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

 **COMET BOARD MEETING MINUTES**

 **May 27, 2015**

**Members Present: Guest Present:**

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

 Jackie Bowers, TransDev

**Forest Acres** Jake Broom Larry Livingston, Transdev

 Jerry Bowers, Transdev

**Lexington County** Debbie Summers Darin Black, Transdev

 Ben Mauldin, CMCOG

**Richland County** Jennifer Harding Greg Sprouse, CMCOG

 Kelvin Washington Walter Durst, MTRA Rick Silver, Chernoff Newman

**Rich. Co. Leg. Dele.** John Furgess Rebecca Conway, Lexington Co.

 Robert Morris Chuck Statler, Derrick, Stubbs and Stith

 Pat Noble, Consultant

Hampton Miller, Chernoff Newman

 Sandra McKinley, Transdev

**Absent Board Members:** Tanisha Woodson, Transdev

Brian DeQuincey Newman Marsha Johnson, Citizen

Joel Neal Charles Gossett, Citizen

Lill Mood E. T., Citizen

Skip Jenkins Heyward Bannister, Consultant

Ron Anderson

 **COMET Staff Present**

 Robert Schneider, Executive Director

 Da’Veda Sistrunk, Rural Transit Planner

 Michelle Ransom, Grants and Contracts

 Missy Lawlor, Administrative Coordinator

 Daphne Givens, Finance Manager Tiffany James, Community Outreach Coord.

 Samuel Scheib, Transit Planner & Manager

 Virginia Goodson, Project Implementation

 Rosalyn Andrews, Staff Accountant

\*Denotes Participation by Phone

1. **CALL TO ORDER**

Vice Chair Kelvin Washington 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 Jake Broom and seconded by Jennifer Harding to approve the agenda. Motion passed unanimously.**

1. **MIDLANDS TRANSIT RIDERS ASSOCIATION UPDATE**

Walter Durst stated that Martha Johnson is the new Treasurer. Mr. Durst also stated that on route 42there are wrong signs on buses. He also stated that we need to consider Park and Ride, and that Wells Fargo is giving a special deal to use the bus throughout their website. Mr. Durst also wanted to inform the Board that the MTRA will hold their General Membership meeting on June 6th from 1-3pm.

1. **COMMENTS FROM LOCAL RESIDENTS**

Martha Johnson – Ms. Johnson stated that she is very concerned about moving the transit center and she really hopes that we decide not to move it. She also mentioned that the 401 is primarily used for veterans and that it really needs to go onto the campus. She stated that we need to take care of our veterans and look at where the stops are. Ms. Johnson also wanted to let the Board know that the HVAC unit on bus 301 on Saturday was not working.

Charles Gossett – Mr. Gossett stated that he is also concerned with rumor of the transit center moving out of downtown. Mr. Gossett stated that we should consider Park and Ride services to help with the redevelopment of malfunction junction.

ET – E.T. stated that it does not make sense that we are running the big buses on Bonneville and that we can save gas by running the smaller vehicles. He also stated that the restrooms at the transit center are really bad.

1. **EXECUTIVE DIRECTORS REPORT**

Bob Schneider gave a report to the Board on the following items:

* + - New Flyer and Gilleg will be bringing demo buses to the COMET. He will let everyone know the dates that they will be here.
		- June 3 there will be an ADA legacy bus from 12-2 at ABLE, SC.
		- There will be new furniture in the driver’s break room.
		- Shelter- resubmitted site plans specifically for concrete anchors for shelter and the transit center.
		- Bus Specs have been revised and asking other Transit Systems in South Carolina to see if they want to participate.
		- FTA Region IV Conference in Atlanta 2 weeks ago.
1. **REPORT FROM BUDGET COMMITTEE**

Chuck Statler reviewed with the Board the FY 2016 Budget.

(Handout Attached)

**A motion was made by Jennifer Harding and seconded by Dr. Robert Morris to approve the FY 2016 Budget and to make the necessary changes to Budget before the 3rd reading of Richland County Council. Motion passed unanimously.**

**• Financial Report and Overview – Daphne Givens reviewed with the Board the Financial Statement.**

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

A motion was made by Jennifer Harding and seconded by Jake Broom to go into Executive Session. Motion passed unanimously.

A motion was made by John Furgess and seconded by Jake Broom to come out of Executive Session. Motion passed unanimously.

A motion was made by Dr. Robert Morris and seconded by Jake Broom to send the Ridership information and 401 information back to the Service Standards Committee. Motion passed unanimously.

1. **REPORT FROM SERVICE STANDARDS**
	* + Ridership Data – Will go back to Service Standards Committee
		+ The 401 on time performance – Will go back to Service Standards Committee
		+ Greyhound Bus Station (See Attachment) – Sam reviewed with the Board the service to Greyhound Bus station using routes 30 and 31.

* + - Later and Weekend Service (See Attachment) – Same reviewed with the Board the Later and weekend service on the eight main line routes and any others that staff has considered to be warranted.

**A motion was made by John Furgess and seconded by Dr. Robert Morris to approve the Later and Weekend Service and to come back to the Board with frequencies and to move forward with Public Hearing. Motion passed unanimously.**

1. **REPORT FROM ADHOC COMITTEES**
	* + Board Governance – Kelvin Washington stated that the committee has met and is discussing its plan.
		+ Communications Committee Taskforce – Dr. Robert Morris stated that the committee is working on a message matrix, community outreach and distribution of materials, the next meeting will be held on June 2 at 1:00pm.
		+ Strategic Planning Committee met on May 22nd and would like to try and schedule a Board workshop.
2. **INFORMATION ITEMS**
3. **OLD BUSINESS**

No old business to discuss.

1. **MOTIONS PERIOD/NEW BUSINESS**

**A motion was made by Kelvin Washington to establish a Rural Ad-Hoc Committee.**

To go to Service Standards Committee:

**A motion was made by John Furgess and seconded by Dr. Robert Morris to extend the 101 to Morris Village and Meadow lake Subdivision and to re-establish the old route 33 during peak hours to Greenview Road. Motion passed unanimously.**

1. **ADJOURN**

**A motion was made by Jake Broom and seconded by Robert Morris to adjourn the meeting. Motion passed unanimously.**

Vice Chair Kelvin Washington adjourned the meeting at approximately 1:33 PM.