**CMRTA BOARD MEETING MINUTES**

**July 24, 2013**

**Members Present: Guest Present:**

**City of Columbia**  Derrick Huggins Frannie Heizer, McNair Law Firm

Brian DeQuincey Newman Walter Durst, MTRA

Ron Anderson\* Tim Kelly, Chernoff Newman

Ron Scott, Lexington County

**Forest Acres** Jake Broom Rebecca Conway, Lexington County

Jackie Bowers, Veolia Transportation

**Lexington County** Lill Mood Larry Livingston, Veolia Transportation

Debbie Summers Tye Price, Chernoff Newman

Sandra McKinley, Veolia Transportation

**Richland County** Mac Bennett\* Virginia Goodson, Veolia Transportation

Jennifer Harding Jerry Bowers Veolia Transportation

Torrey Rush, Rich. Co Councilman

**Rich. Co Leg. Dele** Caroline Whitson Harrison Croft, Chernoff Newman

Danielle Gatoe, Chamber

Chuck Statler, Derrick, Stubbs and Stith\*

**Absent Board Members:** Nicole Smith, Campbell Consulting

Skip Jenkins Gregory Sprouse, CMCOG

Joseph Neal David Knoche, City of Columbia

Tiffany Johnson-Gunn

**COMET Staff Present:**

Robert Schneider, Executive Director

Michelle Ransom, Grants and Contracts

\*Denotes Participation by Phone Missy Lawlor, Administrative Coordinator

Daphne Givens, Finance Manager

Rosalyn Andrews, Staff Accountant

1. **CALL TO ORDER**

Vice-Chair, Kelvin Washington called the meeting to order at 12:03 PM.

1. **DETERMINATION OF QUORUM**

A quorum was present at the opening of the meeting.

1. **INTRODUCTION OF ATTENDEES**

Vice-Chair, Kelvin Washington introduced Debbie Summers with Lexington County stating that she is now an Advisory member for the Board of Directors.

1. **ADOPTION OF AGENDA**

**A motion was made by Jennifer Harding and seconded by Caroline Whitson to approve the agenda. Motion passed unanimously.**

1. **APPROVAL OF THE JUNE 26, 2013 MEETING MINUTES**

**A motion was made by Lill Mood and seconded by Derrick Huggins to approve the June 24, 2013 meeting minutes. Motion passed unanimously.**

1. **MIDLANDS TRANSIT RIDERS ASSOCIATION UPDATE**

Walter Durst of the Midlands Transit Riders Association stated that the MTRA is still hearing from customers that would like to have Sunday service back. Mr. Durst also stated that MTRA is getting complaints from riders that the buses have a considerable amount of noise and people are saying rude comments that are offensive to others that are riding the bus. Mr. Durst asked that we empower drivers, if they notice rude behavior to please do something about it.

1. **COMMENTS FROM LOCAL RESIDENTS**

Marsha Johnson – Ms. Johnson stated that she is speaking on the maintenance side of the buses, that she has had 4 major break downs on buses in recent weeks. She is asking that the system make sure that we have spare buses in case there is a break down. She stated that she has had to miss doctor appointments and people rely on the buses to get to these appointments. She stated that the system needs to immediately send a bus to pick up passengers if we have a breakdown.

1. **REPORT FROM BUDGET COMMITTEE**

A review of the budget committee meeting was made by Chuck Statler. Mr. Statler reviewed with the Board the revenue and financial overview.

1. **REPORT FROM SERVICE STANDARDS COMMITTEE**

Lill Mood, Service and Standard Committee Chair stated that the committee reviewed the ridership data. Ms. Mood also stated that overall we are above standard on most routes and that people are learning about the new service.

Jennifer Harding and Chernoff Newman gave a presentation of the new COMET website that will launch on Thursday.

1. **EXECUTIVE DIRECTORS REPORT**

* Response to Previous Meeting Inquiries - None
* Service Data and Information – Mr. Schneider reviewed with the Board the Service Data.
* Financial Report and Overview – Ms. Daphne Givens, Finance Manager reviewed with the Board the Financial Report/Statement of Income for June 2013.
* Fuel Cost/Price Update – Mr. Schneider reviewed the fuel cost with the Board and stated that we are below budget on fuel cost.

1. **PERSONAL MATTER**

Will discuss in Executive Session Item 13.

1. **INFORMATIONAL ITEMS** (No Discussion Unless Specifically Requested)

* News Clippings
* Written Comments/Recommendations

1. **LEGAL/CONTRACTUAL/PERSONNEL** (Executive Session may be required)

**A motion was made by Jennifer Harding and seconded by Caroline Whitson to go into Executive Session. Motion Passed unanimously.**

**A motion was made by Lill Mood and seconded by Jennifer Harding to come out of Executive Session. Motion passed unanimously.**

**A motion was made by Lill Mood and seconded by Brian Newman to recommend setting the FTA DBE goal a conservative 5% and DBE goal of 30% for the contract operator, excluding expenditures for salaries, fringes and fuel. Motion passed unanimously.**

**A motion was made by Caroline Whitson and seconded by Jennifer Harding that the Board approve the terms of the Employment Agreement hiring Bob Schneider as the CMRTA Executive Director, subject to the completion of routine pre-employment screening. The Employment Agreement will have a term of five years, with a starting salary of $140,000. The effective date of the Employment Agreement will be August 8, 2013. Motion passed unanimously.**

1. **ADJOURN**

**A motion was made by Jennifer Harding and seconded by Derrick Huggins to adjourn the meeting. Motion passed unanimously.**

Vice-Chair Kelvin Washington adjourned the meeting at approximately 1:13 PM.

*CMRTA Board Meeting minutes are prepared and presented in summary form, audio recordings of the meetings are on file at the CMRTA.*