*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**

 **October 28, 2015**

**Members Present: Guest Present:**

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

 Brian DeQuincey Newman Jackie Bowers, TransDev

 Derrick Huggins Larry Livingston, Transdev Darin Black, Transdev

**Forest Acres** Jake Broom Pat Noble, Consultant

 Joyce Mason, Citizen

**Lexington County** Lill Mood David Lewis, Citizen

 Kendal Corley, Consultant

 Walter Durst, Citizen

**Richland County** Mac Bennett Rebecca Conway, Lexington County

 Kelvin Washington Sandra McKinley, Transdev

 Jennifer Harding Rick Silver, Chernoff Newman

 Hampton Miller, Chernoff Newman

 Chuck Statler, Derrick, Stubbs and Stith

**Rich. Co. Leg. Dele.** John Furgess Marsha Johnson, Citizen

 Rosalyn Lorrick, Transdev

 Jerry Bowers, Transdev

 Lottie James, SWRTA

**Absent Board Members:** Sandy Jenkins, SWRTA

Skip Jenkins Rania Jamison, Consultant

Joe Neal Charles Gossett, Citizen

Debbie Summers

Robert Morris **COMET Staff Present**

 Robert Schneider, Executive Director

 Missy Lawlor, Administrative Coordinator

 Michelle Ransom, Grants and Contracts

 Brittany, Higgins, Travel Trainer

 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 Daveda Sistrunk, Rural Transit Planner

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. **ADOPTION OF AGENDA**

**A motion was made by Kelvin Washing and seconded by Derrick Huggins to approve the agenda with the following changes: move agenda item 7 to 4a, item 6 to 4b and item 16 to 4c. Motion passed unanimously.**

1. **COMMENTS FROM LOCAL RESIDENTS**

Joyce Mason - Ms. Mason stated that the bus lifts are not working, and that she has heard that there is only one mechanic that can work on them. Ms. Mason also stated that there is a problem with the flies at the Transit Center and also the cleanliness of the facility. She would also like to know what the policy is for sending another bus when one breaks down.

Marsha Johnson - Ms. Johnson stated that there are detention center visitors being dropped off at the Transit Center and she would ask that we pursue not using the transit center as a dropping point. Ms. Johnson stated that it would be better suited at the court house. Ms. Johnson also asks the board to give more thought into removing the benches at the Transit Center. She stated that the riders use the benches and they should not have to sit inside the transit center and not be able to sit outside to get fresh air.

Charles Gossett - Mr. Gossett stated that we need to have service that runs to the airport. He stated that the 28 runs three times a day to Midlands Tech and it would only take a few minutes longer to go to the airport.

David Lewis – Mr. Lewis stated that he is concerned with the information monitor at the Transit Center. He said that he has been asking for 2 years to have that issue taken care of. Mr. Lewis also stated that there is a safety issue on Route 22 due to a ditch, we would need to move the bus stop sign up a little ways. Mr. Lewis also stated that DART should not have the same limited hours as the Fixed Route service to Greyhound.

 **4b. MIDLANDS TRANSIT RIDERS ASSOCIATION UPDATE**

Walter Durst stated that his heart goes out to Charleston after the church shootings. He also stated that the ½ price monthly pass is a huge success. Mr. Durst asks that we look into getting ceiling fans for the Transit Center. He also mentioned that there is an article in today’s free times about the extended hours of service. Mr. Durst stated that there is a problem with the cleanliness with the buses, especially with bugs and bodily fluids. There was also concern of communication with the drives and he asks that we work on communicating with them. Mr. Durst also stated that he is very excited and thankful for the 11:00 service.

 **4c. LEGAL/CONTRACTUAL/PERSONNEL (May Require Executive Session)**

**A motion was made by Brian DeQuincey Newman and seconded by Kelvin Washington to enter into Executive Session. Motion passed unanimously.**

**A motion was made by John Furgess and seconded by Kelvin Washington to come out of executive Session. Motion passed unanimously.**

**A motion was made by Brian DeQuincey Newman and seconded by Jennifer Harding to move forward with the modified professional services contract with McNair Law Firm.**

**Jake Broom abstained from vote because wife works for McNair. (See attached Disclosure of Potential Conflict of interest.)**

**Motion passed.**

1. **APPROVAL OF THE MARCH 25 AND MAY 27, 2015 MEETING MINUTES**

**A motion was made by Kelvin Washington and seconded by Jennifer Harding to approve the March 25 and May 27, 2015 meeting minutes. Motion passed unanimously.**

1. **MIDLANDS TRANSIT RIDERS ASSOCIATION**

Moved to item 4b.

1. **COMMENTS FROM LOCAL RESIDENTS**

Moved to item 4

1. **EXECUTIVE DIRECTORS REPORT**

**Bob Schneider reviewed with the Board the following**

* + - **Bus Purchase Update (handout) see attachment**
		- **Shelter Update (handout) see attachment**
		- **Pay Increases for Staff – will bring to next Board meeting**
		- **Peak Properties Contract**
		- **Grants will expire for 2 staff members and will be bringing information at next Board Meeting, to keep these 2 employees**
		- **Transit Center update – RFP is in the works for the new HVAC unit, also for Fly blowers and we are currently working on the monitor**
		- **Also working on changes for ADA procedures.**

Kelvin Washington asked if the changes to the ADA procedures was part of the audit process.

Bob Schneider stated that it was part of the audit process.

Kelvin Washington asked what the timeline of the shelters were and how many of the shelters to we have.

Bob Schneider stated that we have 15 shelters on site.

Kelvin Washington asked if they would be done by end of summer.

Bob Schneider stated that they would not be done that soon.

Kelvin Washington stated that the bus purchase is critical because of high mileage on the existing buses.

Bob Schneider stated that delivery is between 9 months to 1 year on the buses.

1. **REPORT FROM SERVICE STANDARDS**

Lill Mood stated that there was not a Service Standards meeting for the month of June.

Bob Schneider stated that ridership is great, looking at having 2.1 million this year.

1. **REPORT FROM BUDGET COMMITTEE**

Kelvin Washington stated that the budget was submitted to Richland County and they have accepted it.

Financial Report and Overview – Daphne Givens reviewed with the Board the Financial Statement that was included in packet.

1. **REPORT FROM ADHOC COMMITTEES**
	* + Board Governance Committee (R. Anderson) Ron Anderson stated that the Committee is working through some recommendations and hope to bring back a full set of recommendations that at the next Board Meeting.
		+ Communications Taskforce Committee (R. Morris) No report
		+ Strategic Planning Committee (J. Broom) Jake Broom stated that we need to plan a date for the workshop. – Chairman Brian DeQuincey Newman scheduled the workshop for August 21, 2015 at Earlewood Park from 8:00am – 4:00pm.
		+ Rural Transportation Committee (K. Washington) There was discussion of the SWRTA and that’s one reason this committee was formed. It will be the route that comes from Eastover to Columbia.

**A motion was made by Ron Anderson and seconded by John Furgess to absorb route from Eastover to Columbia and truncating it at Atlas Road and to use the extra time for more frequencies. Motion passed unanimously.**

1. **REPORT FROM PUBLIC HEARING**

Sam Scheib stated that 60 individuals signed in at the public hearing that was held for the extension of hours. He also stated that we had around 20 comments. Sam stated that no one had any bad comments about it.

 (See Attached Comments from Public hearing)

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

Bob Schneider stated that we will need to know how the board would like for staff to proceed now that we have had the public hearing for the extension of hours.

**A motion was made by Ron Anderson and seconded by Kelvin Washington to accept report from Public hearing and move that staff/operations bring back the operational and fiscal impact proposals to the next Board Meeting so that it can be modified as needed. Motion passed unanimously.**

Kelvin Washington stated that the discussion was to approve it, in which we did, but we need to take into account that the more service that we provide the less the cost and also the hours would change.

Ron Anderson stated that we need to make sure that we have a real understanding of what we are signing off on.

Lill Mood asked if page 22 was the cost.

Ron Anderson said that was just an estimate, that the staff will bring back cost at the next Board meeting.

1. **MOTIONS PERIOD/NEW BUSINESS**

A motion was made by Ron Anderson and seconded by Brian DeQuincey Newman to rework the 401 and Lower Richland and to send to Service Standards. Motion passed unanimously.

Kelvin Washington stated that we need to somehow incorporate input from drivers.

Jennifer Harding stated that is part of the Communications Taskforce Plan.

1. L**EGAL/CONTRACTUAL/PERSONNEL**

Moved to 4c.

1. **ADJOURN**

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

Chairman Brian DeQuincey Newman adjourned the meeting at approximately 2:07 PM.