**COMET BOARD MEETING MINUTES**

**May 28, 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

Al Dozier, Free Times

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

Jackie Bowers, Veolia Transportation

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

Rebecca Conway, Lexington County

Sandra McKinley, Veolia Transportation

**Richland County** Mac Bennett Tobin Wells, Transloc

Jennifer Harding Heloris Woolridge, Veolia Transportation

Kelvin Washington Ben Mauldin, CMCOG

Reginald Simmons, CMCOG

**Rich. Co. Leg. Dele.** John Furgess\* Chuck Statler, Derrick, Stubbs and Stith

Robert Morris Rosalyn Lorrick, Veolia Transportation

Jerry Bowers, Veolia Transportation

**Absent Board Members:** Darin Black, Veolia Transportation

Joe Neal Kenitha Williams, Lexington County

Skip Jenkins Daniel Flow, Transloc

Debbie Summers Betty Robinson, Veolia Transportation

David Lewis, Citizen

Gloria Tanner, Consultant

Keith Seymour, MTRA

**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

Da’Veda Sistrunk

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**
2. **ADOPTION OF AGENDA**

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

1. **APPROVAL OF THE APRIL 23, 2014 MEETING MINUTES**

**A motion was made by Lill Mood and seconded by Ron Anderson to approve the April 23, 2014 meeting minutes. Motion passed unanimously.**

1. **MIDLANDS TRANSIT RIDERS ASSOCIATION**

Walter Durst of Midlands Transit Riders Association stated that they are very happy that Sundays are back and that it is free until Labor Day. Mr. Durst also stated that they had their Drive Appreciation Day and that it went very well. On June 7th they will have their quarterly Membership Meeting. Mr. Durst also stated that they would like to see the holidays return with service, that Richland One School District does operate on that day.

1. **COMMENTS FROM LOCAL RESIDENTS**

David Lewis – Mr. Lewis stated that the monitor in the transit center is still not working and would like to know when it will be fixed. Mr. Lewis also asked if the route 35 and 36 will be reactivated and when will the new bus stop signs go up.

Keith Seymour – Mr. Seymour stated that he heard a comment was made that the buses ran until midnight and that is not the case. Mr. Seymour has given Sam old route maps for reference. Mr. Seymour also stated that we need to have holidays back. That the buses ran on holidays but were cut due to lack of funding. He stated that people still need to go places on holidays.

1. **REPORT FROM SERVICE STANDARDS COMMITTEE**

Lill Mood stated that the Service Standards Committee met and reviewed the Fare Structure Recommendations and that the committee does recommend these changes.

Kelvin Washington asked what the current charge for the 31 Day pass is. Mr. Schneider stated that the current charge is $40.00.

Jennifer Harding asked what the impact is on revenue. Bob Schneider stated that we are actually at an actual increase overall.

Lill Mood stated that it will decrease the time that people are having to spend at the fare box.

Mr. Morris asked how it affects those that need to transfer. Mr. Schneider stated that it will be a limited number of passengers that this will affect.

Mac Bennett asked how it will affect the non-profits. Mr. Schneider stated that it will help them, in the fact that they will be able to purchase more passes.

**A motion was made by Jennifer Harding and seconded by Jake Broom to approve the Fare Structure Recommendations. Motion passed.**

**1 opposed – Robert Morris**

Lill Mood stated that the Service Standards Committee is recommending the proposed route changes. (See attached )

**A motion was made by Lill Mood and seconded by Ron Anderson to approve the Route Change Recommendations. Motion passed.**

Discussion

Lill Mood explains why we do not need to extend to midnight.

Mr. Furgess stated that we never had a service that ended before 12:00.

Larry Livingston stated that the last bus is out at 11:00 and back to the transit by 12:00.

Jennifer Harding asked if this will restore service back to where it was.

Lill Mood stated that it will restore service to what we had.

Mr. Morris stated that this is not set in stone and if we see where we need to make changes we can certainly do that.

Kelvin Washington stated that we need to revisit route 62.

Lill Mood stated that we will post both rote numbers so that there is no confusion until our riders get used to the new route numbers.

* Service Data – Samuel Scheib reviewed with the Board the Ridership Data.

1. **REPORT FROM BUDGET COMMITTEE**

* Financial Report and Overview– Daphne Givens reviewed with the Board the Financial Statement for April.
* Review of Budget for FY2015 – Chuck Statler reviewed with the Board the FY2015 recommended budget.

**A motion was made by Jennifer Harding and seconded by Mac Bennett to approve the FY2015 budget. Motion passed unanimously.**

**Discussion**

Frannie Heizer stated that we will need to share this information with Richland County and City of Columbia.

1. **AMENDMENTS TO PROCUREMENT POLICY REQUESTED BY FTA**

Frannie Heizer stated that the FTA has requested that we have it in written policy the Article VI and DBE. Ms. Heizer stated that they have started the process but do not have any recommendations as of yet. Ms. Heizer is requesting that the Board appoint 3 members to an Ad-Hoc Committee to help with those revisions.

**A motion was made by Ron Anderson and seconded by Lill Mood to have a 3 person Ad-Hoc Committee to help with the amendments. Motion passed unanimously.**

1. **TELEPHONE BASED CUSTOMER INFORMATION SYSTEM CONTRACT/MOBILE PHONE APPLICATION**

Bob Schneider gave a brief description of Tranloc to the Board and the grant monies that are involved.

Daniel Flow and Tobin Wells of Transloc gave a presentation to the Board of Directors.

A motion was made by Ron Anderson and seconded by Jake Broom to approve the contract with Transloc once the corrections have been made. Motion passed unanimously.

1. **EXECUTIVE DIRECTORS REPORT**
2. Bus Stop Signage – Jennifer Harding reviewed with the Board the new signage. Mrs. Harding stated that there was committee that met and that this is the signage that we have come up with.
3. **INFORMATIONAL ITEMS (No Discussion Unless Specifically Requested)**

* **Contract Operator’s Report**
* **Fuel Cost/Price Update**
* **News Clippings**
* **Written Comments/Recommendations**

1. **LEGAL/CONTRACTUAL/PERSONNEL (May Require Executive Session)**

Kelvin Washington stated that we will go into Executive Session to discuss Operator Procurement.

**A motion was made by Ron Anderson and seconded by Jennifer Harding to enter into Executive Session to discuss Operator Procurement. Motion passed unanimously.**

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

**On Phone –**

John Furgess

Derrick Huggins

Mac Bennett

Brian Newman

**A motion was made by John Furgess and seconded by Derrick Huggins to cancel the procurement and re-advertise the RFP.**

Lill Mood stated that we are taking the wrong steps in this, in that we have worked very hard to get where we are.

Vote

**Favor Opposed**

Derrick Huggins Mac Bennett

Brian Newman Lill Mood

Robert Morris Ron Anderson

Kelvin Washington Jennifer Harding

John Furgess Jake Broom

**Motion Failed**

**A motion was made by Lill Mood and seconded by Jake Broom to proceed with contract with Keolis.**

Vote

Favor Opposed

Mac Bennett Derrick Huggins

Lill Mood Brian Newman

Ron Anderson John Furgess

Jennifer Harding Robert Morris

Jake Broom Kelvin Washington

**Motion Failed**

**A motion was made by Ron Anderson and seconded by Lill Mood to enter into Executive Session to discuss Operator Procurement. Motion passed unanimously.**

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

No action.

1. **OLD/NEW BUSINESS**

Bob Schneider stated that at the last Board meeting we discussed the contract with CMCOG for General Services. Mr. Schneider stated that the amount the memo was incorrect and the correct amount it $100,000.

**A motion was made by Robert Morris and seconded by Jennifer Harding to approve the request for single Purpose Grant and Supply match not exceeding $100,000. Motion passed unanimously.**

1. **ADJOURN**

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

Vice Chair Kelvin Washington adjourned the meeting at approximately 2:49 PM.

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