**CMRTA BOARD MEETING MINUTES**

 **October 23, 2013**

**Members Present: Guest Present:**

**City of Columbia**  Ron Anderson Frannie Heizer, McNair Law Firm

 Brian DeQuincey Newman\* Martha Johnson, MTRA

 Rick Silver, Chernoff Newman

**Lexington County** Lill Mood Clara Marquez, Veolia Transportation

Debbie Summers Darin Black, Veolia Transportation

 Jackie Bowers, Veolia Transportation

 Larry Livingston, Veolia Transportation

**Richland County** Mac Bennett Karl Rouse, ABLE SC

 Kelvin Washington Sandra McKinley, Veolia Transportation

 Rebecca Conway, Lexington County

 Ron Scott, Lexington County

**Rich. Co. Leg. Dele.** Tiffany Johnson-Gunn \* Nicole Smith, Campbell Consulting

 Chuck Statler, Derrick, Stubbs and Stith

**Absent Board Members:**

Skip Jenkins

Joseph Neal

Jake Broom

Jennifer Harding **COMET Staff Present:**

 Robert Schneider, Executive Director

\*Denotes Participation by Phone Michelle Ransom, Grants & Contracts

Missy Lawlor, Administrative Coordinator

 Daphne Givens, Finance Manager

 Rosalyn Andrews, Staff Accountant

 Pamela Middleton, Admin. Support Clerk

 Virginia Goodson, Project Implementation

 LeRoy Deschamps, Transit Development

 Brittany Higgins, Travel Trainer

1. **CALL TO ORDER**

Chairman Brian DeQuincey Newman 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**
2. **ADOPTION OF AGENDA**

**A motion was made by Ron Anderson and seconded by Lill Mood to approve the agenda. Motion passed unanimously.**

1. **APPROVAL OF THE JULY 24, 2013 MEETING MINUTES**

**A motion was made by Lill Mood and seconded by Mac Bennett to approve the August 28, 2013 meeting minutes. Motion passed unanimously.**

1. **MIDLANDS TRANSIT RIDERS ASSOCIATION UPDATE**

Marsha Johnson of the Midlands Transit Riders Association updated the Board on items the MTRA is working on. Ms. Johnson stated that at the November 16, 2013 meeting they would elect officers. Ms. Johnson also stated that the 31-day pass is not really a 31-day pass because we do not run on Sundays. She also made note that we need to increase the presence of security at the Transit Center, as she has been made aware that there have been drug transactions taking place in the men’s restroom. Ms. Johnson stated that there are complaints of trash at the bus stops and no one seems to be picking up that trash. She also mentioned that if we were to make route 17 every 30 minutes that we would have more ridership.

1. **COMMENTS FROM LOCAL RESIDENTS**

No comments from local residents.

1. **REPORT FROM BUDGET COMMITTEE**

Deferred – moved to executive Session

1. **REPORT FROM SERVICE STANDARDS COMMITTEE**

Lill Mood stated that the Service Standards Committee did not have a quorum at the meeting. Ms. Mood stated that those that attended the meeting reviewed the ridership data and reviewed the midday service for Lexington County Routes 26 & 28.

1. **EXECUTIVE DIRECTORS REPORT**
2. Response to Previous Meeting Inquiries – None
3. Staffing update – Bob Schneider introduced new COMET staff members to the Board.
* Virginia Goodson – Project Implementation Specialist
* Brittany Higgins – Travel Trainer
* LeRoy DesChamps – Transit Development Manager
* Da’Veda Sistrunk – Rural Transportation Planner
* Tiffany James – Community Outreach Coordinator
1. Update on Activities –
* Propane Vehicles
* SWRTA Eastover Service loses SCDOT funding
1. Service Data and Information – Mr. Schneider reviewed with the Board the Service Data. Mr. Schneider stated that the ridership is strong.

**A motion was made by Lill Mood and seconded by Ron Anderson to begin a six (6) month pilot route for routes 26 & 28 for midday service to begin on November 4, 2013, and funded by Lexington County. Motion passed unanimously.**

1. Financial Report and Overview – Ms. Daphne Givens, Finance Manager and Chuck Statler with Derrick, Stubbs and Stith, LLP reviewed with the Board the Financial Report/Statement of Income for September.

Mac Bennett stated that he would like to look at the cash projections each month.

1. Fuel Cost/Price Update – Mr. Schneider reviewed the fuel cost with the Board.
2. **INFORMATIONAL ITEMS** (No Discussion Unless Specifically Requested)
* Contract Operator’s Report
* News Clippings
* Written Comments/Recommendations
1. **LEGAL/CONTRACTUAL/PERSONNEL** (Executive Session may be required)

**A motion was made by Mac Bennett and seconded by Ron Anderson to go into Executive Session. Motion Passed unanimously.**

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

**A motion was made by Mac Bennett and seconded by Ron Anderson to adjust the franchise fee repayment by $93,016.71. Motion passed unanimously.**

1. **OLD/NEW BUSINESS**

Bob Schneider spoke to the Board concerning the downtown circulator for Columbia’s Famously Hot New Years Celebration. He stated that it is possible that we will be asked to shuttle from 6:00pm – 3:00 am. The cost would be about $2500 and it would be a free service to the public.

**A motion was made by Lill Mood and seconded by Mac Bennett to move the November and December Board of Directors meetings to November 20, 2013 and December 18, 2013, with committee meetings on November 6, 2013 and December 4, 2013. Motion passed unanimously.**

1. **ADJOURN**

**A motion was made by Mac Bennett and seconded by Lill Mood to adjourn the meeting. Motion passed unanimously.**

Chairman Brian DeQuincey Newman adjourned the meeting at approximately 1:37 PM.

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