**CMRTA BOARD MEETING MINUTES**

**January 22, 2014**

**Members Present: Guest Present:**

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

Brian DeQuincey Newman Nicole Smith, Campbell Consulting

Derrick Huggins Walter Durst, MTRA

Cassie Cope, The State Newspaper

**Forest Acres** Jake Broom Rick Silver, Chernoff Newman

Jackie Bowers, Veolia Transportation

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

Debbie Summers Darrell Campbell, Campbell Consulting

Sandra McKinley, Veolia Transportation

**Richland County** Virginia Goodson, Veolia Transportation

Jennifer Harding Francena Ryans, Veolia Transportation

Kelvin Washington Carl Rouse, ABLE, SC

Chuck Statler, Derrick, Stubbs and Stith

**Absent Board Members:** Brittany McMillian, Veolia Transportation

Skip Jenkins Tim Collins, Veolia Transportation

Joseph Neal Derrick Bruen, Veolia Transportation

Tiffany Johnson-Gunn John Hoeft, Veolia Transportation

Mac Bennett Rebecca Conway, Lexington County

**COMET Staff Present:**

Robert Schneider, Executive Director

\*Denotes Participation by Phone Missy Lawlor, Administrative Coordinator

Daphne Givens, Finance Manager

Rosalyn Andrews, Staff Accountant

Pamela Middleton

Brittany Higgins

Tiffany James

LeRoy DesChamps

Samuel Scheib

Virginia Goodson

Michelle Ransom

Da’Veda Sistrunk

1. **CALL TO ORDER**

Chairman Brian DeQuincey Newman called the meeting to order at 12:04 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 Derrick Huggins to approve the agenda. Motion passed unanimously.**

1. **APPROVAL OF THE NOVEMBER 20 AND DECEMBER 2, 2013 MEETING MINUTES**

**A motion was made by Jennifer Harding and seconded by Ron Anderson to approve the November 20 and December 2 meeting minutes as distributed. Motion passed unanimously.**

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

* Report and Recommendation from Procurement Committee for Contractor RFP

**A motion was made by Ron Anderson and seconded by Derrick Huggins 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.**

1. **MIDLANDS TRANSIT RIDERS ASSOCIATION**

Walter Durst of Midlands Transit Riders Association stated that they have been on several radio/TV stations talking about the Transit System and what they have been doing. Mr. Durst also said that they are having a logo contest and the winner will receive a 31 day pass. Mr. Durst stated that they have attended several community events and also participated in Stuff A Bus.

1. **COMMENTS FROM LOCAL RESIDENTS**

No Comments

1. **REPORT FROM BUDGET COMMITTEE**

Chuck Statler reviewed with the Board the cash flow projection report reporting a surplus of 2.6 million at the end of FY14. Mr. Statler reviewed with the Board the installment plans of the penny money and the repayment of loan and the repayment to the City of Columbia and Richland County.

1. **ANNUAL GRANT RESOLUTION**

Michelle Ransom stated that this is a resolution that is signed by the Board every year in order to obtain grant funding.

**A motion was made by Lill Mood and seconded by Derrick Huggins to approve the Annual Grant Resolution. Motion passed unanimously.**

1. **PROPOSED NORTHEAST RICHLAND FLEX ROUTE**

Samuel Scheib, the COMET’s Transit Planner reviewed with the Board the proposed NE Richland Flex Route Service. Mr. Scheib stated that the service will run from 6am-7pm and will require you call the day before to schedule your ride. There is no prequalification needed, and it will be free until it meets up with the Fixed Route Service. The tentative state date for service is February 24, 2014 and will be a 6 month demo.

**A motion was made by Lill Mood and seconded by Ron Anderson to approve the Proposed Northeast Richland Flex Route. Motion passed unanimously.**

1. **EXECUTIVE DIRECTORS REPORT**
2. Response to Previous Meeting Inquires –

* FTA Audit of ADA – Did well overall, had a few recommendations, and partner with ABLE, SC to review applications.

1. Update on Activities

* Vehicle Procurement – Vehicle should arrive late March to early April.
* Facility Improvements – Working on a $1 mil facility up fit, this is grant money that has to be spent or we will lose it.
* Shelters- RFP is going out for shelters and benches.
* Furniture – The furniture will be delivered this week.
* Virtual Office – Procurement is out, should have all bids back soon.
* Midlands Tech – Still working with Midlands Tech on a pass program.

1. Staffing Update – Will possibly be hiring a Contract Compliance Officer to oversee the New Contract Operator.
2. Service Data and Information – Service Data is in packet.
3. Financial Report and Overview – Daphne Givens reviewed with the Board the Financial Report.
4. Fuel Cost/Price Update – Included in packet.
5. **INFORMATIONAL ITEMS (No Discussion Unless Specifically Requested)**

* **Contract Operator’s Report**
* **News Clippings**
* **Written Comments/Recommendations**

1. **OLD/NEW BUSINESS**
2. **ADJOURN**

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

Chairman Brian DeQuincey Newman adjourned the meeting at approximately 1:54 PM.

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