIT/The COMET (CMR)

Bank Code: G - Operatg Security Federal Bank

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
<b>Invoice Comment:</b> Volunteer Driver - John Hodge								
E06061	3/1/2024	0006003	Ashley Brown	1/31/2024	88.00	0.00	88.00	
		VTRIP JAN'24						
		G/L Account: 4520-000-000-00		Federal Exp: Mobility 5310 (VTRIP, PUP, Feonix)			88.00	
		Check Entry Number: 001						
<b>Invoice Comment:</b> Volunteer Driver - Allison Way 150mi.								
E06062	3/1/2024	0006005	Samuel Myers IV	1/31/2024	88.00	0.00	88.00	
		VTRIP JAN'24						
		G/L Account: 4520-000-000-00		Federal Exp: Mobility 5310 (VTRIP, PUP, Feonix)			88.00	
		Check Entry Number: 001						
<b>Invoice Comment:</b> Volunteer Driver - F. Myers 150 mi								
		G/L Account: 4520-000-000-00		Federal Exp: Mobility 5310 (VTRIP, PUP, Feonix)			88.00	
					<b>Report Total:</b>	1,977,058.54	0.00	1,977,058.54
					<b>Printed Check Total:</b>			0.00
					<b>Electronic Payment Total:</b>			1,977,058.54



CENTRAL MIDLANDS TRANSIT/The COMET (CMR)

Bank Code: G - Operatg Security Federal Bank

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
		<b>G/L Account:</b>	4205-019-008-00	Facility R&M Expense-Applctn #-General			4,310.99
		<b>G/L Account:</b>	4205-019-008-00	Facility R&M Expense-Applctn #-General			4,310.99-
		<b>G/L Account:</b>	1535-000-000-00	Prepaid Expenses			4,310.99
		<b>G/L Account:</b>	1535-000-000-00	Prepaid Expenses			4,310.99-
		<b>G/L Account:</b>	1535-019-008-00	Prepaid Expenses-GY 2019-Applctn #-General			4,310.99
013496	3/7/2024	0001389	Shred With Us				<b>Check Entry Number: 001</b>
			285880	2/6/2024	72.00	0.00	72.00
				<b>Invoice Comment:</b>			
				Shredded Confidential Documents			
		<b>G/L Account:</b>	4401-000-000-00	Misc Administrative Expenses			72.00
013497	3/7/2024	0001632	Destiny Kinloch				<b>Check Entry Number: 001</b>
			VTRIP JAN'24	1/31/2024	43.85	0.00	43.85
				<b>Invoice Comment:</b>			
				Volunteer Driver - E. Gilmore 75.6 mi			
		<b>G/L Account:</b>	4520-000-000-00	Federal Exp: Mobility 5310 (VTRIP, PUP, Feonix)			43.85
			VTRIP JUN'23	6/30/2023	35.96	0.00	35.96
				<b>Invoice Comment:</b>			
				Volunteer Driver - Jada Kinloch 62mi			
		<b>G/L Account:</b>	4520-000-000-00	Federal Exp: Mobility 5310 (VTRIP, PUP, Feonix)			35.96
				<b>Check 013497 Total:</b>	79.81	0.00	79.81
013498	3/7/2024	0006002	Janice Gary				<b>Check Entry Number: 001</b>
			VTRIP JAN'24	1/31/2024	88.00	0.00	88.00
				<b>Invoice Comment:</b>			
				Volunteer Driver - D. Kennedy 150mi			
		<b>G/L Account:</b>	4520-000-000-00	Federal Exp: Mobility 5310 (VTRIP, PUP, Feonix)			88.00
				<b>Report Total:</b>	19,232.05	0.00	19,232.05

**CENTRAL MIDLANDS TRANSIT/The COMET (CMR)**

Bank Code: G - Operatg Security Federal Bank

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
E06063	2/29/2024	0001004	Dominion Energy South Carolina				<b>Check Entry Number: 002</b>
<b>Check Comment:</b> 3613 Lucius Rd.							
		1452-0124		1/18/2024	8,651.38	0.00	8,651.38
<b>Invoice Comment:</b> 3613 Lucius Rd.							
		<b>G/L Account:</b> 4381-000-000-00		Utility: Electricity			6,573.13
		<b>G/L Account:</b> 4380-000-000-00		Utility: Natural Gas			2,078.25
E06064	2/29/2024	0001004	Dominion Energy South Carolina				<b>Check Entry Number: 003</b>
<b>Check Comment:</b> 3800 Lucius Rd. Parking Lot							
		6268-0124		1/18/2024	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
E06065	2/29/2024	0001004	Dominion Energy South Carolina				<b>Check Entry Number: 004</b>
<b>Check Comment:</b> Fuel Island & Bus Wash							
		9634-0124		1/18/2024	1,023.33	0.00	1,023.33
<b>Invoice Comment:</b> Fuel Island & Bus Wash							
		<b>G/L Account:</b> 4381-000-000-00		Utility: Electricity			1,023.33
E06066	2/29/2024	0001010	City of Columbia - Water				<b>Check Entry Number: 002</b>
<b>Check Comment:</b> 1745 Sumter St.							
		0540-0124		2/12/2024	70.75	0.00	70.75
<b>Invoice Comment:</b> 1745 Sumter St.							
		<b>G/L Account:</b> 4382-000-000-00		Utility: Water&Sewer			70.75
E06067	2/29/2024	0001010	City of Columbia - Water				<b>Check Entry Number: 003</b>
<b>Check Comment:</b> 3800 Lucius Rd.							
		5705-0124		2/12/2024	226.40	0.00	226.40
<b>Invoice Comment:</b> 3800 Lucius Rd.							
		<b>G/L Account:</b> 4382-000-000-00		Utility: Water&Sewer			226.40
E06068	2/29/2024	0001010	City of Columbia - Water				<b>Check Entry Number: 004</b>
<b>Check Comment:</b> 3613 Lucius Rd.							
		5754-1223		1/3/2024	6,259.25	0.00	6,259.25
<b>Invoice Comment:</b> 3613 Lucius Rd.							
		<b>G/L Account:</b> 4382-000-000-00		Utility: Water&Sewer			6,256.75
		<b>G/L Account:</b> 4382-000-000-00		Utility: Water&Sewer			2.50
E06069	2/29/2024	0001022	Segra				<b>Check Entry Number: 001</b>
		2811205		1/1/2024	971.48	0.00	971.48
<b>Invoice Comment:</b> VOIP 5231111- 1/1/24-1/31/24							
		<b>G/L Account:</b> 4383-000-000-00		Telecommunications			971.48
		2814472		1/1/2024	2,682.16	0.00	2,682.16
<b>Invoice Comment:</b> Internet Charges- 1/1/24-1/31/24							
		<b>G/L Account:</b> 4383-000-000-00		Telecommunications			2,682.16
<b>Check E06069 Total:</b>					3,653.64	0.00	3,653.64
<b>Printed Check Total:</b>							0.00
<b>Electronic Payment Total:</b>							3,653.64
E06070	2/29/2024	0001057	PEBA - SC Retirement Systems				<b>Check Entry Number: 001</b>
		FEB 2024		2/29/2024	30,101.87	0.00	30,101.87
		<b>G/L Account:</b> 2120-000-000-00		SC Retirement: Employee			9,830.07
		<b>G/L Account:</b> 4160-000-000-00		SC Retirement: Employer			20,107.97
		<b>G/L Account:</b> 4160-000-000-00		SC Retirement: Employer			163.83
		JAN 2024		1/31/2024	32,339.11	0.00	32,339.11
		<b>G/L Account:</b> 2120-000-000-00		SC Retirement: Employee			10,560.66
		<b>G/L Account:</b> 4160-000-000-00		SC Retirement: Employer			21,602.44



CENTRAL MIDLANDS TRANSIT/The COMET (CMR)

Bank Code: G - Operatg Security Federal Bank

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			176.01
				<b>Check E06070 Total:</b>	62,440.98	0.00	62,440.98
				<b>Printed Check Total:</b>			0.00
				<b>Electronic Payment Total:</b>			62,440.98
E06071	2/29/2024	0001144	PEBA Insurance Finance				<b>Check Entry Number: 002</b>
		FEB 2024		1/24/2024	9,527.12	0.00	9,527.12
		<b>G/L Account:</b> 4165-000-000-00		Health Insurance Employer Portion			7,041.04
		<b>G/L Account:</b> 2145-000-000-00		State Health: EE			1,304.20
		<b>G/L Account:</b> 2165-000-000-00		Dental: Employee			19.80
		<b>G/L Account:</b> 2172-000-000-00		Dental Plus: Employee			335.36
		<b>G/L Account:</b> 2175-000-000-00		Optional Life			414.62
		<b>G/L Account:</b> 2180-000-000-00		Dependant Life Ins			3.78
		<b>G/L Account:</b> 2182-000-000-00		Supplemental Long Term Disability			258.40
		<b>G/L Account:</b> 2187-000-000-00		State Vision Plan			109.92
		<b>G/L Account:</b> 2186-000-000-00		State Tobacco Prem			40.00
E06072	2/29/2024	0001167	AT&T - Atlanta				<b>Check Entry Number: 002</b>
		<b>Check Comment:</b> Elevator & Fire Alarm					
		4332-0124		1/20/2024	220.55	0.00	220.55
				<b>Invoice Comment:</b> Elevator & Fire Alarm			
		<b>G/L Account:</b> 4383-000-000-00		Telecommunications			220.55
E06073	2/29/2024	0001209	Sam's Club				<b>Check Entry Number: 001</b>
		0638-0124		1/30/2024	15.92	0.00	15.92
				<b>Invoice Comment:</b> Water			
		<b>G/L Account:</b> 4401-000-000-00		Misc Administrative Expenses			15.92
E06074	2/29/2024	0001224	Bank of America				<b>Check Entry Number: 001</b>
		2006-0124		1/14/2024	908.35	0.00	908.35
		<b>G/L Account:</b> 4401-000-000-00		Misc Administrative Expenses			38.35
		<b>G/L Account:</b> 4201-000-000-00		Membership Fees, Dues & Subscriptions			870.00
		<b>G/L Account:</b> 4201-000-000-00		Membership Fees, Dues & Subscriptions			870.00
		<b>G/L Account:</b> 4518-000-000-00		EE Training & Development (& Travel Adv)			870.00
		2006-0224		2/9/2024	36.78	0.00	36.78
				<b>Invoice Comment:</b> Late Fees			
		<b>G/L Account:</b> 4401-000-000-00		Misc Administrative Expenses			36.78
		3729-0124		1/14/2024	260.00	0.00	260.00
		<b>G/L Account:</b> 4518-000-000-00		EE Training & Development (& Travel Adv)			260.00
		7220-0124		1/14/2024	844.01	0.00	844.01
		<b>G/L Account:</b> 4510-000-000-00		Federal/Non Fed Exp: ADP Software ACQ/Maint			2.50
		<b>G/L Account:</b> 4510-000-000-00		Federal/Non Fed Exp: ADP Software ACQ/Maint			575.00
		<b>G/L Account:</b> 4502-000-000-00		FF&E <\$5000			18.30
		<b>G/L Account:</b> 4518-000-000-00		EE Training & Development (& Travel Adv)			248.21
		<b>G/L Account:</b> 4502-000-000-00		FF&E <\$5000			18.30
		<b>G/L Account:</b> 4518-000-000-00		EE Training & Development (& Travel Adv)			18.30
		7220-0124 DEC		1/14/2024	184.82	0.00	184.82
		<b>G/L Account:</b> 4383-000-000-00		Telecommunications			117.98
		<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			8.64
		<b>G/L Account:</b> 4510-000-000-00		Federal/Non Fed Exp: ADP Software ACQ/Maint			15.00
		8483-0124		1/14/2024	108.00	0.00	108.00
		<b>G/L Account:</b> 4401-000-000-00		Misc Administrative Expenses			114.48
		<b>G/L Account:</b> 4401-000-000-00		Misc Administrative Expenses			6.48

Check Register

Journal Posting Date: 2/29/2024

Register Number: CD-000875

CENTRAL MIDLANDS TRANSIT/The COMET (CMR)

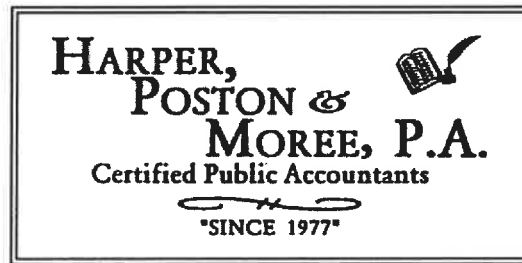
Bank Code: G - Operatg Security Federal Bank

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount
			8483-0124 DEC	1/14/2024	1,313.26	0.00	1,313.26
		<b>G/L Account:</b> 4510-000-000-00		Federal/Non Fed Exp: ADP Software ACQ/Maint			12.95
		<b>G/L Account:</b> 4510-000-000-00		Federal/Non Fed Exp: ADP Software ACQ/Maint			17.27
		<b>G/L Account:</b> 4203-000-000-00		Mktg/Adv/Promo/Spnsr			1,283.04
			<b>Check E06074 Total:</b>		3,655.22	0.00	3,655.22
			<b>Printed Check Total:</b>				0.00
			<b>Electronic Payment Total:</b>				3,655.22
E06075	2/29/2024	0001265	Colonial Life Supp Ins				<b>Check Entry Number:</b> 001
			31647120105092	1/5/2024	276.34	0.00	276.34
			<b>Invoice Comment:</b> January 2024 Supplemental Insurance				
		<b>G/L Account:</b> 2195-000-000-00		Colonial Supplemental			276.34
E06076	2/29/2024	0001328	Waste Management				<b>Check Entry Number:</b> 002
		<b>Check Comment:</b> 3613 Lucius Rd					
			4644601-0080-1	1/16/2024	2,915.88	0.00	2,915.88
			<b>Invoice Comment:</b> 3613 Lucius Rd				
		<b>G/L Account:</b> 4205-000-000-00		Facility R&M Expense			2,915.88
E06077	2/29/2024	0001328	Waste Management				<b>Check Entry Number:</b> 003
		<b>Check Comment:</b> 1224 Laurel St.					
			4644660-0080-7	1/16/2024	1,293.90	0.00	1,293.90
			<b>Invoice Comment:</b> 1224 Laurel St.				
		<b>G/L Account:</b> 4205-000-000-00		Facility R&M Expense			1,293.90
E06078	2/29/2024	0001335	SC Deferred Compensation				<b>Check Entry Number:</b> 001
			1160831001	2/5/2024	320.00	0.00	320.00
			<b>Invoice Comment:</b> 401K - 2/5/24				
		<b>G/L Account:</b> 2190-000-000-00		Deferred Comp: EE 401K & 457			320.00
			1163974370	2/5/2024	269.00	0.00	269.00
			<b>Invoice Comment:</b> 457 - 2/5/24				
		<b>G/L Account:</b> 2190-000-000-00		Deferred Comp: EE 401K & 457			269.00
			1165279543	2/20/2024	204.00	0.00	204.00
			<b>Invoice Comment:</b> 457 - 2/20/24				
		<b>G/L Account:</b> 2190-000-000-00		Deferred Comp: EE 401K & 457			204.00
			1165281672	2/20/2024	330.00	0.00	330.00
			<b>Invoice Comment:</b> 401K - 2/20/24				
		<b>G/L Account:</b> 2190-000-000-00		Deferred Comp: EE 401K & 457			330.00
			1165901021	2/23/2024	20.00	0.00	20.00
			<b>Invoice Comment:</b> 401K - 2/23/24				
		<b>G/L Account:</b> 2190-000-000-00		Deferred Comp: EE 401K & 457			20.00
			<b>Check E06078 Total:</b>		1,143.00	0.00	1,143.00
			<b>Printed Check Total:</b>				0.00
			<b>Electronic Payment Total:</b>				1,143.00
E06079	2/29/2024	0001470	WEX BANK				<b>Check Entry Number:</b> 001
			94816933	1/31/2024	1,787.50	0.00	1,787.50
			<b>Invoice Comment:</b> 596.5 gals @ 3.04 avg / gal				
		<b>G/L Account:</b> 4321-000-000-00		Vehicle Fuel: Diesel/UNL			1,751.60
		<b>G/L Account:</b> 4510-000-000-00		Federal/Non Fed Exp: ADP Software ACQ/Maint			35.90
E06080	2/29/2024	0001512	VERIZON WIRELESS				<b>Check Entry Number:</b> 001
			9954961048	1/23/2024	1,216.32	0.00	1,216.32
			<b>Invoice Comment:</b> iPad & Tablet Data Plan				
		<b>G/L Account:</b> 4383-000-000-00		Telecommunications			1,216.32
E06081	2/29/2024	0001607	PEX - Prepaid Expense Card Solutions				<b>Check Entry Number:</b> 001

CENTRAL MIDLANDS TRANSIT/The COMET (CMR)

Bank Code: G - Operatg Security Federal Bank

Check Number	Check Date	Vendor	Invoice Number	Invoice Date	Invoice Amount	Discount Applied	Payment Amount	
			FEB24 VTRIP/PUP	2/2/2024	1,700.00	0.00	1,700.00	
			<b>Invoice Comment:</b> COG Grant#TR20-01-001					
			Federal Exp: Mobility 5310 (VTRIP, PUP, Feonix)					1,700.00
E06082	2/29/2024	0001620	PXC, Inc.				<b>Check Entry Number:</b> 001	
			2024020101	2/1/2024	151.49	0.00	151.49	
			<b>Invoice Comment:</b> Hourly Payroll - 2/2/24					
			Cash: Payroll - WF/SFB					151.49
			2024020701	2/7/2024	126.89	0.00	126.89	
			<b>Invoice Comment:</b> Hourly Payroll - 2/9/24					
			Cash: Payroll - WF/SFB					126.89
			2024021501	2/15/2024	147.64	0.00	147.64	
			<b>Invoice Comment:</b> Salary Payroll - 2/20/24					
			Cash: Payroll - WF/SFB					147.64
			2024022101	2/21/2024	126.89	0.00	126.89	
			<b>Invoice Comment:</b> Hourly Payroll - 2/23/24					
			Cash: Payroll - WF/SFB					126.89
			<b>Check E06082 Total:</b>		552.91	0.00	552.91	
			<b>Printed Check Total:</b>				0.00	
			<b>Electronic Payment Total:</b>				552.91	
			<b>Report Total:</b>		106,674.32	0.00	106,674.32	
			<b>Printed Check Total:</b>				0.00	
			<b>Electronic Payment Total:</b>				106,674.32	



Robert D. Harper, Jr. CPA◆  
Robin B. Poston CPA

Stacey C. Moree CPA  
Wyndie B. Moree CPA

January 31, 2024

Central Midlands Regional Transit Authority  
Columbia, SC

We have audited the financial statements of Central Midlands Regional Transit Authority for the year ended June 30, 2023 and have issued our report thereon dated January 31, 2024. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, Government Auditing Standards and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter dated July 1, 2023. Professional standards also require that we communicate the following information related to our audit.

### Significant Audit Findings

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Central Midlands Regional Transit Authority are described in Note 1 to the financial statements. GASB Statement No. 96 *Subscription Based Information Technology Arrangements (SBITA)* implemented during the year. However the Authority did not have any SBITA's that met the criteria for implementation. The application of existing policies did not change for the year ended June 30, 2023. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and present events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting Central Midlands Regional Transit Authority financial statements were:

Management's estimate of the useful lives of capital assets is based on the Authority's policy which agrees with the recommendations of the Department of Transportation. We evaluated the key factors and assumptions used to develop the useful lives of capital assets and related depreciation expense in determining that it is reasonable in relation to the financial statements taken as a whole.

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MEMBERS:  
AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS  
SOUTH CAROLINA ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS  
◆ Retired

PAWLEYS ISLAND  
P. O. Box 1550  
106 Wall Street, Litchfield  
Pawleys Island, SC 29585  
Tel (843) 237-9125  
Fax (843) 237-1621  
E-mail: Pawleys@hpmcpa.com

Management's estimate of allowance for uncollectible accounts receivable is based on historical data of uncollectible accounts receivable. We evaluated the key factors and assumptions used to develop the allowance for uncollectible accounts receivable in determining that it is a reasonable in relation to the financial statements taken as a whole.

Management's estimate of the percentage of compensated absences considered to be short-term is based on the percentage of leave taken to leave earned for the prior fiscal year. We evaluated the key factors and assumptions used to develop the short term portion of compensated absences estimate in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of net pension and OPEB and related deferred outflows/inflows were obtained from audited data of the SCRS and PEBA long term disability insurance trust fund. The reviewed and evaluated the balances and they were appropriate under the circumstances. The auditor to the pension plan and the SCLTDITF were knowledgeable and possessed the necessary SKE for determining plan liabilities and disclosures.

The financial statement disclosures are neutral, consistent, and clear.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and correctly by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

#### *Disagreements with Management*

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated January 31, 2024.

#### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of accounting principles to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting

accounting to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

#### *Other Audit Findings and Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

#### *Other Matters*

We applied certain limited procedures to RSI information related to Pensions and Postemployment Benefits Other than Pensions: Schedule of Authority's Proportionate Share of Net Pension Liability, Schedule of Authority's Contributions – Pensions, Authority's proportionate Share of Net OPEB Liability, Schedule of Authority's Contributions – OPEB, and Management's MD&A that supplement the financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other information we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the other supplementary information which includes the Schedule of Operating and Non-Operating Revenues, Expenses and Changes in Net Position, the Schedule of Revenues, Expenses, and Changes in Net Position –Budget (Non-GAAP Basis) to actual, Schedule of Budgeted to Actual Costs SCDOT Grants, and the Schedule of Expenditure of Federal Awards, which accompanies the financial statements but is not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for use of the Board of Directors and management of Central Midlands Regional Transit Authority's and should not be used by anyone other these specified parties.

Respectfully Submitted,

*Harper, Poston & Moree, P.A.*

Harper, Poston & Moree, P.A.  
Certified Public Accountants  
Georgetown, South Carolina



March 27, 2024

Agenda Item # 6B

To: Central Midlands Regional Transit Authority Board of Directors  
From: Rosalyn Andrews, Director of Finance/CFO  
Subject: Proposed Mid-Year Budget Adjustments Review

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Requested Action: Staff request the Board of Directors accept recommendation from finance committee members to approve the attached proposed midyear budget adjustments.

Background and Summary: In June 2023, The COMET Board of Directors adopted the FY 2023-2024 Operating and Capital Budget. The operating and capital budget at the time was based on known revenue amounts.

Since the adoption of the budget, several significant factors have occurred that justify modifications to the budget. For midyear review, for any line items over or under the midyear mark of 50%, the breakout out of some line times to better track revenues against expenses and the consideration of new lines items not previously recognized with original budget, I am requesting to be amended as defined in the attachment.

Some of the revenue has been revised to reflect the actual collection of revenues to ensure a balanced budget.

Fiscal Impacts: The amended FY 2023-2024 operating and capital budget has an overall net change of less than 1% or \$(436,070) from \$45,746,515 as approved in original budget to amended request of \$45,310,445. The amended operating and capital budget will continue to be financed significantly with federal grant sources as well as fare revenues, Richland County Penny funds, Lexington County General funds, and miscellaneous funds.

Recommended Motion: Board of Directors approve adoption of the revised mid-year budget for FY 2023-2024.

Legal Counsel Review: None.

Attachments: Revised FY 2023-2024 Operations and Capital Budget.

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

Approved for Submission, Maurice Pearl, Executive Director/CEO

*Maurice Pearl*

Central Midlands Regional Transit Authority

FYE 24 Proposed Annual Budget

Midyear Budget Adjustments

				50%
	<i>Proposed Annual Budgeted</i>	<i>Approved FYE24 Budget</i>	<i>Variance increase/decrease of Budget</i>	
	<i>Amount</i>		<i>\$\$</i>	<i>%</i>
<b>Revenue:</b>				
Operating Revenues				
Passenger Revenue	1,547,235	1,629,977	(82,742.00)	-5%
Advertising Revenue	20,000	20,000	-	0%
Contracted Services Revenue	1,200,000	1,200,000	-	0%
Other Revenue	3,000	3,000	-	0%
Total Operating Revenue	2,770,235	2,852,977	(82,742)	-3%
Nonoperating Revenues				
Contributed Svcs/In Kind Revenue	60,000	60,000	-	0%
Local Revenue - Lexington Cty	267,835	267,835	-	0%
Interest Income	750,000	750,000	-	0%
Richland County 1% Sales Tax	26,040,000	26,040,000	-	0%
RTAP Reimbursement	2,000	2,000	-	0%
Fuel Tax Refunds	126,000	298,600	(172,600)	-58%
OPT/SMTF 5339	523,709	523,709	-	0%
OPT Rural Program 5311 Revenue	83,744	83,744	-	0%
Hospitality/Accomodations Tax	60,000	60,000	-	0%
Rental Income	840	840	-	0%
Federal Revenue - NOLD Project	3,440,000	3,440,000	-	0%
Federal Revenue - 5310 Access to Care/ICAM	226,894	-	226,894	#DIV/0!
Federal Revenue - Planning	80,000	80,000	-	0%
Federal Revenue - Capital: Non Prev Maint	112,000	112,000	-	0%
Federal Revenue - Capital: Prev. Maint	717,723	717,723	-	0%
Federal Revenue - Cap Ex (USC,SCDOT Reimbursement)	7,746,000	7,746,000	-	0%
Federal Revenue - Salaried Positions	100,000	100,000	-	0%



**Central Midlands Regional Transit Authority  
FYE 24 Proposed Annual Budget**

33 of 112

Midyear Budget Adjustments

					50%
	<i>Proposed Annual Budgeted</i>		<i>Approved FYE24 Budget</i>	<i>Variance increase/decrease of Budget</i>	
	<i>Amount</i>			<i>\$\$</i>	<i>%</i>
Federal Revenue - ADP Software	980,000		980,000	-	0%
Federal Revenue - ADP Hardware	200,000		200,000	-	0%
Federal Revenue - EE Training	12,500		25,000	(12,500)	-50%
Federal Revenue - 3rd Party Contractual (Website)	3,600		3,600	-	0%
Federal Revenue - Safety & Security	120,000		120,000	-	0%
Federal Revenue - Vanpool	52,000		50,000	2,000	4%
Federal Revenue - 5339 Shelter ACQ & Install	1,000,000		1,231,237	(231,237)	-19%
Insurance Claims Revenue	47,259		-	47,259	#DIV/0!
Concessions Revenue	15,000		1,250	13,750	1100%
Total Nonoperating Revenue	<b>42,767,104</b>		<b>42,893,538</b>	(126,434)	0%
<b>Total Revenues:</b>	<b>45,310,445</b>		<b>45,746,515</b>	<b>(436,070)</b>	<b>-1%</b>

**Central Midlands Regional Transit Authority  
FYE 24 Proposed Annual Budget**

34 of 112

Midyear Budget Adjustments

				50%
	<i>Proposed Annual Budgeted</i>	<i>Approved FYE24 Budget</i>	<i>Variance increase/decrease of Budget</i>	
	<i>Amount</i>		<i>\$\$</i>	<i>%</i>
<b>Expenses:</b>				
Administrative				
Salaries (Staff/Intern) & Other Paid Wages	1,679,343	1,679,343	-	0%
SC Retirement: ER	294,893	294,893	-	0%
FICA & Medicare	152,820	152,820	-	0%
Health Insurance: ER	104,200	85,200	19,000	22%
SC Unemployment	14,364	14,364	-	0%
Workers Comp	6,000	4,463	1,537	34%
Vehicle Allowance	3,150	-	3,150	#DIV/0!
Employee Relocation Allowance	17,000	-	17,000	#DIV/0!
Dues/Subscriptions/Memberships	35,800	25,780	10,020	39%
Marketing/Advertising/Promotional Material	432,958	555,713	(122,755)	-22%
Charitable Donations (Passes ONLY)	7,200	7,200	-	0%
Postage & Shipping	6,480	6,480	-	0%
Printing	86,400	86,400	-	0%
Board/Committee/Transit Academy	6,150	6,150	-	0%
Tickets & Transfers	20,000	20,000	-	0%
Office Equipment - Lease & Rental	14,500	14,500	-	0%
Admin Misc: Office Supplies, Fines, Taxes, etc.	74,824	40,824	34,000	83%
Banking Fees	14,000	14,000	-	0%
Payroll Processing Fees	10,000	10,000	-	0%
Employee Training & Development (Fed & Non Fed)	60,000	31,250	28,750	92%
Contingency		-	-	#DIV/0!
<b>Total Administrative</b>	<b>3,040,082</b>	<b>3,049,380</b>	<b>(9,298)</b>	

**Central Midlands Regional Transit Authority  
FYE 24 Proposed Annual Budget**

35 of 112

Midyear Budget Adjustments

					50%
		<i>Proposed Annual Budgeted</i>	<i>Approved FYE24 Budget</i>	<i>Variance increase/decrease of Budget</i>	
		<i>Amount</i>		<i>\$\$</i>	<i>%</i>
<b>Operations &amp; Maintenance</b>					
Contributed Svcs/In Kind Expense (Facility use)		60,000	60,000	-	0%
Contractor-Fixed Route		19,331,136	19,331,136	-	0%
Contractor-DART		4,600,818	4,600,818	-	0%
Contractor-Spcl Svc/Svc Enhancements		365,000	815,000	(450,000)	-55%
Propane Fuel		815,000	815,000	-	0%
Diesel & Vehicle Fuel		1,711,750	1,490,082	221,668	15%
Hydrogen Fuel		10,000	10,000	-	0%
OPT: SMTF Expenses		654,640	654,640	-	0%
Facility Related Repairs & Maintenance Expense (PM)		550,000	550,000	-	0%
Federal Expense: ADP Software ACQ & Maint		980,000	980,000	-	0%
Federal Expense: ADP Hardware ACQ & Maint		200,000	200,000	-	0%
Federal Expense: 3rd Party Contractual (Website)		4,500	4,500	-	0%
Federal Expense: Safety & Security		600,000	150,000	450,000	300%
Federal Expense: Van Pool Ops		180,000	100,000	80,000	80%
Federal Expense: Bike Program		24,000	-	24,000	#DIV/0!
Federal Expense: 5310		358,000	166,667	191,333	115%
<b>Total Operations &amp; Maintenance</b>		<b>30,444,844</b>	<b>29,927,843</b>	<b>517,001</b>	<b>2%</b>
<b>Insurance</b>				-	
Insurance - Vehicle/Facility/Tort/Cyber		128,600	128,600	-	0%
Insurance-Officers & Directors		12,000	12,000	-	0%
<b>Total Insurance</b>		<b>140,600</b>	<b>140,600</b>	<b>-</b>	<b>0%</b>

**Central Midlands Regional Transit Authority  
FYE 24 Proposed Annual Budget**

36 of 112

Midyear Budget Adjustments

					50%
	<i>Proposed Annual Budgeted</i>	<i>Approved FYE24 Budget</i>	<i>Variance increase/decrease of Budget</i>		
	<i>Amount</i>		<i>\$\$</i>	<i>%</i>	
Technical Services					
Professional Contract Services	1,490,216	2,620,491	(1,130,275)	-43%	
Fare Collection Service & Supplies	6,000	6,000	-	0%	
Total Technical Services	1,496,216	2,626,491	(1,130,275)	-43%	
Utilities					
Natural Gas	18,000	18,000	-	0%	
Electric	150,000	150,000	-	0%	
Water & Sewer	65,000	65,000	-	0%	
Telecommunications	276,000	147,000	129,000	88%	
Total Utilites	509,000	380,000	129,000	34%	
Capital Expense					
Federal & Non Fed Expense: Preventative Maint (PM)	897,155	897,155	-	0%	
Furniture, Fixtures, & Equipment < \$5000	102,500	45,000	57,500	128%	
Federal & Non Fed Expense: Shelter & Accessories ACQ/Install	1,539,046	1,539,046	-	0%	
Federal & Non Fed Expense: Cap EX (Non PM)	7,000,000	7,000,000	-	0%	
Federal & Non Fed Expense: Capital (Non PM)	140,000	140,000	-	0%	
Interest Expense	1,000	1,000	-	0%	
Total Capital Expense	9,679,701	9,622,201	57,500	1%	
<b>Total Expenses:</b>	<b>45,310,445</b>	<b>45,746,515</b>	<b>(436,070)</b>	<b>-1.0%</b>	
<b>Net Income From Operations:</b>	<b>-</b>	<b>-</b>	<b>-</b>		



# RATP Dev USA Monthly Performance Report

February  
2024



# Hot Topics:

1. COVID-19 – Lenny Cooksey
2. Customer Service – Alicia Peterson
3. Maintenance – Kevin Bundrick
4. Operations – Ricky Mack
5. Safety and Training – Mary Saunders
6. Human Resources – Courtney Coney
7. Performance Indicators - Lenny Cooksey





# Covid- 19/Flu Update

## HEALTHWATCH

### CDC shortens 5-day COVID isolation, updates guidance on masks and testing in new 2024 recommendations

#### When can I go back to work after COVID-19?

A [pandemic-era plea](#) for Americans to isolate at home for five days after testing positive for COVID-19 is also being ended.

Instead, the CDC will urge people sick with [symptoms](#) of respiratory viruses to [stay home](#) until their fever has disappeared for at least 24 hours without relying on fever-lowering medications and their symptoms are improving.



Face masks required.



Bus Cleaning	Totals
Detailed	331



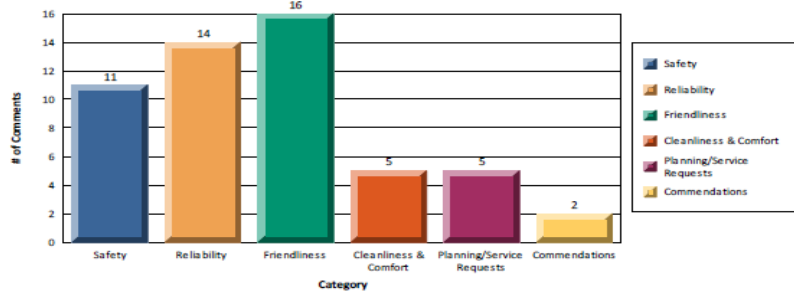
# Customer Service

## CUSTOMER COMMENTS

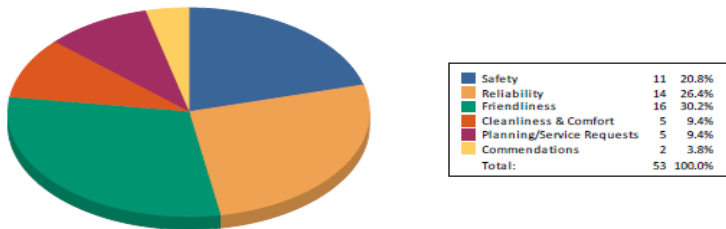
For the Period: 1/1/2024 to 1/31/2024



Number of Comments by Category



Percentage by Category



For the month of February 2024, RATP Dev had a total of 56 customer complaints comparing to 42 of January 2024, that is a 28.57% increase from the previous month. The Safety category was increased to 23.8% from 20.8% and the Reliability category increased to 49.2% from 26.4% of the previous month. For the month of February, we had 16 valid and 15 invalid, 25 are still under investigation.

The complaint rate 4.23% (complaints per 10,000 riders) for the month of February is within our target goal of 4.00 to 6.00 complaints per 10,000 customers.

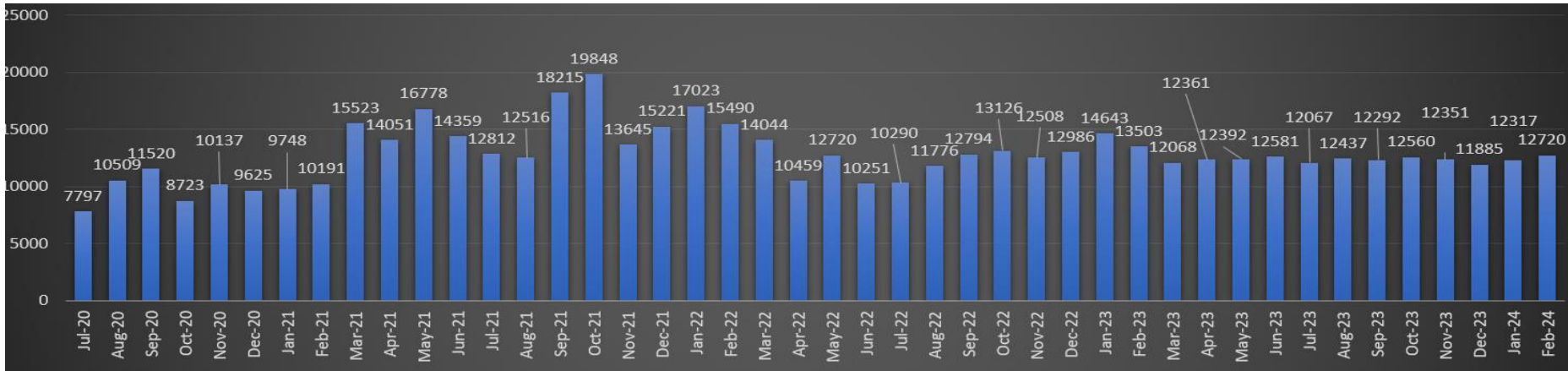
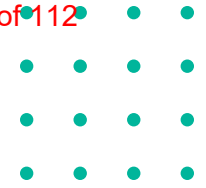
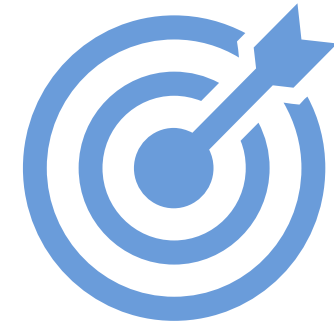
RATP Dev has been continuously addressing the customer complaint issues in different training programs, personal counseling/coaching, and other management actions.





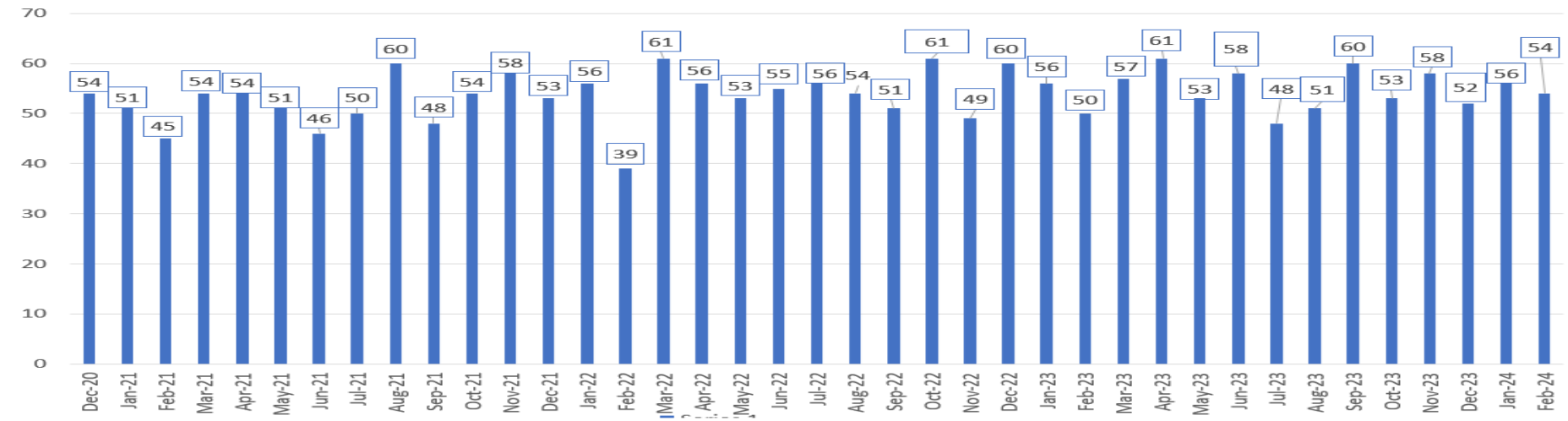


# Preventive Maintenance



Total Miles Between Road Calls Target 12,000

February 2024 Total Miles Between Road Calls 12,720

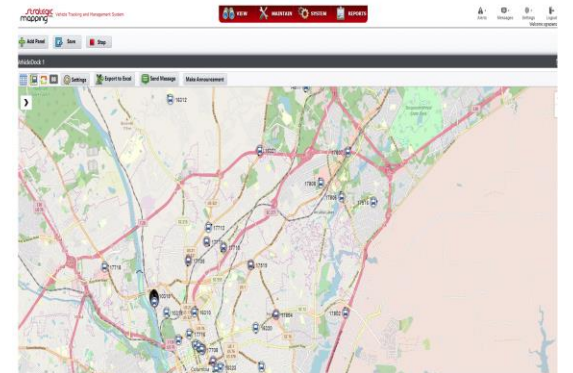


Scheduled PMIs = 54  
 Completed PMIs = 54  
 100% On-Time  
 PMI'S ARE TRIGGERED BY ACCUMULATED MILEAGE  
 AMOUNT VARIES BY MONTH





# OTP for Fixed Route / DART / Flex

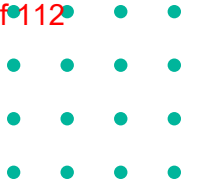


On-time performance is a leading indicator of service reliability and is inscribed as an essential [service standard](#). On-time performance measures the percentage of actual arrival times that are between (<1) minutes early and five (<6) minutes late at designated points along transit routes. The metric is reported by the COMET's AVL system for Fixed Route ( Strategic Mapping) and DART Paratransit (Trapeze).

- Fixed Route OTP for February 2024: **75.04%**
- Fixed Route OTP increase by 0.96% compared to January 2024 at **74.08%**
- DART/Paratransit OTP for February 2024: **90.33%**
- DART/Paratransit OTP decrease 0.78% compared to January 2024 at **91.11%**

*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

- **132,246 total ridership for February 2024**
- 150,528 total ridership for February 2023
- Ridership has decrease by 12.14% compared to February 2023

## Previous Month Comparison

- **132,246 total ridership for February 2024**
- 134,034 total ridership for January 2024
- Ridership decrease of 1.33% compared to January 2024



# Average Daily Ridership

Average Daily Ridership					
Month	Monthly Ridership		Average Daily Ridership		
	2023	2024	2023	2024	% Change
January	144,066	134,034	20,581	19,148	-7%
February	150,528	132,246	21,504	18,892	-12%
March	158,632		22,662	-	-100%
April	147,800		21,114	-	-100%
May	131,263		18,752	-	-100%
June	127,984		18,283	-	-100%
July	123,381		17,626	-	-100%
August	136,820		19,546	-	-100%
September	134,969		19,281	-	-100%
October	132,922		18,989	-	-100%
November	133,717		19,102	-	-100%
December	130,500		18,643	-	-100%
<b>Year to Date</b>	<b>1,652,582</b>	<b>266,280</b>	<b>236,083</b>	<b>38,040</b>	<b>-84%</b>





# GAMECOCK RIDERSHIP

Route	February 2024 Total	January 2023 Total	Variance	% Change
13 North Loop	1,663	1,437	226	14%
14 Express	4,245	3,464	781	18%
15 Yellow	5,624	4,788	836	15%
16 Greek Village	212	259	47	-22%
17 Green	4,635	3,422	1213	26%
18 Red	8,826	7,126	1700	19%
19 Blue	8,381	6,905	1476	18%
20 West Campus	10,359	10,289	70	1%
24 Evening 1	166	95	71	43%
25 Evening 2	273	309	36	-13%
	44,384	38,094	6,290	14%



- 44,384 Total passenger boardings for February 2024.
- A Variance of 6,290 passengers compared to January 2024.



## Passenger Information

<i>Clients</i>	73.65	%
<i>Companions</i>	0.00	%
<i>Attendants</i>	26.03	%
<i>Others</i>	0.32	%
<i>Pass. Per Trip</i>	1.28	
<i>Average Length</i>	28.71	Minutes
<i>Average Distance</i>	8.03	Miles
<i>Transferred Passengers</i>	0	

## Requested Trip Information

<i>Total Requested</i>	6583	<i>No Shows</i>	70
<i>Unscheduled</i>	0	<i>Cancel CD</i>	197
<i>Unscheduled</i>	0.00 %	<i>No Shows</i>	4.06 %
<i>Cancel Adv.</i>	1704		
<i>Late Cancels</i>	66	<i>No Shows Other</i>	0
<i>Same Day</i>	175	<i>Cancel Other</i>	0
<i>Site Closure</i>	2	<i>Missed</i>	0
<i>User Error</i>	57	<i>MissedT</i>	0
<i>Cancels</i>	30.44 %	<i>Missed</i>	0.00 %
	<i>Transferred Trips</i>		0

46 of 112



# DART Information



# Safety Performance

Vehicle Accidents				
	Fixed	Flex	Dart	Total
Revenue Incidents	11	0	0	11
Deadhead Incidents	0	0	0	0
Per 100,000 Miles	3.93	0	0	3.93
Total Incidents	11	0	0	11
Preventable Accidents	2	0	0	2
Per 100,000 Miles	0.71	0	0	0.71

## SERIOUS INCIDENT SAFETY BULLETIN

Distractions cause accidents, Get focused!

**Fully secure mobility devices, and ALWAYS do a final check! Just in case!**



**Avoid being distracted by focusing on one task at a time! Double Check!**

**Look and SEE! Get full visibility of each task while driving or loading!**



Injuries				
	Fixed	Flex	Dart	Total
Revenue Injuries	1	0	0	1
Deadhead Injuries	0	0	0	0
Per 100,000 Miles	0.35	0	0	0.35
Total Injuries	1	0	0	1



What you do today will build a safer tomorrow.





# HR-Staffing & Recruitment

Description	Active	Training	Leave	Total
Fix Route Operators	95	7	8	110
USC Operator	17	0	1	18
Ops Supervisor (USC)	1			1
Dispatcher/supervisor (USC)	3			3
Fix Route Operations Supervisor	7			7
Fix Route Dispatcher	3			3
DART/ReFlex Reservationist	3.5			3.5
TCS Total Operators	31		3	34
IT Analyst	1			1
Mechanics	12	0	1	13
Lead mechanic/Maintenance Supervisor	1			1
Utility Worker	9			9
Shopkeeper	1			1
Totals	184.50	7	13	204.50





# Employee of the Month

## Facts about Ms. Phyllis Jamison

Enjoys Fishing

Dog mom of (2)

Favorite Football team:

Dallas Cowboys



Enjoys Music





# Key Performance Indicator (KPI)

Performance Measure	RATP Dev Contract Goal	RATP Dev February/Actual
On-Time Performance (Fixed Route / Paratransit)	85% / 90%	75.04% / 90.33%
Miles Between Road Calls	12,000	12,720
Customer Complaints (Per 10,000 Customers)	6.0	4.23
Preventable Accidents (Per 10,000 Miles)	2.0	0.07





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## Central Midlands Regional Transit Authority

### FINANCE COMMITTEE AGENDA

Wednesday, March 13, 2024

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

#### OFFICERS

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

#### MEMBERS

Rep. Leon Howard (Richland County Legislative Delegation)



Andy Smith (Forest Acres)

Christopher Lawson (Richland County)

#### ADVISORY MEMBER(S)

Mike Green (West Columbia)

- 
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: *February 14, 2024*
  4. MATTERS REFERRED FROM THE BOARD OF DIRECTORS Page(s) -
    - Discuss Previous (open) Motions – *no new*
  5. MONTHLY FINANCIAL REPORTS (R. Andrews) – *January 2024* Page(s) 7-44
    - ✚ Financial Highlights
    - ✚ Condensed Financial Summary
    - ✚ Income Statement
    - ✚ 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) Page(s) 47-50
- *JANUARY 2024*
7. DISCUSSION AND ACTION ITEMS Page(s) 51-56
- A. Midyear budget review (FY2024) – (R. Andrews) Page(s) 57-58
  - B. Employee Retirement Benefits
8. COMMENTS, ANNOUNCEMENTS, NEW MOTIONS
9. LEGAL/CONTRACTUAL/PERSONNEL (may require executive session) 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, *March 27, 2024* @ 12:00 p.m.

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



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 February 8, 2024.

Central Midlands Regional Transit Authority  
 FINANCE COMMITTEE MEETING  
 Wednesday, February 14, 2024 - 10:00 A.M.

Members Present:

Rep. Leon Howard\*  
 Christopher Lawson, Secretary\*  
 Dr. Robert Morris, Chair  
 Andy Smith\*

Advisory Members Absent:

Michael Green

\*Via Phone or Virtual

The COMET Staff Present:

Rosalyn Andrews, Director of Finance/CFO  
 Jackie Bowers, Director of Operations  
 Pamela Bynoe-Reed, Director of Marketing & Community Affairs\*  
 Angela Jacobs, Board Clerk/Community Programs Specialist  
 Maurice Pearl, Executive Director/CEO  
 Arlene Prince, Director of Compliance, Civil Rights Officer  
 Michelle Ransom, Regional Grants Manager  
 Crystal Willis, Financial Accountant\*

Guests Present:

Rick Silver, Chernoff Newman

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  
Motion:  
 A motion was made by Mr. Smith and seconded by Mr. Lawson to adopt the agenda.  
 Approved: Howard, Lawson, Morris, Smith  
 Motion passed.
3. ADOPTION OF MINUTES

Motion:

A motion was made by Dr. Morris to adopt the January 10, 2024, Meeting Minutes with the amendment that he was pleased that Chernoff Newman's report was more detailed than previous reports. The motion was seconded by Mr. Smith.

Approved: Howard, Lawson, Morris, Smith

Motion passed.

4. MATTERS REFERRED FROM THE BOARD OF DIRECTORS

A. No new matters.

5. MONTHLY FINANCIAL REPORTS (R. Andrews) - December 2023

Ms. Andrews directed committee members to page 6 for December's highlights and reminded the Committee that December marks the mid-year point and she will present the mid-year budget for review at the next meeting. She reported that December is at 50% complete for the fiscal year and provided the following details:

- ✚ Net income of ~\$0.05M
- ✚ Total revenue \$2.72M
- ✚ Total expenses \$2.67M
- ✚ Paid to date to RATP Dev \$63,151, 276
- ✚ Professional contract services have been outlined as requested by the committee. \* Denotes details of the payments and are included in the packet.
- ✚ Pass Donations FY2 24- YTD total \$1200
- ✚ Penny Collection: \$8.9M received in August 2023 and \$6.8M received in November 2023. Collection is currently at 69% with 31% remaining, collection ending in December 2026.

Dr. Morris said he thought the penny collection completion was December 2028 and noted the December 2028 date in the financial report. Ms. Andrews said The COMET's initial calculations for collection completion were for December 2028 but the actual date for final collection is December 2026. Ms. Andrews reported that there are reserve funds that may cover two additional years but wanted to make everyone that Richland County would make their last penny tax collection in December 2026. Dr. Morris asked if The COMET would still be five years short after the reserve funds. Dr. Morris asked Mr. Rick Silver of Chernoff Newman to join and Mr. Silver confirmed that the final penny collection would be in 2026. Dr. Morris told staff that it seems the agency would run out of funds but hopes that everyone would do everything humanly possible to get the penny passed in 2024. He noted that Mr. Silver and others are working on the initiative and that Mr. Pearl may also be involved to ensure that the penny is on the ballot in November. Mr. Lawson directed Ms. Andrews to the Safety and Security line item on page 16 and said he noticed a reduction in the expense and asked why it was decreasing and if was due to actions of the agency. Ms. Andrews said the line item is for actual security at COMET Central and it has been decreasing due to the contractor having trouble holding up their end of the contract. The contract calls for two security officers but they are supplying one. Mr. Lawson asked if the security needs are being met by one officer on duty. Ms. Bowers said the needs are not being met, the contractor has been notified and a cure letter addressing the deficiencies has been issued. She said The COMET is prepared to bring in another security company if the current cannot meet their contractual obligations. Mr. Lawson asked if the new company would come in at the same rate and Ms. Bowers said that would be discussed with the company if they are needed for emergency purposes going forward.

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

Dr. Prince directed members to DBE reports on pages 27-30 and represents data from December 2023. Pages 27-28 is a snapshot of all vendors with a DBE goal with The COMET. As of December 2023, approximately \$69.3M was paid to vendors and of this amount DBEs received approximately \$17.7M which represents 25.6%. Pages 29-30 is data relevant to our contractor RATP Dev and their payments to DBE firms. It reflects data from the start of the contract July 1, 2020, through December 2023, and the cumulative data reflects a goal of 22.6% or approximately \$14.3M of their funds awarded to DBE firms. Page 30 shows data from the start of the current fiscal year and is for tracking purposes only. Dr. Morris thanked Dr. Prince for continuously providing a positive report and noted that the MDBE goal is 20.06% and we are at 27.4% and would like to continue this pattern.

7. DISCUSSION AND ACTION ITEMS - Marketing RFP - Approval of new contract (Maurice Pearl)

Mr. Pearl presented the Marketing RFP for subsequent approval. The solicitation for marketing services was issued on December 10, 2023, and two proposals were received before the January 5<sup>th</sup> deadline and the evaluation panel met to discuss the proposals on January 23<sup>rd</sup>. Both firms met the state's determination of responsibility and for the statewide term contract for the marketing services. The lowest price proposal was submitted by Proposal A of \$520,018 and as a result, this firm received the maximum points of 60 for their price proposal. Mr. Pearl said staff would recommend Flock & Rally be awarded the contract for marketing services for an initial term of two years with three, one-year options. He directed the Committee to page 31 for review of the proposal. Dr. Morris asked if it was the same firm that has been used for the past five years and why the contract seemed to increase by a large degree over five years. Ms. Andrews provided clarification that the increased amount is what Flock & Rally is proposing for the new 5-year contract and it is not what is currently being paid to them. Dr. Morris asked what Flock & Rally was currently being paid and Ms. Bynoe-Reed said they are being paid the same as their current proposal and Ms. Andrews confirmed that their proposal is in line with the three-year state contracts. Mr. Pearl said the RFP was vetted by the evaluation team and finance. Mr. Lawson asked if only two companies were vetted and Mr. Pearl replied that only two proposals were received. Mr. Smith asked for clarifications between the proposals and Ms. Andrews said the proposal included was from the recommended vendor. Ms. Andrews said Proposal A had the lower price but the quality of their presentation was also lower, therefore Proposal B at the higher price and a higher quality presentation was selected. Mr. Smith asked if the annual escalation was based on their hourly rate or an increase in the number of hours worked. Ms. Andrews said the escalation was a combination of the number of expected hours against a flat rate. Ms. Bynoe-Reed said the agency also has a considerable amount of control over the number of hours submitted, so even though the hourly rate may increase, we may ask for fewer graphics and negotiate other services to keep the cost steady.

A motion was made by Rep. Howard and seconded by Mr. Smith to approve the recommendation to the Board that Flock & Rally be awarded the marketing services contract for a term of two (2) years, with three (3) one-year options.

Approved: Howard, Lawson, Morris, Smith

Motion passed.

8. COMMENTS, ANNOUNCEMENTS, NEW MOTIONS - None.

9. LEGAL/CONTRACTUAL PERSONNEL

A. Discussion of Contractual Issues -

A motion was made by Rep. Howard to enter into Executive Session and seconded by Mr. Smith.

Approved: Howard, Lawson, Morris, Smith

Motion passed.

A motion was made by Rep. Howard to exit Executive Session and seconded by Dr. Morris.

Approved: Howard, Lawson, Morris, Smith

Motion passed.

10. ADJOURNMENT

Motion:

A motion was made by Mr. Smith and seconded by Mr. Smith to adjourn.

Approved: Howard, Lawson, Morris, Smith

Motion passed.

*The meeting adjourned at 10:30 A.M.*

CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY

Adopted this \_\_\_\_\_, 2024.

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



## Financial Highlights FY 2024 Month End January 2024

*58% of fiscal year completed*

*Annual Budget - ~\$45.55M*



### Net Income (Loss):

Excluding depreciation - Month = ~\$1.99M

Actual YTD = ~\$14.06M



### Total Revenue:

PTD = \$4.50M

Actual YTD = ~\$31.36M

total YTD collections represent an average **-69%** of annual budgeted amount.



### Total Expenses (w/depreciation):

PTD = \$2.73M

Actual YTD ~ \$18.81M

total YTD expenditures represent an average **-23%** of annual budgeted amount.



PTD - contract operator RATP Dev 7/1/2020 to reporting month: **\$65,009,376**



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

ABLE South Carolina	4,334	SSOE (intermodal)	7,500
*Burr Forman McNair - \$4k Retainer incl	10,236		
Center for Transportation & the Environment	4,375	Security (4509)	35,000
*Chernoff Newman, LLC			
iT1 Solutions	2,250	Marketing, Adv & Promotion (4203)	35,030
*Maynard Nexsen	4,656	o Flock & Rally (F&R) *	
*Natavis Harris (Planner Consultant)	4,178	o Advertising via F&R	
Distribution Technology	2,270	o Ads: Facebook	
Harper, Poston Moree	24,750	o Pink Ice Sponsorship	



Pass Donations FY 24 - YTD total \$1,200 (no new passes as of last report)

MIRCI: \$600

TNC Development Corporation: \$600



### Total collections of Penny Revenue since 2013 to present:

- ✓ \$206,626,677 (68.6%) of \$300,991,000/22 yr. allocation;
  - o remaining balance = \$94,364,323 (31.4%)
  - o expected end date for collections Dec 2026

- ✓ Payments received from Richland County

- Recv'd in Aug 2023 \$8.9M
- Recv'd in Nov 2023 \$6.8M

- Expected in Feb \$6.7M

**Central Midlands Regional Transit Authority**  
**Condensed Statement of Financial Position**  
**Period Ended 01/31/24**

58 of 112

FY 2024

	Actual PTD 1/31/2024	Actual YTD 1/31/2024	Budgeted Amount	
			YTD	Annual
<b>Revenues:</b>				
Passenger Fares/Revenue Contracts	380,514	2,378,028	1,650,820	2,829,977
Special (Advertising, Interest, Rental, Etc)	246,558	1,361,813	623,840	1,069,440
Admin/Misc/Gain(Loss) Sale of Assets	2,479	77,622	30,047	51,509
Local Revenue (The Penny)	3,851,069	25,047,860	15,346,237	26,307,835
Reimbursement (RTAP, UofSC, etc)	11,901	76,071	1,167	2,000
State (SCDOT)	-	-	354,348	607,453
In-Kind Revenue (Facility Use)	5,000	35,000	35,000	60,000
Federal (CARES Act, CRRSA, ARP)	-	2,382,762	8,520,543	14,623,823
<b>Total Revenue</b>	<b>\$ 4,497,521</b>	<b>\$ 31,359,154</b>	<b>\$ 26,572,022</b>	<b>\$ 45,552,037</b>
<b>Expenses:</b>				
Administrative (includes Salaries & Benefits)	238,786	1,350,606	1,800,949	3,087,341
Operations (contract operator)	1,835,488	12,555,456	14,173,223	24,296,954
Other Operating Expenses	138,339	1,090,567	2,057,496	3,527,136
Fuel	161,511	1,231,463	1,452,208	2,489,500
Insurance	10,779	75,365	82,017	140,600
Professional Services	69,567	444,194	1,027,721	1,761,808
Utilities	24,201	236,463	296,917	509,000
Federal/State (Capital, PM, NPM)	22,408	282,982	5,646,492	9,679,700
In-Kind Expense (Facility Use)	5,000	35,000	35,000	60,000
Depreciation	221,558	1,507,355	-	-
<b>Total Expenses</b>	<b>\$ 2,727,637</b>	<b>\$ 18,809,451</b>	<b>\$ 26,572,023</b>	<b>\$ 45,552,037</b>
<b>Net Income (Loss) From Operations</b>	<b>1,769,884</b>	<b>12,549,703</b>	<b>0</b>	<b>0</b>
<b>+ Depreciation add back:</b>	<b>221,558</b>	<b>1,507,355</b>	<b>-</b>	<b>-</b>
	<b>\$ 1,991,442</b>	<b>\$ 14,057,058</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Cash:</b>				
Petty Cash		299		
<i>OPTUS Bank</i>				
Operating Reserve Funds	4,065,005			
Capital Reserve Funds	2,644,838	6,709,843		
<i>Local Gov't Investment Pool</i>				
Emergency Reserve	17,868,531			
Operating Reserve	19,379,167	37,247,698		
<i>Security Federal Bank</i>				
Operating/Sweeps Acct		4,495,478		
<b>Total Cash</b>		<b>\$ 48,453,318</b>		
Total Assets		<b>\$ 98,856,865</b>		
Total Current Liabilities		<b>\$ 8,910,824</b>		

**Central Midlands Regional Transit Authority**  
**Statement of Income vs Budget**  
**Period Ended January 31, 2024**

59 of 112

I Year % complete = 58%

	<i>Actual PTD</i>	<i>Actual YTD</i>	<i>Budgeted YTD (\$)</i>	<i>Annual Budgeted</i>	<i>(\$ of Budget remaining</i>
	<i>1/31/2024</i>		<i>1/31/2024</i>	<i>Amount</i>	<i>(over) under</i>
<b>Revenue:</b>					
Operating Revenues					
Passenger Revenue	146,857	904,098	950,820	1,629,977	725,879
Advertising Revenue	9,783	25,929	11,667	20,000	(5,929)
Contracted Services Revenue	233,657	1,473,930	700,000	1,200,000	(273,930)
Other Revenue	2,455	17,625	1,750	3,000	(14,625)
Total Operating Revenue	<u>392,752</u>	<u>2,421,582</u>	<u>1,664,237</u>	<u>2,852,977</u>	<u>431,395</u>
Nonoperating Revenues					
In-Kind Revenue (Facility Use)	5,000	35,000	35,000	60,000	25,000
Local Revenue - Lexington Cty	65,437	193,639	156,237	267,835	74,196
Interest Income	219,976	1,259,015	437,500	750,000	(509,015)
Richland County 1% Sales Tax	3,785,632	24,854,221	15,190,000	26,040,000	1,185,779
RTAP Reimbursement	-	4,666	1,167	2,000	(2,666)
Fuel Tax Refunds	16,799	75,559	174,183	298,600	223,041
OPT/SMTF 5339	-	-	305,497	523,709	523,709
OPT Rural Program 5311 Revenue	-	-	48,851	83,744	83,744
Hospitality/Accommodations Tax	-	-	35,000	60,000	60,000
Rental Income	-	1,310	490	840	(470)
Federal Revenue - NOLO Project	-	292,128	2,006,667	3,440,000	3,147,872
Federal Revenue - 5310 Access to Care	-	226,894	-	-	(226,894)
Federal Revenue - Planning	-	15,659	46,667	80,000	64,341
Federal Revenue - Capital: Non Prev Maint	-	9,335	65,333	112,000	102,665
Federal Revenue - Capital: Prev. Maint	-	25,138	418,672	717,723	692,585
Federal Revenue - Cap Ex (USC,SCDOT Reimbursement)	11,901	71,405	4,518,500	7,746,000	7,674,595
Federal Revenue - Salaried Positions	-	17,588	58,333	100,000	82,412
Federal Revenue - ADP Software	-	111,393	571,667	980,000	868,607
Federal Revenue - ADP Hardware	-	-	116,667	200,000	200,000
Federal Revenue - Operations Assistance	-	1,545,557	0	-	(1,545,557)

**Central Midlands Regional Transit Authority**  
**Statement of Income vs Budget**  
**Period Ended January 31, 2024**

60 of 112

| Year % complete = 58%

	<i>Actual PTD</i>	<i>Actual YTD</i>	<i>Budgeted YTD (\$)</i>	<i>Annual Budgeted</i>	<i>(\$ of Budget remaining</i>
	<i>1/31/2024</i>		<i>1/31/2024</i>	<i>Amount</i>	<i>(over) under</i>
Federal Revenue - EE Training	-	-	7,292	12,500	12,500
Federal Revenue - 3rd Party Contractual (Website)	-	1,100	2,100	3,600	2,500
Federal Revenue - Safety & Security	-	280	70,000	120,000	119,720
Federal Revenue - Vanpool	-	26,458	30,333	52,000	25,542
Federal Revenue - 5339 Shelter ACQ & Install	-	111,232	583,333	1,000,000	888,768
Gain(Loss) Sale of Asset	-	(3,643)	-	-	3,643
Insurance Claim	-	47,259	27,568	47,259	0
Concessions Revenue	24	16,381	729	1,250	(15,130)
Total Nonoperating Revenue	<b>4,104,769</b>	<b>28,937,573</b>	<b>24,907,785</b>	<b>42,699,060</b>	<b>13,761,488</b>
<b>Total Revenues:</b>	<b>4,497,521</b>	<b>31,359,154</b>	<b>26,572,022</b>	<b>45,552,037</b>	<b>14,192,883</b>

**Expenses:**

Administrative

Salaries (Staff/Intern) & Other Paid Wages	129,026	792,728	979,617	1,679,343	886,615
Employee Relocation	1,898	16,927	9,917	17,000	73
SC Retirement: ER	21,778	134,182	172,021	294,893	160,711
FICA & Medicare	9,478	53,611	89,145	152,820	99,209
Health Insurance: ER	9,450	57,628	60,783	104,200	46,572
SC Unemployment	1,447	1,788	8,379	14,364	12,576
Workers Comp	501	3,336	3,500	6,000	2,664
Vehicle Allowance: Executive Director	900	1,800	1,838	3,150	1,350
Dues/Subscriptions/Memberships	17,690	22,435	20,883	35,800	13,365
Marketing/Advertising/Promotional Material	35,030	198,763	252,559	432,958	234,195
Charitable Donations (Passes ONLY)	-	1,200	4,200	7,200	6,000
Postage & Shipping	(14)	746	3,780	6,480	5,734
Printing	1,163	6,434	50,400	86,400	79,966
Board/Committee/Transit Academy	399	2,836	3,588	6,150	3,314
Tickets & Transfers	661	5,458	11,667	20,000	14,543
Office Equipment - Lease & Rental	2,597	5,781	8,458	14,500	8,719
Admin Misc: Office Supplies, Fines, Taxes, etc.	669	9,308	43,647	74,824	65,516

**Central Midlands Regional Transit Authority**  
**Statement of Income vs Budget**  
**Period Ended January 31, 2024**

| Year % complete = 58%

	<i>Actual PTD</i>	<i>Actual YTD</i>	<i>Budgeted YTD (\$)</i>	<i>Annual Budgeted</i>	<i>(\$ of Budget remaining</i>
	<i>1/31/2024</i>		<i>1/31/2024</i>	<i>Amount</i>	<i>(over) under</i>
Banking Fees	868	5,107	8,167	14,000	8,893
Payroll Processing Fees	2,127	5,436	5,833	10,000	4,564
Employee Training & Development (Fed & Non Fed)	3,118	25,101	35,000	60,000	34,899
Total Administrative	<u>238,786</u>	<u>1,350,606</u>	<u>1,773,382</u>	<u>3,040,082</u>	<u>1,689,476</u>
<b>Operations &amp; Maintenance</b>					
Contractor-Fixed Route	1,483,941	10,148,664	11,276,496	19,331,136	9,182,472
Contractor-DART	344,705	2,268,960	2,683,811	4,600,818	2,331,858
Contractor-Spcl Svc/Svc Enhancements	6,842	137,831	212,917	365,000	227,169
Propane Fuel	41,000	278,516	475,417	815,000	536,484
Diesel & Vehicle Fuel	120,511	952,946	970,958	1,664,500	711,554
Hydrogen Fuel	-	-	5,833	10,000	10,000
OPT: SMTF Expenses	-	13,934	381,871	654,636	640,702
Facility Related Repairs & Maintenance Expense (PM)	32,975	250,024	320,833	550,000	299,976
Federal Expense: Automatic Passenger Counter (APC)	-	-	-	-	-
Federal Expense: ADP Software ACQ & Maint	29,761	212,145	571,667	980,000	767,855
Federal Expense: ADP Hardware ACQ & Maint	497	5,867	116,667	200,000	194,133
Federal Expense: 3rd Party Contractual (Website)	-	-	2,625	4,500	4,500
Federal Expense: Safety & Security	38,000	296,672	350,000	600,000	303,328
Federal Expense: Van Pool Ops	11,016	84,311	105,000	180,000	95,689
Federal Expense: Bike Program	-	23,333	-	-	(23,333)
Federal Expense: 5310	26,089	204,282	208,833	358,000	153,718
In-Kind Expense (Facility Use)	5,000	35,000	35,000	60,000	25,000
Total Operations & Maintenance	<u>2,140,338</u>	<u>14,912,486</u>	<u>17,717,928</u>	<u>30,373,590</u>	<u>15,461,104</u>
<b>Insurance</b>					
Insurance - Vehicle/Facility/Tort/Cyber	9,810	68,774	75,017	128,600	59,826
Insurance-Officers & Directors	969	6,591	7,000	12,000	5,409
Total Insurance	<u>10,779</u>	<u>75,365</u>	<u>82,017</u>	<u>140,600</u>	<u>65,235</u>

**Central Midlands Regional Transit Authority**  
**Statement of Income vs Budget**  
**Period Ended January 31, 2024**

62 of 112

1 Year % complete = 58%

	<i>Actual PTD</i>	<i>Actual YTD</i>	<i>Budgeted YTD (\$)</i>	<i>Annual Budgeted</i>	<i>(\$ of Budget remaining</i>
	<i>1/31/2024</i>		<i>1/31/2024</i>	<i>Amount</i>	<i>(over) under</i>
Technical Services					
Professional Contract Services	69,567	444,194	1,051,788	1,803,067	1,358,873
Fare Collection Service & Supplies	-	-	3,500	6,000	6,000
Total Technical Services	<u>69,567</u>	<u>444,194</u>	<u>1,055,288</u>	<u>1,809,067</u>	<u>1,364,873</u>
Utilities					
Natural Gas	2,078	4,458	10,500	18,000	13,542
Electric	8,720	60,291	87,500	150,000	89,709
Water & Sewer	3,357	24,017	37,917	65,000	40,983
Telecommunications	10,046	147,696	161,000	276,000	128,304
Total Utilites	<u>24,201</u>	<u>236,463</u>	<u>296,917</u>	<u>509,000</u>	<u>272,537</u>
Capital Expense					
Federal Expense: Preventative Maint (PM)	14,245	85,644	523,340	897,154	811,510
Furniture, Fixtures, & Equipment < \$5000	1,110	52,119	59,792	102,500	50,381
Construction in Progress	-	78,254	-	-	(78,254)
Federal Expense: Shelter & Accessories ACQ/Install	6,095	44,505	897,777	1,539,046	1,494,541
Federal & Non Federal Expense: Cap EX (Non PM)	352	21,766	4,083,333	7,000,000	6,978,234
Federal Expense: Capital (Non PM)	606	606	81,667	140,000	139,395
Interest Expense	-	89	583	1,000	911
Total Capital Expense	<u>22,408</u>	<u>282,982</u>	<u>5,646,492</u>	<u>9,679,700</u>	<u>9,396,717</u>
Depreciation Expense	<u>221,558</u>	<u>1,507,355</u>	<u>-</u>	<u>-</u>	<u>(1,507,355)</u>
<b>Total Expenses:</b>	<b><u>2,727,637</u></b>	<b><u>18,809,451</u></b>	<b><u>26,572,022</u></b>	<b><u>45,552,037</u></b>	<b><u>26,742,588</u></b>
<b>Net Income before Depreciation:</b>	<b><u>1,769,884</u></b>	<b><u>12,549,703</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>(12,549,705)</u></b>
Add Back: Depreciation Expense	221,558	1,507,355	-	-	(1,507,355)
<b>Net Income From Operations:</b>	<b><u>1,991,442</u></b>	<b><u>14,057,058</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>(14,057,058)</u></b>

**Central Midlands Transit Cash Budget Analysis**

Period Ended January 31, 2024

		Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
	Beginning Balance	\$ 13,798,343	\$ 13,341,443	\$ 20,296,719	\$ 21,369,555	\$ 22,290,526	\$ 24,529,433	\$ 24,656,416	\$ 26,426,300	\$ 26,165,698	\$ 26,171,674	\$ 26,169,174	\$ 26,169,174
	+Projected Cash Inflow	\$ 2,128,225	\$ 9,645,470	\$ 3,809,644	\$ 3,691,946	\$ 4,856,414	\$ 2,729,935	\$ 4,497,521	\$ 163,559	\$ 20,034	\$ 5,000	\$ 5,000	\$ 5,000
	Cash Available	\$ 15,926,568	\$ 22,986,913	\$ 24,106,362	\$ 25,061,501	\$ 27,146,939	\$ 27,259,368	\$ 29,153,937	\$ 26,589,858	\$ 26,185,731	\$ 26,176,674	\$ 26,174,174	\$ 26,174,174
	-Projected Cash Outflow	\$ 2,585,125	\$ 2,690,195	\$ 2,736,807	\$ 2,770,976	\$ 2,617,506	\$ 2,602,953	\$ 2,727,637	\$ 424,161	\$ 14,058	\$ 7,500	\$ 5,000	\$ (51,577)
	Net Cash Available	\$ 13,341,443	\$ 20,296,719	\$ 21,369,555	\$ 22,290,526	\$ 24,529,433	\$ 24,656,416	\$ 26,426,300	\$ 26,165,698	\$ 26,171,674	\$ 26,169,174	\$ 26,169,174	\$ 26,225,750
	Xfer of Funds												
	Ending Balance	\$ 13,341,443	\$ 20,296,719	\$ 21,369,555	\$ 22,290,526	\$ 24,529,433	\$ 24,656,416	\$ 26,426,300	\$ 26,165,698	\$ 26,171,674	\$ 26,169,174	\$ 26,169,174	\$ 26,225,750
	<b>Annual Budgeted Amount</b>												
		7/31/2023	8/31/2023	9/30/2023	10/31/2023	11/30/2023	12/31/2023	1/31/2024	2/29/2024	3/31/2024	4/30/2024	5/31/2024	6/30/2024
<b>Revenue:</b>													
	Passenger Revenue	1,629,977	106,543	133,146	130,197	134,121	133,292	119,943	146,857	122,179	1,044	-	-
	Advertising Revenue	20,000	-	-	-	7,812	4,167	4,167	9,783	-	-	-	-
	Contracted Services Revenue	1,200,000	109,707	137,622	272,292	272,104	289,387	159,161	233,657	22,877	11,052	-	-
	Human Trafficking Awareness	-	-	-	-	-	-	-	-	-	-	-	-
	CARES Act/ARP Funding (Federal & SCDOT)	-	-	-	-	-	-	-	-	-	-	-	-
	Miscellaneous Income	3,000	485	9,888	55	1,292	2,418	1,032	2,455	1,334	2,938	-	-
	Local Revenue - Lexington Cty	267,835	62,765	-	-	65,437	-	-	65,437	-	-	-	-
	Interest Income	750,000	130,486	343,551	6,315	188,814	358,650	11,223	219,976	161	-	-	-
	Richland County 1% Sales Tax	26,040,000	-	8,988,979	2,996,326	2,996,326	3,816,137	2,270,820	3,785,632	-	-	-	-
	RTAP Reimbursement	2,000	1,220	3,446	-	-	-	-	-	-	-	-	-
	Fuel Tax Refunds	298,600	10,297	10,287	11,216	10,405	8,187	8,368	16,799	-	-	-	-
	OPT/SMTF 5339	523,709	-	-	-	-	-	-	-	-	-	-	-
	OPT Rural Program 5311 Revenue	83,744	-	-	-	-	-	-	-	-	-	-	-
	CapEx (SCDOT, USC reimb)	-	-	11,901	11,901	11,901	11,901	11,901	11,901	11,901	-	-	-
	Rental Income	840	70	70	70	70	70	960	-	-	-	-	-
	Federal Revenue - NOLO Project	3,440,000	-	-	275,128	-	-	17,000	-	-	-	-	-
	Federal Revenue - Health Care Access	-	-	-	-	-	226,894	-	-	-	-	-	-
	Federal Revenue - Planning	80,000	-	-	6,524	-	-	9,135	-	-	-	-	-
	Federal Revenue - Capital: Non Prev Maint	112,000	-	-	7,518	-	-	1,817	-	-	-	-	-
	Federal Revenue - Capital: Prev. Maint	717,723	-	-	-	-	-	25,138	-	-	-	-	-
	Federal Revenue - Salaried Positions	100,000	-	-	7,385	-	-	10,203	-	-	-	-	-
	Federal Revenue - ADP Software	980,000	82,580	-	25,013	-	-	3,800	-	-	-	-	-
	Federal Revenue - ADP Hardware	200,000	-	-	-	-	-	-	-	-	-	-	-
	Federal Revenue - Operations Assistance	-	1,545,557	-	-	-	-	-	-	-	-	-	-
	Federal Revenue - ADA Paratransit	-	-	-	-	-	-	-	-	-	-	-	-
	Federal Revenue - EE Training	12,500	-	-	-	-	-	-	-	-	-	-	-
	Federal Revenue - 3rd Party Contractual (Website)	3,600	-	-	-	-	-	1,100	-	-	-	-	-
	Federal Revenue - Safety & Security	120,000	-	-	-	-	-	280	-	-	-	-	-
	Federal Revenue - Vanpool	52,000	-	-	14,478	-	-	11,980	-	-	-	-	-
	Federal Revenue - 5339 Shelter ACQ & Install	1,000,000	73,516	-	24,844	-	-	12,872	-	-	-	-	-
	In Kind Facility Revenue	60,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
	Gain(Loss) Sale of Asset	-	-	(1,826)	(302)	(1,515)	-	-	-	-	-	-	-
	Insurance Claim	47,259	-	3,083	-	-	200	43,976	-	-	-	-	-
	Concessions Revenue	1,250	-	323	15,684	179	111	60	24	107	-	-	-
	<b>Total Revenues:</b>	<b>45,552,037</b>	<b>2,128,225</b>	<b>9,645,470</b>	<b>3,809,644</b>	<b>3,691,946</b>	<b>4,856,414</b>	<b>2,729,935</b>	<b>4,497,521</b>	<b>163,559</b>	<b>20,034</b>	<b>5,000</b>	<b>5,000</b>
<b>Expenses:</b>													
<b>Administrative</b>													
	Salaries (Staff/Intern) & Other Paid Wages	1,679,343	110,987	113,076	100,954	101,096	115,856	121,733	129,026	75,412	-	-	(42,266)
	Employee Relocation	17,000	-	-	-	-	7,394	7,636	1,898	-	-	-	-
	SC Retirement: ER	294,893	17,750	17,673	17,647	17,864	18,332	23,138	21,778	20,272	-	-	(7,026)
	FICA & Medicare	152,820	7,101	7,070	7,059	7,148	8,008	7,747	9,478	4,823	-	-	(3,134)
	Health Insurance: ER	104,200	7,600	7,614	7,614	7,614	9,621	8,116	9,450	7,623	-	-	-
	SC Unemployment	14,364	49	-	-	-	72	220	1,447	168	-	-	-
	Workers Comp	6,000	473	473	473	473	473	473	501	501	-	-	-
	Vehicle Allowance	-	-	-	-	-	-	900	900	-	-	-	-
	Dues/Subscriptions/Memberships	35,800	125	750	-	2,600	-	1,270	17,690	95	160	-	-
	Marketing/Advertising/Promotional Material	394,158	13,212	23,267	29,239	33,784	44,858	19,375	35,030	20,951	-	2,500	-
	Charitable Donations (Passes ONLY)	7,200	-	-	600	600	-	-	-	-	-	-	-

**Central Midlands Transit Cash Budget Analysis**

**Period Ended January 31, 2024**

		Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
Beginning Balance	\$	13,798,343	\$ 13,341,443	\$ 20,296,719	\$ 21,369,555	\$ 22,290,526	\$ 24,529,433	\$ 24,656,416	\$ 26,426,300	\$ 26,165,698	\$ 26,171,674	\$ 26,169,174	\$ 26,169,174
+Projected Cash Inflow	\$	2,128,225	\$ 9,645,470	\$ 3,809,644	\$ 3,691,946	\$ 4,856,414	\$ 2,729,935	\$ 4,497,521	\$ 163,559	\$ 20,034	\$ 5,000	\$ 5,000	\$ 5,000
Cash Available	\$	15,926,568	\$ 22,986,913	\$ 24,106,362	\$ 25,061,501	\$ 27,146,939	\$ 27,259,368	\$ 29,153,937	\$ 26,589,858	\$ 26,185,731	\$ 26,176,674	\$ 26,174,174	\$ 26,174,174
-Projected Cash Outflow	\$	2,585,125	\$ 2,690,195	\$ 2,736,807	\$ 2,770,976	\$ 2,617,506	\$ 2,602,953	\$ 2,727,637	\$ 424,161	\$ 14,058	\$ 7,500	\$ 5,000	\$ (51,577)
Net Cash Available	\$	13,341,443	\$ 20,296,719	\$ 21,369,555	\$ 22,290,526	\$ 24,529,433	\$ 24,656,416	\$ 26,426,300	\$ 26,165,698	\$ 26,171,674	\$ 26,169,174	\$ 26,169,174	\$ 26,225,750
Xfer of Funds													
Ending Balance	\$	13,341,443	\$ 20,296,719	\$ 21,369,555	\$ 22,290,526	\$ 24,529,433	\$ 24,656,416	\$ 26,426,300	\$ 26,165,698	\$ 26,171,674	\$ 26,169,174	\$ 26,169,174	\$ 26,225,750
<b>Annual Budgeted Amount</b>		<b>7/31/2023</b>	<b>8/31/2023</b>	<b>9/30/2023</b>	<b>10/31/2023</b>	<b>11/30/2023</b>	<b>12/31/2023</b>	<b>1/31/2024</b>	<b>2/29/2024</b>	<b>3/31/2024</b>	<b>4/30/2024</b>	<b>5/31/2024</b>	<b>6/30/2024</b>
Postage & Shipping		6,480	286	10	261	203	-	(14)	(8)	-	-	-	-
Printing		86,400	559	1,555	449	754	1,349	606	1,163	-	-	-	-
Board/Committee		5,400	303	896	729	493	-	17	399	-	-	-	-
Transit Academy		750	-	-	-	-	-	-	-	-	-	-	-
Tickets & Transfers		20,000	599	965	988	509	993	742	661	440	12	-	-
Office Equipment - Lease & Rental		14,500	664	412	412	664	412	618	2,597	707	-	-	-
Admin Misc: Fines, Taxes, etc.		74,824	1,076	319	4,263	973	930	1,079	669	760	-	-	-
Banking Fees		14,000	870	577	856	615	498	824	868	-	-	-	-
Payroll Processing Fees		10,000	524	524	524	524	664	549	2,127	148	-	-	(201)
Federal Expense: Staff Training & Development		60,000	6,523	1,054	485	12,309	1,103	509	3,118	3,235	3,625	-	1,050
Contractor-Fixed Route		19,331,136	1,364,072	1,420,781	1,475,385	1,530,741	1,465,713	1,408,030	1,483,941	-	-	-	-
Contractor-DART		4,600,818	314,613	334,926	316,722	327,359	320,562	310,073	344,705	-	-	-	-
Contractor-Spcl Svc/Svc Enhancements		365,000	47,360	59,223	8,793	6,703	5,051	3,860	6,842	475	-	-	-
CARES Act - SCDOT 5311		-	-	-	-	-	-	-	-	-	-	-	-
Propane Fuel		815,000	37,229	42,753	44,849	39,421	37,446	35,819	41,000	37,291	-	-	-
Diesel & Vehicle Fuel		1,664,500	120,650	139,534	187,384	137,981	101,593	145,292	120,511	125,565	-	-	-
Hydrogen Fuel		10,000	-	-	-	-	-	-	-	-	-	-	-
OPT: SMTF Expenses		654,636	1,780	12,154	-	-	-	-	-	-	-	-	-
Facility Related Repairs & Maintenance Expense		550,000	28,224	41,164	27,343	48,471	36,642	35,205	32,975	25,926	4,261	-	-
Federal Expense: ADP Software ACQ & Maint		980,000	32,568	33,823	30,073	28,551	35,119	22,249	29,761	23,096	-	-	-
Federal Expense: ADP Hardware ACQ & Maint		200,000	1,293	1,293	1,293	497	497	497	497	497	-	-	-
Federal Expense: 3rd Party Contractual (Website)		4,500	-	-	-	-	-	-	-	-	-	-	-
Federal Expense: Safety & Security		600,000	48,989	48,697	47,046	46,088	37,898	29,955	38,000	(675)	-	-	-
Federal Expense: Van Pool Ops		180,000	10,616	11,210	13,070	12,000	12,150	14,249	11,016	-	-	-	-
Federal Expense: Bike Program		-	5,833	5,833	5,833	5,833	-	-	-	-	-	-	-
Federal Expense: 5310		358,000	34,076	33,149	27,133	29,306	26,620	27,908	26,089	1,700	1,000	-	-
Insurance - Vehicle		5,000	113	113	110	110	110	110	110	110	-	-	-
Insurance - Facility		75,000	6,019	6,019	6,115	6,352	6,115	6,115	6,115	6,115	-	-	-
Insurance-Tort Liability		48,600	3,613	3,613	3,585	3,554	3,554	3,648	3,585	3,585	-	-	-
Insurance-Officers & Directors		12,000	874	874	968	968	969	969	969	969	-	-	-
Professional Contract Services		1,755,808	66,603	45,420	99,494	56,076	30,848	76,186	69,567	9,408	-	-	-
Fare Collection Service & Supplies		6,000	-	-	-	-	-	-	-	-	-	-	-
Natural Gas		18,000	83	77	83	311	476	1,349	2,078	2,115	-	-	-
Electric		150,000	9,768	9,182	8,916	7,736	7,847	8,122	8,720	9,131	-	-	-
Water & Sewer		65,000	3,125	1,444	3,206	3,105	3,053	6,726	3,357	-	-	-	-
Telecommunications		276,000	60,178	18,798	16,104	10,692	15,921	15,959	10,046	8,233	-	-	-
Federal Expense: Preventative Maint (PM)		897,154	1,576	13,527	13,531	14,205	14,305	14,255	14,245	26,029	-	-	-
Furniture, Fixtures, & Equipment < \$5000		102,500	3,689	4,609	1,170	-	23,170	18,370	1,110	3,408	-	-	-
Federal Expense: Shelter & Accessories ACQ/Ins		1,539,046	3,724	7,490	6,895	27,127	(6,827)	-	6,095	1,056	-	-	-
Federal & Non Federal Expense: Cap EX (Non P		7,000,000	-	-	-	21,414	-	0	352	-	-	-	-
Federal Expense: Capital (Non PM)		140,000	-	-	-	-	-	-	606	-	-	-	-
In Kind Facility Expense		60,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	-
Interest Expense		1,000	25	21	17	13	9	4	-	-	-	-	-
Depreciation Expense		-	205,018	212,954	214,390	213,083	222,902	217,451	221,558	-	-	-	-
<b>Total Expenses:</b>		<b>45,462,828</b>	<b>2,585,125</b>	<b>2,690,195</b>	<b>2,736,807</b>	<b>2,770,976</b>	<b>2,617,506</b>	<b>2,602,953</b>	<b>2,727,637</b>	<b>424,161</b>	<b>14,058</b>	<b>7,500</b>	<b>5,000</b>
Add Back: Depreciation Expense		-	205,018	212,954	214,390	213,083	222,902	217,451	221,558	-	-	-	-
<b>Net Income From Operations:</b>		<b>89,209</b>	<b>(251,881)</b>	<b>7,168,229</b>	<b>1,287,226</b>	<b>1,134,053</b>	<b>2,461,809</b>	<b>344,433</b>	<b>1,991,442</b>	<b>(260,602)</b>	<b>5,976</b>	<b>(2,500)</b>	<b>56,577</b>





# South Carolina Office of State Treasurer

Curtis M. Loftis, Jr.

Local Government Investment Pool

Statement of Account

01/01/2024 - 01/31/2024

<b>CENTRAL MIDLANDS REGIONAL</b>	<b>Account Number:</b>	2530
<b>Operating Reserve</b>	<b>Beginning Balance:</b>	19,379,166.72
<b>3613 Lucius Road</b>	<b>Ending Balance:</b>	19,379,166.72
<b>Columbia, SC 29201</b>	<b>Average Balance:</b>	19,379,166.72
	<b>Average Interest Rate (365):</b>	5.6104 %

Date	Description	Contributions	Withdrawals	Balance
01/01/2024	Beginning Balance	--	--	19,379,166.72

	Funds Received	Funds Withdrawn	Interest Earned
<b>MTD</b>	0.00	0.00	92,341.60
<b>YTD</b>	0.00	0.00	630,671.96



# South Carolina Office of State Treasurer

Curtis M. Loftis, Jr.

Local Government Investment Pool

Statement of Account

01/01/2024 - 01/31/2024

<b>CENTRAL MIDLANDS REGIONAL</b>	<b>Account Number:</b>	2533
<b>Emergency Reserve</b>	<b>Beginning Balance:</b>	17,868,531.32
<b>3613 Lucius Road</b>	<b>Ending Balance:</b>	17,868,531.32
<b>Columbia, SC 29201</b>	<b>Average Balance:</b>	17,868,531.32
	<b>Average Interest Rate (365):</b>	5.6104 %

Date	Description	Contributions	Withdrawals	Balance
01/01/2024	Beginning Balance	--	--	17,868,531.32

	Funds Received	Funds Withdrawn	Interest Earned
<b>MTD</b>	0.00	0.00	85,143.44
<b>YTD</b>	0.00	0.00	581,510.04



CENTRAL MIDLANDS RTA  
 3613 LUCIUS RD  
 COLUMBIA SC 29201-1108

Page 1  
 Statement Date 1/31/24  
 Account Number 2000000078 D

TYPE OF ACCOUNT--Opportunity Business Checking

Statement Summary

Beginning Balance	12/29/23		4,056,487.72	2
Deposits/Credits		2 Credits	8,333.34	
Checks/Debits		0 Debits	.00	
Interest Paid			183.51	
Ending Balance	1/31/24		4,065,004.57	
2023 interest			753.36	

Credits/Deposits

Date	Amount	Description
1/10	4,166.67	Regular Deposit
1/31	4,166.67	Regular Deposit
1/31	183.51	Interest Deposited

Daily Balance Information

Date	Balance	Date	Balance
Beginning Balance	4,056,487.72		
1/10	4,060,654.39	1/31	4,065,004.57



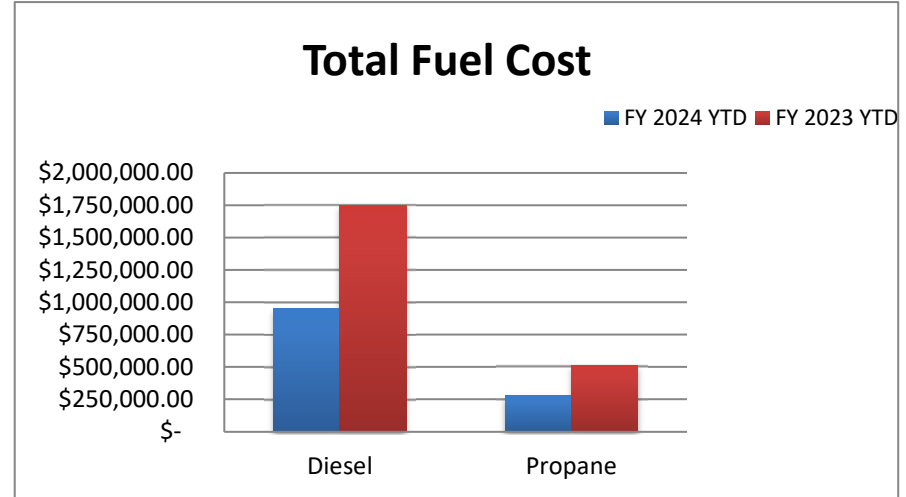
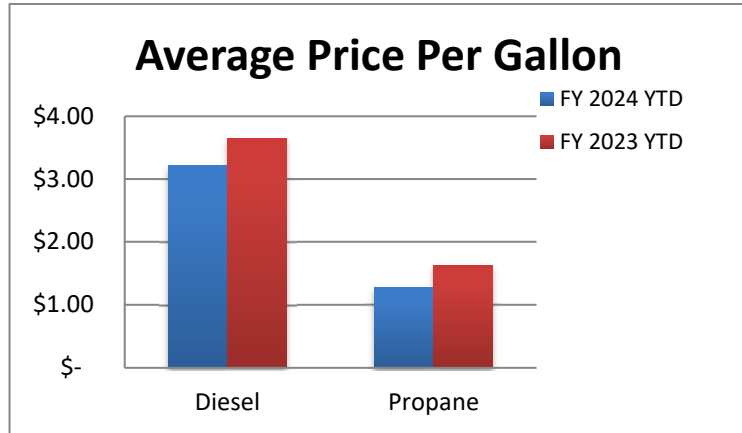
1/1/2024

## MONTHLY FUEL GAUGE REPORT

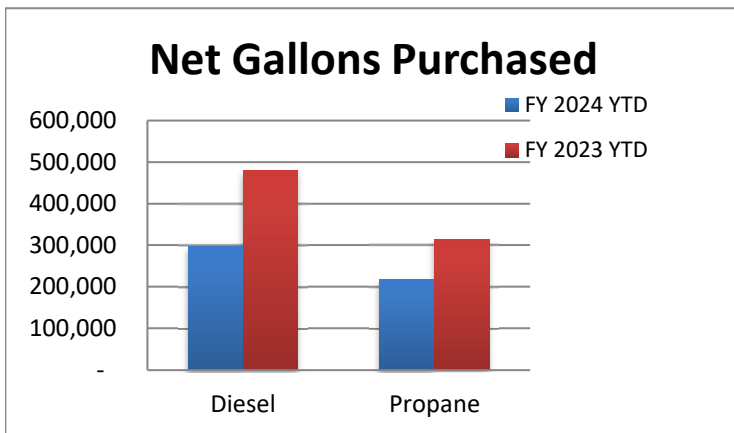
	<u>Diesel/Unl (4321)</u>	<u>Propane (4320)</u>
FY 2024 YTD		
July 2023 - June 2024		
Budgeted Cost Per Gallon	\$ 3.90	\$ 1.74
Average Price per Gallon	\$ 3.21	\$ 1.28
Net Gallons Purchased	296,500.52	217,454.30
Total Cost	\$ 952,946.34	\$ 278,516.36
Total Savings per Gallon Average (\$)	\$ 0.69	\$ 0.46
Total Savings This Budget Period Average	\$ 204,087.12	\$ 99,453.24
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)

	<u>Diesel</u>		<u>Propane</u>	
FY 2024 YTD	\$	3.21	\$	1.28
FY 2023 YTD	\$	3.65	\$	1.62

	<u>Diesel</u>		<u>Propane</u>	
FY 2024 YTD	\$	952,946.34	\$	278,516.36
FY 2023 YTD	\$	1,747,158.56	\$	510,325.02



	<u>Diesel</u>		<u>Propane</u>	
FY 2024 YTD		296,501		217,454
FY 2023 YTD		479,066		314,153



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

February 23, 2024

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

BURR.COM

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

January 2024	\$4,000
<b>Total</b>	<b><u>\$4,000</u></b>



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

23 Feb 2024  
Invoice # 1453754  
Bill Atty: F. Heizer  
As of 01/31/24

2033702 CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY  
0000003 LABOR ISSUES

**BILL SUMMARY THROUGH JANUARY 31, 2024**

Professional Services	\$6,236.00
<b>TOTAL DUE THIS BILL</b>	<b>\$6,236.00</b>

**WIRING INSTRUCTIONS:**

**Burr & Forman LLP Operating Account Wiring Instructions  
Fees and Expenses Only**

Account Name:	Burr & Forman LLP 420 North 20 <sup>th</sup> Street, Suite 3400 Birmingham, Alabama 35203
Financial Institution:	Synovus Bank 1137 1 <sup>st</sup> Avenue Columbus, GA 31901
Domestic Wire and ACH ABA No.:	061100606
Account Number:	1005853518
International Wires SWIFT BIC:	FICOUS44
Burr & Forman Tax ID:	63-0322727

Please list the Invoice Number and Client-Matter Number in the Reference field.  
Should you need assistance, please email [AccountsReceivable@burr.com](mailto: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](mailto:MTilton@burr.com) or [BFReceivables@burr.com](mailto:BFReceivables@burr.com)

**BURR & FORMAN LLP**

2033702 CENTRAL MIDLANDS REGIONAL TRANSIT AUTHOR  
0000003 LABOR ISSUES

23 Feb 2024  
Invoice # 1453754  
Page 2

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

23 Feb 2024  
Invoice # 1453754  
Bill Atty: F. Heizer  
As of 01/31/24

EMPLOYER I.D. #63-0322727

2033702 CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY  
0000003 LABOR ISSUES

Date	Description	Tkpr	Hours	Value
01/03/24	Draft Defendant's responses to Plaintiff's First Set of Discovery Requests.	CEA	0.50	\$95.00
01/04/24	Telephone call from Plaintiff regarding scheduling deposition	RJM	0.30	\$90.00
01/04/24	Finalize Defendant's Responses to Plaintiff's Discovery Requests.	CEA	0.20	\$38.00
01/04/24	Review, revise responses to Plaintiff's discovery requests	VH	0.50	\$85.00
01/05/24	Review file for next steps in litigation	RJM	0.30	\$90.00
01/05/24	Receipt voice mail from Plaintiff regarding deposition scheduling; review, revise, finalize discovery responses and attend to service of same on Pro Se Plaintiff	VH	0.50	\$85.00
01/22/24	Review 30(b)(6) notice of deposition in Kitowicz lawsuit and telephone call with Reese Pearl regarding same	RJM	0.90	\$270.00
01/22/24	Begin preparing for Plaintiff's deposition on January 29, 2024	CEA	0.80	\$152.00
01/22/24	Coordinate deposition of Plaintiff	VH	0.10	\$17.00
01/24/24	Continue preparing for Jackson's Deposition / Drafting Plaintiff's Deposition Outline	CEA	2.20	\$418.00
01/25/24	Continue preparing for Plaintiff's deposition; research case law regarding Plaintiff's claim	CEA	5.70	\$1,083.00



**BURR & FORMAN LLP**

2033702 CENTRAL MIDLANDS REGIONAL TRANSIT AUTHOR  
 0000003 LABOR ISSUES

23 Feb 2024  
 Invoice # 1453754  
 Page 3

<u>Date</u>	<u>Description</u>	<u>Tkpr</u>	<u>Hours</u>	<u>Value</u>
01/26/24	Jackson: Telephone call with C. Aragona regarding deposition strategy for Plaintiff's deposition	RJM	0.60	\$180.00
01/26/24	Receipt, review of Notice of Deposition on risk case and respond to emails and correspondence regarding Notice of Deposition and witnesses	RJM	0.40	\$120.00
01/26/24	Prepare for Plaintiff's Deposition on January 29, 2024 and finalize outline/exhibits and review of case law	CEA	6.00	\$1,140.00
01/26/24	Prepare materials for deposition of Mamie Jackson	SB	1.00	\$150.00
01/29/24	Telephone call with C. Ott (RAPT outside counsel on indemnity litigation issue, R. Pearl and J. Bowers	RJM	0.40	\$120.00
01/29/24	Depose Plaintiff Mamie Jackson	CEA	7.60	\$1,444.00
01/29/24	Review Plaintiff's deposition exhibits	VH	0.30	\$51.00
01/31/24	Begin drafting Defendant's Motion for Summary Judgment	CEA	3.20	\$608.00
		Total Services	31.50	\$6,236.00
	Total Services and Disbursements			<u>\$6,236.00</u>
	TOTAL NOW DUE			<u><u>\$6,236.00</u></u>

**BURR & FORMAN LLP**

2033702 CENTRAL MIDLANDS REGIONAL TRANSIT AUTHOR  
0000003 LABOR ISSUES

23 Feb 2024  
Invoice # 1453754  
Page 4

**SUMMARY OF SERVICES**

<u>Name</u>	<u>Rate</u>	<u>Hours</u>	<u>Amount</u>
Richard J. Morgan	\$300.00	2.90	\$870.00
Valerie N. Hampton	\$170.00	1.40	\$238.00
Chandler E. Aragona	\$190.00	26.20	\$4,978.00
Sarah A. Bullins	\$150.00	1.00	\$150.00
TOTALS		31.50	\$6,236.00

1221 Main Street  
Suite 1800  
Columbia, SC 29201

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

**MEMORANDUM**

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

*Office* (803) 799-9800

*Fax* (803) 753-3278

BURR.COM

From: Francenia B. Heizer, Esquire

Date: February 23, 2024

Subject: General Counsel Services

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

Preparation for and attendance at Board Meeting  
Audit Response  
FOIA Request

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



## CHERNOFF NEWMAN

## INVOICE

COMET  
 Attn: Accounting  
 3613 Lucius Road  
 Columbia, SC 29201

Invoice Number : 59612-000  
 Date : 1/31/2024  
 Page : 1

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

	<u>Hours</u>	<u>Rate</u>		
Rick Silver	1.50	225.00	12/01/23 – 12/31/23	337.50
Catherine Ramirez	1.50	150.00	12/01/23 – 12/31/23	225.00
Ryan Brown	1.50	225.00	12/01/23 – 12/31/23	337.50
Jae Dollason	0.75	135.00	12/01/23 – 12/31/23	101.25
Banco-Bannister Co.	1.50	255.00	12/01/23 – 12/31/23	337.50
Nicholas Bozard	4.50	135.00	12/01/23 – 12/31/23	607.50
Nicholas Bozard	7.00	135.00	12/01/23 – 12/31/23	945.00
Nicholas Bozard	0.75	135.00	12/01/23 – 12/31/23	101.25

**Total Hours 19.00**

**Total Due \$2,992.50**

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



## CHERNOFF NEWMAN

**INVOICE****Invoice Number :** 59612-000**Date :** 1/31/2024**Page :** 1

COMET  
 Attn: Accounting  
 3613 Lucius Road  
 Columbia, SC 29201

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

	<u>Hours</u>	<u>Rate</u>		
Rick Silver	1.50	225.00	01/01/24 – 01/31/24	337.50
Banco-Bannister Co.	1.00	225.00	01/01/24 – 01/31/24	225.00
Banco-Bannister Co.	0.75	225.00	01/01/24 – 01/31/24	168.75
Nicholas Bozard	2.25	135.00	01/01/24 – 01/31/24	303.75
<b>Total Hours</b>	<b>5.50</b>		<b>Total Due</b>	<b>\$1,035.00</b>

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

**Flock and Rally**  
1817 Gadsden St.  
Columbia, SC 29201  
sharon@flockandrally.com  
www.flockandrally.com



# INVOICE

**BILL TO**

The COMET  
3613 Lucius Rd  
Columbia, SC 29201

**INVOICE #** 4516  
**DATE** 02/05/2024  
**DUE DATE** 03/06/2024  
**TERMS** Net 30

PROJECT	HOURS	RATE	AMOUNT
January Hours			
Ad Production FY 23-24	13	163.00	2,119.00
Brand Guidelines updates FY 23-24	6.50	163.00	1,059.50
Did you know FY 23-24	2.50	163.00	407.50
Newsletters FY 23-24	3	163.00	489.00
People of The COMET 2.0	6.25	163.00	1,018.75
Project Management FY 23-24	0.50	163.00	81.50
Reporting FY 23-24	5.50	163.00	896.50
Social Media FY 23-24	10	163.00	1,630.00
Website FY 23-24	0.25	163.00	40.75
			Subtotal: 7,742.50
The COMET, Lithoco monthly website maintenance			199.90
			Subtotal: 199.90

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SUBTOTAL	7,942.40
TAX	0.00
TOTAL	7,942.40
<b>BALANCE DUE</b>	<b>\$7,942.40</b>

INTEGRATED COMMUNICATIONS  
& MARKETING



HOURS REPORT

# The COMET

MARKETING, SOCIAL MEDIA AND  
ADVERTISING

JANUARY HOURS 2024

# The COMET | Marketing Plan 2023-2024

## FEBRUARY INVOICE (JANUARY HOURS) WORK REPORT

### Marketing Plan Deliverables Work: (Invoice # 4516)

#### PROJECT MANAGEMENT: 0.5 HOURS

Time in January was spent on the following:

- Client communications.
- Task management and internal communications with team.

#### REPORTING: 5.5 HOURS

Time in December was spent on the following:

- Reviewing and preparing monthly hour reports and invoicing.
- Pulling December social media data and preparing the report.

#### SOCIAL MEDIA: 10 HOURS

Time in January was spent on the following:

- Planning February content threads.
- Drafting February content calendar and sending to client for approval, making edits as needed.
- Producing all social media content for organic and paid posts.
- Posting all paid content and boosting paid posts.
- Scheduling social media posts.
- Management of content calendar.
- Task management for client social requests.

#### AD PRODUCTION: 13 HOURS

Time in January was spent on the following:

- Coordinating copy for the ECSC Insider's Guide native digital ads.
- Copy and design for the Soda Cap Columbia Food and Wine Festival.
- Trafficking the creative for the ads.
- Columbia Metropolitan Magazine Women in Business layout from the vendor, providing final copy edits and approving print run. Also coordinating the photo shoot for this article.
- Designing the Pink Ice Gala ad.



**WEBSITE: 0.25 HOUR**

Time in January was spent on the following:

- Working with web developer to fix the pop-up issue on the website.

**DID YOU KNOW CAMPAIGN: 2.5 HOURS**

Time in January was spent on the following:

- Brainstorming and drafting the op-ed.
- Internal edits to the op-ed.

**PEOPLE OF THE COMET 2.0: 6.25 HOURS**

Time in January was spent on the following:

- Planning for and being onsite for asset collection at Leadership Columbia class day.

**NEWSLETTERS: 3 HOURS**

Time in January was spent on the following:

- Graphic design for the print version of the December newsletter.

**BRAND GUIDELINES UPDATES: 6.5 HOURS**

Time in January was spent on the following:

- Annual review of the brand guidelines.
- Art direction and design updates to the brand guidelines.

## Key Performance Indicators

Social Media Report:

Individual Platform Reports

- Ad data
- FB Page data
- Instagram data
- Twitter data
- LinkedIn data

#### Facebook:

- Total Fans: 2.37k
- Total Impressions: 72.4k
- Total Engagement: 3.38k (up 224%)
- Paid Reach: 61,503
- Paid Impressions: 97,200

#### Twitter:

- Total Followers: 1,090
- Total Impressions: 511
- Total Engagements: 12

#### Instagram:

- Total Followers: 1,262
- Total Impressions: 25.2k (up 175%)
- Total Engagements: 233

#### Youtube:

- 98 subscribers

#### LinkedIn:

- 290 followers (up 8%)
- Total engagements: 131
- Total impressions: 2k

### Other Expenses:

- Lithoco, monthly website maintenance: \$199.90

## time\_entry\_details (2)

Date	Client	Project	Service	Team Member	Status	Hours	Seconds
2024-01-23	The COMET	The COMET: Ad Production + Creative FY 23-24	Project Management	Rachel Carter	billed	0.75	2700
2024-01-23	The COMET	The COMET: Ad Production + Creative FY 23-24	Graphic Design	Rebecca Rebl	billed	1.5	5400
2024-01-22	The COMET	The COMET: Ad Production + Creative FY 23-24	Graphic Design	Rebecca Rebl	billed	1	3600
2024-01-22	The COMET	The COMET: Ad Production + Creative FY 23-24	Project Management	Rachel Carter	billed	0.25	900
2024-01-19	The COMET	The COMET: Ad Production + Creative FY 23-24	Project Management	Rachel Carter	billed	0.5	1800
2024-01-17	The COMET	The COMET: Ad Production + Creative FY 23-24	Project Management	Rachel Carter	billed	0.25	900
2024-01-11	The COMET	The COMET: Ad Production + Creative FY 23-24	Project Management	Rachel Carter	billed	0.25	900
2024-01-05	The COMET	The COMET: Ad Production + Creative FY 23-24	Project Management	Rachel Carter	billed	1	3600
2024-01-05	The COMET	The COMET: Ad Production + Creative FY 23-24	Editing	Forrest Clonts	billed	0.25	900
2024-01-04	The COMET	The COMET: Ad Production + Creative FY 23-24	Project Management	Rachel Carter	billed	0.25	900
2024-01-04	The COMET	The COMET: Ad Production + Creative FY 23-24	Editing	Forrest Clonts	billed	0.25	900
2024-01-03	The COMET	The COMET: Ad Production + Creative FY 23-24	Project Management	Rachel Carter	billed	0.25	900
2024-01-03	The COMET	The COMET: Ad Production + Creative FY 23-24	Graphic Design	Rebecca Rebl	billed	0.25	900
2024-01-03	The COMET	The COMET: Ad Production + Creative FY 23-24	Project Management	Rachel Carter	billed	0.5	1800
2024-01-03	The COMET	The COMET: Ad Production + Creative FY 23-24	Copywriting	Stephanie Burt	billed	1.5	5400
2024-01-03	The COMET	The COMET: Ad Production + Creative FY 23-24	Editing	Forrest Clonts	billed	0.25	900
2024-01-02	The COMET	The COMET: Ad Production + Creative FY 23-24	Graphic Design	Rebecca Rebl	billed	3	10800
2024-01-02	The COMET	The COMET: Ad Production + Creative FY 23-24	Advertising Coordination	Stephanie Burt	billed	0.25	900
2024-01-02	The COMET	The COMET: Ad Production + Creative FY 23-24	copy	Stephanie Burt	billed	0.5	1800
2024-01-02	The COMET	The COMET: Ad Production + Creative FY 23-24	Project Management	Rachel Carter	billed	0.25	900
2024-01-11	The COMET	The COMET: Brand Guidelines updates FY 23-24	Design	Cait Maloney	billed	0.25	900
2024-01-10	The COMET	The COMET: Brand Guidelines updates FY 23-24	Design	Rebecca Rebl	billed	4.25	15300
2024-01-08	The COMET	The COMET: Brand Guidelines updates FY 23-24	Design	Rebecca Rebl	billed	1.5	5400
2024-01-03	The COMET	The COMET: Brand Guidelines updates FY 23-24	Design	Cait Maloney	billed	0.5	1800
2024-01-24	The COMET	The COMET: Did you know FY 23-24	Project Management	Rachel Carter	billed	0.25	900
2024-01-24	The COMET	The COMET: Did you know FY 23-24	Copywriting	Larkin Belton	billed	1.75	6300
2024-01-23	The COMET	The COMET: Did you know FY 23-24	Project Management	Rachel Carter	billed	0.25	900
2024-01-16	The COMET	The COMET: Did you know FY 23-24	Project Management	Rachel Carter	billed	0.25	900
2024-01-04	The COMET	The COMET: Newsletters FY 23-24	Graphic Design Management	Rebecca Rebl	billed	1.25	4500
2024-01-03	The COMET	The COMET: Newsletters FY 23-24	Graphic Design Management	Rebecca Rebl	billed	1.75	6300
2024-01-16	The COMET	The COMET: People of The COMET 2.0	Photo	Forrest Clonts	billed	2	7200
2024-01-16	The COMET	The COMET: People of The COMET 2.0	Project Management	Rachel Carter	billed	2.25	8100
2024-01-08	The COMET	The COMET: People of The COMET 2.0	Meeting	Forrest Clonts	billed	0.5	1800
2024-01-08	The COMET	The COMET: People of The COMET 2.0	Project Management	Rachel Carter	billed	1	3600
2024-01-08	The COMET	The COMET: People of The COMET 2.0	Meeting	Emily Correll	billed	0.5	1800
2024-01-30	The COMET	The COMET: Project Management FY 23-24	Client Communications	Merritt McNeely	billed	0.5	1800
2024-01-12	The COMET	The COMET: Reporting FY 23-24	Project Management	Rachel Carter	billed	2.75	9900
2024-01-11	The COMET	The COMET: Reporting FY 23-24	Project Management	Rachel Carter	billed	0.75	2700
2024-01-10	The COMET	The COMET: Reporting FY 23-24	Reporting	Emily Correll	billed	0.75	2700
2024-01-10	The COMET	The COMET: Reporting FY 23-24	Project Management	Rachel Carter	billed	0.75	2700
2024-01-09	The COMET	The COMET: Reporting FY 23-24	Project Management	Rachel Carter	billed	0.5	1800
2024-01-30	The COMET	The COMET: Social Media FY 23-24	Client Communications	Emily Correll	billed	0.25	900
2024-01-29	The COMET	The COMET: Social Media FY 23-24	Project Management	Rachel Carter	billed	1.25	4500
2024-01-26	The COMET	The COMET: Social Media FY 23-24	Social Media: Drafting/Editing Posts	Emily Correll	billed	0.504	1815
2024-01-25	The COMET	The COMET: Social Media FY 23-24	Social Media: Drafting/Editing Posts	Emily Correll	billed	1.504	5416
2024-01-23	The COMET	The COMET: Social Media FY 23-24	Social Media Implementation	Emily Correll	billed	0.75	2700
2024-01-21	The COMET	The COMET: Social Media FY 23-24	Social Media: Drafting/Editing Posts	Emily Correll	billed	0.254	913
2024-01-19	The COMET	The COMET: Social Media FY 23-24	Social Media Implementation	Emily Correll	billed	0.75	2700
2024-01-16	The COMET	The COMET: Social Media FY 23-24	Social Media: Taking Photos, Editing, Filing	Emily Correll	billed	2	7200
2024-01-09	The COMET	The COMET: Social Media FY 23-24	Social Media Implementation	Emily Correll	billed	1	3600
2024-01-05	The COMET	The COMET: Social Media FY 23-24	Social Media Implementation	Emily Correll	billed	0.5	1800
2024-01-05	The COMET	The COMET: Social Media FY 23-24	Social Media Implementation	Emily Correll	billed	1.25	4500
2024-01-24	The COMET	The COMET: Website FY 23-24	Project Management	Rachel Carter	billed	0.25	900

**Flock and Rally**  
1817 Gadsden St.  
Columbia, SC 29201  
debi@flockandrally.com  
www.flockandrally.com



# INVOICE

**BILL TO**

The COMET  
3613 Lucius Rd  
Columbia, SC 29201

**SHIP TO**

The COMET  
3613 Lucius Rd  
Columbia, SC 29201

**INVOICE #** 4522

**DATE** 02/15/2024

**DUE DATE** 03/16/2024

**TERMS** Net 30

PROJECT	HOURS	RATE	AMOUNT
ADVERTISING - FEBRUARY			
WWDM (Alpha - Big DM)	1	1,680.00	1,680.00
WFMV (Glory Communications)	1	540.00	540.00
WLXC (Cumulus, Kiss)	1	270.00	270.00
WHXT (Hot 103, Alpha)	1	375.00	375.00
WLTX	1	3,537.00	3,537.00
Free Times	1	360.00	360.00
Charter / Spectrum + Steaming	1	2,195.00	2,195.00
Carolina Panorama	1	556.00	556.00
Minority Eye	1	414.00	414.00
Grace Digital Outdoor	1	2,647.00	2,647.00
Women in Biz March'24	1	3,523.53	3,523.53
Social Media September 2023 - December 2023	1	2,353.61	2,353.61

Thank you for your business.

SUBTOTAL 18,451.14  
TAX 0.00  
TOTAL 18,451.14  
BALANCE DUE **\$18,451.14**




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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. 536048583  
 Invoice Date February 8, 2024  
 Matter No. 061920.00002  
 Attorney J. Hennig

Re: Audit Letters

---

*For Professional Services Rendered Through January 31, 2024*

Total Fees	\$655.00
Total Disbursements	\$1.74
<b>Total This Invoice</b>	<b>\$656.74</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

Invoice Date: 02/08/2024

Invoice No. 536048583

86 of 112  
Matter No. 061920.00002

**FEEES**

<b>Date</b>	<b>Timekeeper</b>	<b>Description</b>
01/12/24	S. Sommer	Receive and review request for audit response letter.
01/16/24	J. Hennig	Receive and review request for audit response letter; review Firm's audit letter response and execute same.
01/16/24	S. Sommer	Review attorney responses; draft audit response letter; finalize and complete audit response process.

**Total Fees:** \$655.00

**EXPENSES**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
	Postage	(2 at \$0.87) 1.74

**Total Expenses:** \$1.74

**Total Fees and Expenses** \$656.74

Invoice Date: 02/08/2024

Invoice No. 536048583

87 of 112  
Matter No. 061920.00002

**ACCOUNT SUMMARY**  
**Outstanding Invoices as of 02/08/24**

<b>Invoice</b>	<b>Date</b>	<b>Fees</b>	<b>Disbursements</b>	<b>Payments</b>	<b>Total</b>
536048583	02/08/24	\$655.00	\$1.74	\$(0.00)	\$656.74
<b>Total Due:</b>		<b>\$655.00</b>	<b>\$1.74</b>	<b>\$(0.00)</b>	<b>\$656.74</b>

**ACCOUNT AGING**

0 – 30 Days	\$656.74
31 – 60 Days	\$0.00
61 – 90 Days	\$0.00
91 – 120 Days	\$0.00
120+ Days	\$0.00




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 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. 536048583  
 Invoice Date February 8, 2024  
 Matter No. 061920.00002  
 Attorney J. Hennig

Re: Audit Letters

---

*For Professional Services Rendered Through January 31, 2024*

### REMITTANCE

Total Fees	\$655.00
Total Disbursements	\$1.74
<b>Total This Invoice</b>	<b>\$656.74</b>

#### Remittance Options

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##### By Check

Maynard Nexsen PC	Post Office Box 2426 Columbia, SC 29202	803-253-8242
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##### By ACH

Regions Bank	ABA: 062000019 USD Account: 0001323776	Credit Acct: Maynard Nexsen - Operating
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##### By Wire

Regions Bank	ABA: 062005690 USD Account: 0001323776	Swift: UPNBUS44 Credit Acct: Maynard Nexsen - Operating
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**Please reference the invoice number, or matter number, or attorney name**

ALL BILLS ARE DUE AND PAYABLE IN FULL UPON RECEIPT OF THIS INVOICE.

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



## INVOICE

**Natavis Eric Harris**  
 20 Marietta St, Apt 3H  
 Atlanta, GA 30303  
 404-259-1919  
[ericharris.mpa@gmail.com](mailto:ericharris.mpa@gmail.com)

**Invoice No :** [668]  
**Date :** 12/31/23

Central Midlands Regional Transit  
 The COMET  
 3613 Lucius Rd  
 Columbia, South Carolina  
 803-255-7100

Work Type	Description	Hours Worked/ <b>Miles</b>	Rate	Line Total
Administrative	Scheduling meetings, service request reviews, responding to emails, etc.	12	\$55.00	\$660.00
Planning	Reviewed route performance, organized route data, monitored UofSC Service, Started preparing for next steps in the Reimagine The COMET project, Designed planned options for Lucius & River SuperStop, Continued update of turn by turns, performed work for OTP service update, developed map for stakeholder project request (e.g. City of Columbia, Lexington County, & Richland County).	25	\$55.00	\$1,375.00
Meetings	Attended public meetings for internal/external stakeholders. The standard monthly meetings include: Service Committee, Board Meetings (including, but not limited to other transportation stakeholder meetings), construction/plan review meetings, etc.	6.5	\$55.00	\$357.50
Travel	Nov. 1st - Catching up with The COMET	<b>500</b>	\$0.66	\$327.50
Lodging	n/a		\$0.00	\$0.00

**TOTAL****\$2,720.00**

Make all checks payable to Natavis Eric Harris

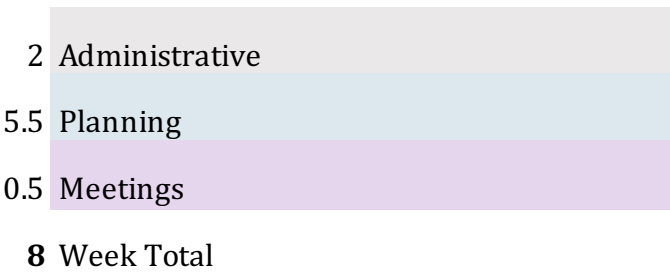
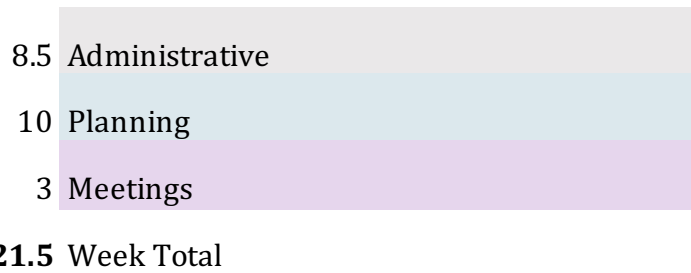
Date	Hours	Week of December 1st
Dec. 1st	1	Worked on adding missing stops
Dec. 2nd	1	Reviewed amenity data for stop improvement
Dec. 2nd	2	Started APC Analysis for route level ridership

Date	Hours	Week of December 3rd
Dec. 5th	0.5	Meeting w/ Arlene
Dec. 5th	0.5	COMET/USC
Dec. 5th	1	Accessible Schedule Check In Meeting
Dec. 6th	1	The COMET, RATP Dev and TCS Monthly Meeting
Dec. 5th	0.5	Admin Activities: Respond/Review emails, etc.
Dec. 6th	1	Meeting Prep: Accessible Schedules
Dec. 3rd	1	Worked on adding missing stops
Dec. 5th	0.5	Worked w/ Arlene on NTD
Dec. 9th	1	USC Route/Service modifications

0	Administrative
4	Planning
0	Meetings
<b>4</b>	<b>Week Total</b>

1.5	Administrative
2.5	Planning
3	Meetings
<b>#REF!</b>	<b>Week Total</b>

<b>Date</b>	<b>Hours</b>	<b>Week of December 10th</b>	<b>Date</b>	<b>Hours</b>	<b>Week of December 17th</b>
Dec. 11th	0.5	COMET APC Status/Plans	Dec. 21st	0.5	APC Monthly Meeting
Dec. 12th	0.5	USC Routes discussion - map shapes/schedul	Dec. 18th	1	Admin Activities: Respond/Review emails, etc
Dec. 13th	1	The COMET Board of Directors' Meeting	Dec. 20th	0.5	Admin Activities: Respond/Review emails, etc
Dec. 15th	1	Service Change Discussion	Dec. 21st	0.5	Admin Activities: Respond/Review emails, etc
Dec. 10th	3	Meeting Prep: USC Routes & Board Meeting	Dec. 17th	2	Reviewed Remix File for service change
Dec. 11th	1	Admin Activities: Respond/Review emails, etc	Dec. 17th	3	Worked on Service Evaluation for L&R
Dec. 12th	2	Admin Activities: Respond/Review emails, etc	Dec. 18th	0.5	Worked on USC System Map
Dec. 13th	1	Admin Activities: Respond/Review emails, etc.			
Dec. 14th	1	Meeting Prep: Service Change Discussion			
Dec. 14th	0.5	Admin Activities: Respond/Review emails, etc.			
Dec. 10th	2	Worked on adding missing stops			
Dec. 11th	0.5	APC coordination			
Dec. 12th	2	GTFS evaluation - USC/COMET			
Dec. 12th	1	Blossom Street Bridge - Project Review			
Dec. 13th	0.5	Continued Review of Route Changes			
Dec. 15th	1	Worked on L&R Service Planning			
Dec. 16th	3	Reviewed Remix file for service mods			



<b>Date</b>	<b>Hours</b>	<b>Week of December 24th</b>
Dec. 28th	2	Reviewed Remix File for service change
Dec. 28th	1	Generated APC Analysis

c.

c.

0	Administrative
3	Planning
0	Meetings
<b>3</b>	<b>Week Total</b>

## INVOICE

**Natavis Eric Harris**  
 20 Marietta St, Apt 3H  
 Atlanta, GA 30303  
 404-259-1919  
[ericharris.mpa@gmail.com](mailto:ericharris.mpa@gmail.com)

**Invoice No :** [669]  
**Date :** 1/31/24

Central Midlands Regional Transit  
 The COMET  
 3613 Lucius Rd  
 Columbia, South Carolina  
 803-255-7100

Work Type	Description	Hours Worked/ <b>Miles</b>	Rate	Line Total
Administrative	Scheduling meetings, service request reviews, responding to emails, etc.	14	\$55.00	\$770.00
Planning	Reviewed route performance, organized route data, monitored UofSC Service, Started preparing for next steps in the Reimagine The COMET project, Designed planned options for Lucius & River SuperStop, Continued update of turn by turns, performed work for OTP service update, developed map for stakeholder project request (e.g. City of Columbia, Lexington County, & Richland County).	48	\$55.00	\$2,640.00
Meetings	Attended public meetings for internal/external stakeholders. The standard monthly meetings include: Service Committee, Board Meetings (including, but not limited to other transportation stakeholder meetings), construction/plan review meetings, etc.	8	\$55.00	\$440.00
Travel	Nov. 1st - Catching up with The COMET	500	\$0.66	\$327.50
Lodging	n/a		\$0.00	\$0.00

**TOTAL****\$4,177.50**

Make all checks payable to Natavis Eric Harris

**Date Hours Week of January 1st**

Jan. 2nd	2	Admin Activities: Respond/Review emails, etc.
Jan. 3rd	1	Admin Activities: Respond/Review emails, etc.
Jan. 2nd	2	USC Aminities Map - locations map
Jan. 2nd	2	Worked on GTFS issues
Jan. 3rd	1	Continued work on GTFS issues
Jan. 4th	1	Worked on accessible schedules research/ review
Jan. 5th	2	Ridership Report Analysis - Oct; Nov

**Date Hours Week of January 7th**

Jan. 11th	1	RIDERSHIP NUMBERS-APC CERTIFICATION
Jan. 8th	2	Admin Activities: Respond/Review emails, etc.
Jan. 9th	0.5	Admin Activities: Respond/Review emails, etc.
Jan. 11th	0.5	Admin Activities: Respond/Review emails, etc.
Jan. 11th	1	Meeting Prep: APC
Jan. 8th	4	Generated data for Lower Richland
Jan. 9th	1	Evaluated MLK service plans
Jan. 9th	3	Lucius & River Service Planning
Jan. 10th	1	Worked on unregistered bus stops
Jan. 12th	3	Continued work on USC bus tracking and GTFS

3	Administrative
8	Planning
0	Meetings

**11** Week Total

4	Administrative
12	Planning
1	Meetings

**#REF!** Week Total

Date	Hours	Week of January 14th
Jan. 16th	0.5	USC and The COMET update
Jan. 17th	0.5	AOS Monthly Meeting
Jan. 18th	0.5	APC Monthly Meeting
Jan. 17th	0.5	Meeting Prep: APC
Jan. 18th	1	Admin Activities: Respond/Review emails, etc.
Jan. 14th	1	Lucius & River Service Planning
Jan. 17th	2	Coordinated w/ Brad Heard on amenties
Jan. 18th	2	Continued work on missing stops
Jan. 20th	3	Worked on Systemwide map changes
Jan. 18th	1	Continued work on missing stops -USC

Date	Hours	Week of January 21st
Jan. 22nd	1	COMET APC Analytic Review Session
Jan. 22nd	1	L&R Service Change Project
Jan. 23rd	1	The COMET Board of Directors' Meeting
Jan. 21st	2	Meeting Prep: L&R; Board Meeting
Jan. 22nd	0.5	Admin Activities: Respond/Review emails, etc.
Jan. 25th	1.5	Admin Activities: Respond/Review emails, etc.
Jan. 21st	3	L&R Service Change Project
Jan. 22nd	4	Developed cost analysis for service
Jan. 25th	2	Continued work on missing stops
Jan. 26th	4	L&R Service Change Project
Jan. 27th	1	L&R Service Change Project

1.5	Administrative
9	Planning
1.5	Meetings
<b>12</b>	<b>Week Total</b>

4	Administrative
14	Planning
3	Meetings
<b>#REF!</b>	<b>Week Total</b>

<b>Date</b>	<b>Hours</b>	<b>Week of January 28th</b>
Jan. 29th	1	COMET APC Analytic Review Session
Jan. 29th	1	L&R Service Change Project
Jan. 30th	0.5	USC and The COMET update
Jan. 28th	1	Meeting Prep: L&R
Jan. 30th	0.5	Admin Activities: Respond/Review emails, etc.
Jan. 29th	1	Reviewed service plans for student housing
Jan. 30th	1	Continued Systemwide map changes
Jan. 31st	2	Continued Systemwide map changes
Jan. 31st	1	L&R Service Change Project

1.5 Administrative


5 Planning

2.5 Meetings

**9** Week Total




M/DBE Tracking-Local Funds Only  
 July 1, 2020 - January 31, 2024

Fiscal Year Summary (July 1, 2020 - January 31, 2024)		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	\$ 71,272,913.01	1 A James Global Services	\$ 304,856.19	\$ 304,856.19	3/15/21-3/14/24 or 3/14/26	100%	100%
# M/DBEs Paid*	\$ 18,177,945.43	2 AOS Specialty Contractors (20%)	\$ 378,652.83	\$ 378,652.83	5/1/20-4/30/21 or 4/1/25	100%	100%
The COMET M/DBE Goal	25%	3 Able South Carolina	\$ 397,593.61	\$ 4,543.13	3/1/19-2/28/22 or 2/28/24	2%	1%
M/DBE Goal Percentage Achieved	25.5%	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	\$ 450,838.70	\$ 450,838.70	3/1/21-2/29/24 or 2/28/26	100%	100%
Note: Data reviewed from The COMET's Check Register from July 2020 -January 2024		6 Brownstone Construction Group (MBE) (20%)	\$ 183,483.06	\$ 177,460.46	6/1/20-5/31/23 or 5/31/25	2%	97%
**Payments being verified for RATP Dev/Payments reflect up thru January 2024		7 Burr Furman McNair	\$ 628,793.97	\$ 73,730.00	7/1/19-12/31/22 or 12/31/24	2%	12%
		8 Capital Building Services	\$ 116,854.61	\$ 116,854.61	contract ended	100%	100%
		9 Chernoff Newman	\$ 141,400.00	\$ 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	\$ 1,031,522.81	\$ 1,031,522.81	4/1/19-3/31/22 or 3/31/24	100%	100%
		13 IT1 Solutions (20%)	\$ 62,643.40	\$ 325.14	2/1/20-1/31/22 or 1/31/24	2%	1%
		14 New Age Protection	\$ 920,909.56	\$ 920,909.56	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**	\$ 65,009,376.44	\$ 14,626,554.82	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>\$ 71,272,913.01</b>	<b>\$ 18,177,945.43</b>			<b>25.5%</b>


M/DBE Tracking  
July 1, 2020 - January 31, 2024

	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	\$ 304,856.19	\$ 304,856.19
2	AOS Specialty	AOS Specialty	Bus Stop Amenities	\$ 378,652.83	\$ 378,652.83
3	Flock and Rally	Able South Carolina	Certification/Mobility Management	\$ 397,593.61	\$ 4,543.13
4	Apex Construction	Amerigas	Propane Fuel	\$ 849,905.25	\$ 9,360.00
5	B & C Associates	B & C Associates	Janitorial	\$ 450,838.70	\$ 450,838.70
6	Brownstone Construction Group (MBE)	Brownstone Construction Group (MBE)	Architectural & Engineering	\$ 180,086.81	\$ 174,064.21
	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	\$ 628,793.97	\$ 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	\$ 141,400.00	\$ 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	\$ 1,031,522.81	\$ 1,031,522.81
13	No Info to Date	IT1 Solutions	IT	\$ 62,643.40	\$ 325.14
14	New Age Protection	New Age Protection	Security	\$ 920,909.56	\$ 920,909.56
15	PJ Noble & Associates	PJ Noble & Associates	DBE Public Participation	\$ 5,040.00	\$ 5,040.00
16		RATP Dev	Fixed Route/Paratransit Oper	\$ 65,009,376.44	
	Transport Care Services	RATP Dev	Paratransit, Bus Cleaning		\$ 13,044,416.59
	Capital Building Services	RATP Dev	Bus Stop Maintenance, Vehicle Detailing		\$ 565,259.00
	Nissi Group	RATP Dev	NTD Reporting		\$ 50,047.74
	Hard Hat	RATP Dev	Safety Equipment		\$ 13,053.57
	A Customer Point of View	RATP Dev	Mystery Rider		\$ 109,197.00
	Ed Rush	RATP Dev	Uniforms		\$ 523,696.02
	Alpha Business Solutions	RATP Dev	Office Supplies		\$ 17,884.19
	Rely Supply	RATP Dev	Oil, Lube, etc.		\$ 303,000.71
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
<b>Total Payments</b>				<b>\$ 71,272,913.01</b>	<b>\$ 18,177,945.43</b>

M/DBE Tracking  
 RATP Dev Payments  
 7/1/20-1/31/24

Fiscal Year Summary (July 1, 2020 - January 31, 2024)		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*	\$ 65,009,376.44	1 Transport Care Services	Operate DART services, vehicle cleaning	7/1/20 - current (5 yr term)	\$ 13,044,416.59	18.41%	20.1%
M/DBEs Paid**	\$ 14,626,554.82	2 Capital Building Services	Bus Stop cleaning/maintenance & vehicle detailing services	7/1/20 - current (5 yr term)	\$ 565,259.00	1.14%	0.9%
The COMET M/DBE Goal	20.06%	3 Nissi Group	Trip sampling for NTD Reports	7/1/20 - current (5 yr term)	\$ 50,047.74	0.14%	0.1%
M/DBE Goal Percentage Achieved	22.5%	4 Hard Hat Transportation	Safety, facility and office supplies and equipment	7/1/20 - current (5 yr term)	\$ 13,053.57	0.02%	0.0%
		5 A Customer's Point of View	Mystery rides/observations on Fixed Routes	7/1/20 - current (5 yr term)	\$ 109,197.00	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)	\$ 523,696.02	0.14%	0.8%
Note: Verified data January 2024**		7 Alpha Business Solutions	Office supplies	7/1/20 - current (5 yr term)	\$ 17,884.19		0.0%
		8 Rely Supply	Lube, oil, coolants, etc.	7/1/20 - current (5 yr term)	\$ 303,000.71		0.5%
		<b>Total Payments</b>			<b>\$ 14,626,554.82</b>		<b>22.5%</b>

M/DBE Tracking  
 RATP Dev Payments  
 7/1/22-1/31/24

Fiscal Year Summary (July 1, 2022 - January 31, 2024)			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*	\$ 27,578,533.94	1	Transport Care Services	Operate DART services, vehicle cleaning	\$ 6,584,853.68	18.41%	23.9%
# M/DBEs Paid**	\$ 7,399,126.46	2	Capital Building Services	Bus Stop cleaning/maintenance & vehicle detailing services	\$ 271,556.00	1.14%	1.0%
The COMET M/DBE Goal	20.06%	3	Nissi Group	Trip sampling for NTD Reports	\$ 26,268.74	0.14%	0.1%
M/DBE Goal Percentage Achieved	26.8%	4	Hard Hat Transportation	Safety, facility and office supplies and equipment	\$ 5,252.78	0.02%	0.0%
		5	A Customer's Point of View	Mystery rides/observations on Fixed Routes	\$ 74,240.00	0.20%	0.3%
Note: Data reviewed from The COMET's Check Register*		6	Ed Rush Consulting & Dev	Operator uniforms	\$ 229,696.50	0.14%	0.8%
Note: Verified data provided by RATP Dev from July 2022-January 2024**		7	Alpha Business Solutions	Office supplies	\$ 3,006.25		0.0%
		8	Rely Supply	Lube, oil, coolants, etc.	\$ 204,252.51		0.7%
		<b>Total Payments</b>			<b>\$ 7,399,126.46</b>		<b>26.8%</b>



March 6, 2024

Agenda Item # 7.A

To: Central Midlands Regional Transit Authority Finance Committee  
From: Rosalyn Andrews, Director of Finance/CFO  
Subject: Mid-Year Budget Review

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Requested Action: Staff recommends that the Finance Committee review a revision of the budget and recommend to the Board of Directors adoption of a revised mid-year budget.

Background and Summary: In June 2023, The COMET Board of Directors adopted the FY 2023-2024 Operating and Capital Budget. The operating and capital budget at the time was based on known revenue amounts.

Since the adoption of the budget, several significant factors have occurred that justify modifications to the budget. For midyear review, for any line items over or under the midyear mark of 50%, the breakout out of some line times to better track revenues against expenses and the consideration of new lines items not previously recognized with original budget, I am requesting to be amended as defined in the attachment.

Some of the revenue has been revised to reflect the actual collection of revenues to ensure a balanced budget.

Fiscal Impacts: The amended FY 2023-2024 operating and capital budget has an overall net change of less than 1% or \$(194,478) from \$45,746,515 as approved in original budget to amended request of \$45,552,037. The amended operating and capital budget will continue to be financed significantly with federal grant sources as well as fare revenues, Richland County Penny funds, Lexington County General funds, and miscellaneous funds.

Recommended Motion: Finance committee approves and recommends to the Board of Directors' adoption of the revised mid-year budget for FY 2023-2024.

Legal Counsel Review: None.

Attachments: Revised FY 2023-2024 Operations and Capital Budget.

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

Approved for Submission, Maurice Pearl, Executive Director/CEO

*Maurice Pearl*

**Central Midlands Regional Transit Authority  
FYE 24 Proposed Annual Budget**

102 of 112

Midyear Budget Adjustments

				50%
	<i>Proposed Annual Budgeted</i>	<i>Approved FYE24 Budget</i>	<i>Variance increase/decrease of Budget</i>	
	<i>Amount</i>		<i>\$\$</i>	<i>%</i>
<b>Revenue:</b>				
Operating Revenues				
Passenger Revenue	1,629,977	1,629,977	-	0%
Advertising Revenue	20,000	20,000	-	0%
Contracted Services Revenue	1,200,000	1,200,000	-	0%
Other Revenue	3,000	3,000	-	0%
<b>Total Operating Revenue</b>	<b>2,852,977</b>	<b>2,852,977</b>	<b>-</b>	<b>0%</b>
Nonoperating Revenues				
Contributed Svcs/In Kind Revenue	60,000	60,000	-	0%
Local Revenue - Lexington Cty	267,835	267,835	-	0%
Interest Income	750,000	750,000	-	0%
Richland County 1% Sales Tax	26,040,000	26,040,000	-	0%
RTAP Reimbursement	2,000	2,000	-	0%
Fuel Tax Refunds	298,600	298,600	-	0%
OPT/SMTF 5339	523,709	523,709	-	0%
OPT Rural Program 5311 Revenue	83,744	83,744	-	0%
Hospitality/Accomodations Tax	60,000	60,000	-	0%
Rental Income	840	840	-	0%
Federal Revenue - NOLD Project	3,440,000	3,440,000	-	0%
Federal Revenue - 5310 Access to Care/ICAM	226,894	-	226,894	#DIV/0!
Federal Revenue - Planning	80,000	80,000	-	0%
Federal Revenue - Capital: Non Prev Maint	112,000	112,000	-	0%
Federal Revenue - Capital: Prev. Maint	717,723	717,723	-	0%
Federal Revenue - Cap Ex (USC,SCDOT Reimbursement)	7,746,000	7,746,000	-	0%
Federal Revenue - Salaried Positions	100,000	100,000	-	0%

Central Midlands Regional Transit Authority

FYE 24 Proposed Annual Budget

Midyear Budget Adjustments

					50%
		<i>Proposed Annual Budgeted</i>	<i>Approved FYE24 Budget</i>	<i>Variance increase/decrease of Budget</i>	
		<i>Amount</i>		<i>\$\$</i>	<i>%</i>
Federal Revenue - ADP Software		980,000	980,000	-	0%
Federal Revenue - ADP Hardware		200,000	200,000	-	0%
Federal Revenue - EE Training		12,500	25,000	(12,500)	-50%
Federal Revenue - 3rd Party Contractual (Website)		3,600	3,600	-	0%
Federal Revenue - Safety & Security		120,000	120,000	-	0%
Federal Revenue - Vanpool		52,000	50,000	2,000	4%
Federal Revenue - 5339 Shelter ACQ & Install		1,000,000	1,231,237	(231,237)	-19%
Insurance Claims Revenue		47,259	-	47,259	#DIV/0!
Concessions Revenue		1,250	1,250	-	0%
Total Nonoperating Revenue		<b>42,925,954</b>	<b>42,893,538</b>	32,416	0%
<i>Total Revenues:</i>		<b>45,552,037</b>	<b>45,746,515</b>	<b>(194,478)</b>	<b>0%</b>

**Central Midlands Regional Transit Authority  
FYE 24 Proposed Annual Budget**

104 of 112

Midyear Budgeter Adjustments

				50%
	<i>Proposed Annual Budgeted</i>	<i>Approved FYE24 Budget</i>	<i>Variance increase/decrease of Budget</i>	
	<i>Amount</i>		<i>\$\$</i>	<i>%</i>
<b>Expenses:</b>				
Administrative				
Salaries (Staff/Intern) & Other Paid Wages	1,679,343	1,679,343	-	0%
SC Retirement: ER	294,893	294,893	-	0%
FICA & Medicare	152,820	152,820	-	0%
Health Insurance: ER	104,200	85,200	19,000	22%
SC Unemployment	14,364	14,364	-	0%
Workers Comp	6,000	4,463	1,537	34%
Vehicle Allowance	3,150	-	3,150	#DIV/0!
Employee Relocation Allowance	17,000	-	17,000	#DIV/0!
Dues/Subscriptions/Memberships	35,800	25,780	10,020	39%
Marketing/Advertising/Promotional Material	432,958	555,713	(122,755)	-22%
Charitable Donations (Passes ONLY)	7,200	7,200	-	0%
Postage & Shipping	6,480	6,480	-	0%
Printing	86,400	86,400	-	0%
Board/Committee/Transit Academy	6,150	6,150	-	0%
Tickets & Transfers	20,000	20,000	-	0%
Office Equipment - Lease & Rental	14,500	14,500	-	0%
Admin Misc: Office Supplies, Fines, Taxes, etc.	74,824	40,824	34,000	83%
Banking Fees	14,000	14,000	-	0%
Payroll Processing Fees	10,000	10,000	-	0%
Employee Training & Development (Fed & Non Fed)	60,000	31,250	28,750	92%
Contingency	-	-	-	#DIV/0!
<b>Total Administrative</b>	<b>3,040,082</b>	<b>3,049,380</b>	<b>(9,298)</b>	



**Central Midlands Regional Transit Authority  
FYE 24 Proposed Annual Budget**

105 of 112

Midyear Budget Adjustments

					50%
		<i>Proposed Annual Budgeted</i>	<i>Approved FYE24 Budget</i>	<i>Variance increase/decrease of Budget</i>	
		<i>Amount</i>		<i>\$\$</i>	<i>%</i>
<b>Operations &amp; Maintenance</b>					
Contributed Svcs/In Kind Expense (Facility use)		60,000	60,000	-	0%
Contractor-Fixed Route		19,331,136	19,331,136	-	0%
Contractor-DART		4,600,818	4,600,818	-	0%
Contractor-Spcl Svc/Svc Enhancements		365,000	815,000	(450,000)	-55%
Propane Fuel		815,000	815,000	-	0%
Diesel & Vehicle Fuel		1,711,750	1,490,082	221,668	15%
Hydrogen Fuel		10,000	10,000	-	0%
OPT: SMTF Expenses		654,640	654,640	-	0%
Facility Related Repairs & Maintenance Expense (PM)		550,000	550,000	-	0%
Federal Expense: ADP Software ACQ & Maint		980,000	980,000	-	0%
Federal Expense: ADP Hardware ACQ & Maint		200,000	200,000	-	0%
Federal Expense: 3rd Party Contractual (Website)		4,500	4,500	-	0%
Federal Expense: Safety & Security		600,000	150,000	450,000	300%
Federal Expense: Van Pool Ops		180,000	100,000	80,000	80%
Federal Expense: Bike Program		24,000	-	24,000	#DIV/0!
Federal Expense: 5310		358,000	166,667	191,333	115%
<b>Total Operations &amp; Maintenance</b>		<b>30,444,844</b>	<b>29,927,843</b>	<b>517,001</b>	<b>2%</b>
<b>Insurance</b>				-	
Insurance - Vehicle/Facility/Tort/Cyber		128,600	128,600	-	0%
Insurance-Officers & Directors		12,000	12,000	-	0%
<b>Total Insurance</b>		<b>140,600</b>	<b>140,600</b>	<b>-</b>	<b>0%</b>
<b>Technical Services</b>					
Professional Contract Services		1,731,808	2,620,491	(888,683)	-34%

**Central Midlands Regional Transit Authority  
FYE 24 Proposed Annual Budget**

106 of 112

Midyear Budgeter Adjustments

					50%
	<i>Proposed Annual Budgeted</i>	<i>Approved FYE24 Budget</i>	<i>Variance increase/decrease of Budget</i>		
	<i>Amount</i>		<i>\$\$</i>	<i>%</i>	
Fare Collection Service & Supplies	6,000	6,000	-	0%	
Total Technical Services	1,737,808	2,626,491	(888,683)	-34%	
Utilities					
Natural Gas	18,000	18,000	-	0%	
Electric	150,000	150,000	-	0%	
Water & Sewer	65,000	65,000	-	0%	
Telecommunications	276,000	147,000	129,000	88%	
Total Utilites	509,000	380,000	129,000	34%	
Capital Expense					
Federal & Non Fed Expense: Preventative Maint (PM)	897,155	897,155	-	0%	
Furniture, Fixtures, & Equipment < \$5000	102,500	45,000	57,500	128%	
Federal & Non Fed Expense: Shelter & Accessories ACQ/Install	1,539,046	1,539,046	-	0%	
Federal & Non Fed Expense: Cap EX (Non PM)	7,000,000	7,000,000	-	0%	
Federal & Non Fed Expense: Capital (Non PM)	140,000	140,000	-	0%	
Interest Expense	1,000	1,000	-	0%	
Total Capital Expense	9,679,701	9,622,201	57,500	1%	
<b>Total Expenses:</b>	<b>45,552,037</b>	<b>45,746,515</b>	<b>(194,478)</b>	<b>-0.4%</b>	
<b>Net Income From Operations:</b>	<b>-</b>	<b>-</b>	<b>-</b>		



March 6, 2024

Agenda Item # 7B

To: Central Midlands Regional Transit Authority Finance Committee  
From: Rosalyn Andrews, Director of Finance/CFO  
Subject: Proposed Retirement Policy

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Requested Action: Staff requests that the Finance Committee review the proposed Retirement Policy and provide feedback.

Background and Summary: The COMET currently does not have a retirement policy for its staff. The COMET found a need for such a policy with a recent employee retirement and other employees becoming retirement eligible in the future. The policy is set forth to outline health insurance benefits The COMET is proposing to be offered for retirees.

Eligibility requirements: employees are eligible for full normal retirement after 28 years of service, or at age 65 and 5 years of service under SCRS. The COMET is setting forth a minimum of 10 years of service with the organization.

Fiscal Impacts: The current fiscal impact in the budget year FY24 will be less than \$1700. For fiscal year 2025 the fiscal impact would be \$6,600 for employees hired after 2008 and \$7,400 for employees hired before 2008.

Recommended Motion: Finance committee approve and recommend the Board of Directors' adoption of the proposed retirement policy to be effective April 1, 2024.

Legal Counsel Review: None.

Attachments: Health coverage analysis

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

Approved for Submission, Maurice Pearl, Executive Director/CEO

*Maurice Pearl*

Coverage Type	EmployeR	EmployeE		
Health	477.00	97.68		increase by 11.8%
Dental	13.48	28.80		in FY25
Vision	-	6.30		
total	490.48	132.78	623.26	
	FY2023-2024		FY2024-2025	
Retirement Eligibility per PEBA SCRS guidelines	Hired after 2008, with more than 10 yrs service under CMRTA	Hired before 2008, with more than 10 yrs service under CMRTA	Hired after 2008, with more than 10 yrs service under CMRTA	Hired before 2008, with more than 10 yrs service under CMRTA
	100 % ER cost & 0 % of EE cost	100% ER cost & 50% EE cost	100 % ER cost & 0 % of EE cost	100% ER cost & 50% EE cost
CMRTA mo cost	490.48	556.87	548.36	614.75
Employee mo cost	132.78	66.39	132.78	66.39
CMRTA annual cost	\$ 5,886	\$ 6,682	\$ 6,580	\$ 7,377
CMRTA monthly cost	\$ 490	\$ 557	\$ 548	\$ 615
Non Retirees not eligible				
Policy for retired employee only and for coverage listed above				
Any additional coverage is responsibility of the retiree				
At the age a retiree becomes eligible for Medicare, groupd helth insurance coverage may convert to Medicare supplementary insurance coverage				



Executive Director, Operations and Customer Experience Report  
Reporting Period: February 28, 2024 – March 25, 2024

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#### Executive Director (Maurice Pearl)

- Attended weekly Low-No meetings.
- Attended monthly staff meeting.
- Met with Carl Blackston and Karen Jenkins with Columbia Chamber.
- Attended the TASC Legislative reception.
- Met with Kimberly Tissot at ABLE South Carolina
- Attended bi-weekly COMET and USC meeting.
- Participated in COMET Chat.
- Met with Mayor Rickenmann.
- Attended the Combined Richland County Council and Richland County Delegation meeting.
- Met with Councilwoman Chakisse Newton.

#### Operations (Jackie Bowers)

- Attended Low-No regular and pre-production meetings.
- Monitored bus stops and shelters on Gervais St., Alexander Rd., Axtel Rd., Knox Abbot Dr., & State St.
- Monitored The COMET and RATPDev staff and activities at COMET Central.
- Attended the USC and The COMET regular meetings regarding service updates.
- Presented report for Transportation Penny Advisory Committee (TPAC) monthly meeting.
- Facilitated weekly meetings with RATPDev and The COMET staff regarding the technical aspects of route preparations and route modifications.
- Attended RATPDev Safety Committee Meeting.
- Attended APC (Automated Passenger Counter) monthly meeting.
- Organized and performed monthly Facility Inspection/Walk-through.
- Interviewed candidates for Customer Experience position.
- Attended meeting with private shuttle company for services on USC campus.

#### Customer Experience (Patricia Geddis)

- Continuously met with Customer Experience Reps to discuss schedule changes to The COMET's routes. monitor CER's calls, coach individually to discuss best customer service practices.
- Through The COMET Solutions for Transit system, expeditiously monitored customer inquiries, concerns and complaints related to services, ensuring that they are coded properly and closed out accordingly.
- Continuously provided telephone assistance to incoming customer inquiries, to include escalated transfer calls from CSR's.
- Attended all scheduled staff meetings.



**Finance/Accounting Department and Information Technology Department**  
 (Rosalyn Andrews, Crystal Willis, Amaris Ray-Pope, Jacob Lusco & IT1 Solutions)

## Activity Report for Feb 24 - Mar 24

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### IT Dept

- ✓ Completed front end for asset management software.
- ✓ Deployed PC for VPN for ABLE to run Trapeze.
- ✓ Troubleshoot and repair VM server to get VMs back up and running for use.
- ✓ Verifying configuration of spare servers
- ✓ Getting quotes for licensing to upgrade Domain controller.
- ✓ Getting project started for Cisco DUO
- ✓ Imaging server to run needed Cisco software for DUO.

### Finance/Accounting Dept

#### Day to Day/Monthly

- ✓ Counted farebox revenue, and COMET Central pass sales receipts.
- ✓ Processed ticket orders (customers, replenish CSR, 3<sup>rd</sup> party vendors)
- ✓ Audit CSR cash and ticket bags, ticket replenishment.
- ✓ Processed payroll, payables (AP), and receivables (AR) (invoices, vendor payments & cash receipts)
- ✓ Bank reconciliations.
- ✓ Submitted SC DOR Fuel Motor Application
- ✓ Finance Committee Meeting Packet
- ✓ Month end preparations
- ✓ Monthly and Bi-Weekly Meetings, Conferences (USC, Brownstone)
- ✓ National Transit Database (NTD) reporting updates

#### Special

- ❖ Meetings: Transportation Penny Advisory Committee (TPAC) Advisory Committee, TASC Subcommittee & Committee, USC
- ❖ Community Events: Five Points St Patty's event
- ❖ Staff Development: National Transit Database webinar, WTS SC Career Development webinar
- ❖ NTD audit (FYE 23)
- ❖ Prepared for Triennial review.



**Regulatory Compliance & Civil Rights Report**  
**(Arlene Prince, Michelle Ransom, Margaret Woodson, Brittany Higgins Terry)**  
**Reporting Period: February 28, 2024-March 26, 2024**

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- **Director of Regulatory Compliance & Civil Rights Officer (Prince):**
  - Prepared and submitted the Safety & Security (S&S) Annual Certification Report in accordance with established federal deadline. Each transit agency must submit an annual Safety & Security Certification (S&S-20) as an agency's confirmation that all data submitted electronically is accurate for the prior calendar year.
  - Coordinated with The COMET Team in compiling and submitting data for the 2024 Triennial Review. The data covered 23 areas. The Triennial Review is scheduled for July 2024.
  - Coordinated with The COMET Team for several days to address the NTD audit and NTD Open Issues.
  - Coordinated with contractors with safety sensitive employees regarding the completion of Management Information System (MIS) reports relevant to drug and alcohol testing data. The COMET is subject to DOT drug and alcohol testing regulations and must submit their annual drug and alcohol testing data as required by FTA. The annual drug and alcohol testing data was due for submission by March 15th for the prior calendar year.
- **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 and began preparation of quarterly drawdown of FTA reimbursement funds.
  - Worked on providing explanations for issues related to annual NTD audit for vanpool program.
  - Continued preparation of RIR documents and responses for 2024 Triennial Review.
  - Submitted FFY 2024 Anticipated Application Activity for FTA.
  - Began coordination and preparation of new Low/No Grant Application.
  - Prepared and copied ECHO drawdowns for Triennial review submission.
  - Updated Milestone reports in TrAMS as a result of FTA comments.
  - Prepared and submitted documents to SCDMV for titles/tags for battery-electric and hydrogen fuel cell buses.
- **Procurement & Compliance Manager (Woodson)**
  - Continue to provide management with procurement guidance on various projects.
  - Developed new solicitations of expiring contracts for services as requested by staff.
  - Coordinated with State Surplus Services for sale of surplus equipment and scrap metal.
  - Conducted research in preparation for developing upcoming solicitations.
  - Coordination with staff and State IT Procurement on future projects.
  - Provided as requested contract renewal documents for execution.
  - Provided staff with guidance on several procurement-related matters.
  - Continue to review contract file for expiring contracts.
  - Responded to vendor inquiries on potential bidding opportunities.

- **Activities attended by Regulatory Compliance & Civil Rights Officer (Prince)**
  - Attended the National Transit Database Seminar for four years.
  - Attended The Transportation Association of South Carolina (TASC) 2nd Annual Legislative Reception and TASC monthly meeting.
  - Attended a project demonstration from Advent Innovations regarding robots for disinfection and decontamination as part of grant obtained with USDOT.
- **Activities attended by Grants & Regional Coordination Manager (Ransom)**
  - Attended CMCOG Transportation Subcommittee meeting
  - Participated in weekly Low/No grant stakeholders meeting
  - Participated in The Role of Hydrogen Fuel Cell Buses in a Zero Emission Future webinar
  - Participated in 2024 National Transit Database: Urban Reporting 4-Session Webinar
- **Activities attended by Procurement & Compliance Manager (Woodson)**
  - Participated in the local elementary Lunch Buddy program.
  - Participated in relevant online procurement trainings.
- **Mobility Management Initiatives (Higgins-Terry)**
  - ***Pick Up Program (PUP) & Volunteer Transportation Reimbursement Program (V-TRIP)***
    - The PUP program has approximately **79** individuals enrolled. In December, **169** trips were taken by **36** individuals. The service area changed due to the adoption of the 2020 Columbia Urbanized Area.
    - 20 people are enrolled in V-Trip. **3** people used V-Trip in September taking **38** trips. V-Trip logs continue to get turned after the completion of reports.
    - ***Travel Training*** – In February, there was one group Travel Training with an afterschool program.
  - ***The COMET Accessibility Advisory Committee (AAC)***
    - The AAC meeting was held on February 22, 2024, at 11:00 am. The timelines for the different committee projects were discussed. Four people attended counting the MMS. The group discussed updates and ways to promote the committee.
    - An accessible schedule meeting is scheduled for March 5, 2024.
      - ***Issues and Challenges***
        - The MMS will enforce turning in PUP logs with riders.
        - 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.
        - A new service area map is used, and brainstorming will begin on how to connect volunteer drivers and riders.
        - The MMS will revisit a change in procedures to avoid overbooking rides for consumers.
  - ***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 with The COMET and eblast distributed to recruit volunteer drivers.
    - ***Outreach Efforts***
      - The COMET is creating new brochures and flyers for Travel Training, PUP, and V-Trip. The new brochures will be used going forward.
      - Able SC colleagues are coming together to identify locations that would need PUP, V-Trip, and Travel Training information.