*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**

 **January 27, 2016**

**Members Present: Guest Present:**

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

 Derrick Huggins Reginald Simmons, CMCOG

 Larry Livingston, Transdev Derrick Breun, Transdev

**Forest Acres** Andy Smith Marsha Johnson, Citizen

 Rosalyn Lorrick, Transdev

**Lexington County** Lill Mood Jerry Bowers, Transdev

 Tim Kelly, Chernoff Newman

 Walter Durst, Citizen

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

 Kelvin Washington Chuck Statler, Derrick, Stubbs and Stith

 Jennifer Harding Rick Silver, Chernoff Newman

 Hampton Miller, Chernoff Newman

 Jerry Pugh, Transdev

**Rich. Co. Leg. Dele.** John Furgess Doug Frate, SCDOT

 Robert Morris Ben Mauldin, CMCOG

 Joe Neal\*\* Reginald Simmons, CMCOG

 Loretta Lewis, Transport Care Service

**Absent Board Members:** Chris Land, Transport Care Service

Skip Jenkins

Debbie Summers

 **COMET Staff Present**

 Robert Schneider, Executive Director

 Missy Lawlor, Administrative Coordinator

 Michelle Ransom, Grants and Contracts

 Daphne Givens, Finance Manager Samuel Scheib, Transit Planner & Manager

 LeRoy DesChamps, Transit Development

\*Denotes Participation by Phone

\*\*Record is not clear as to whether or not Rep. Neal called in to the meeting.

1. **CALL TO ORDER**

Vice Chair Kelvin Washington called the meeting to order at 12:00 PM.

1. **DETERMINATION OF QUORUM**

 A quorum was present at the opening of the meeting.

1. **INTRODUCTION OF ATTENDEES**

Vice Chair Kelvin Washington introduced our newest board member Andy Smith.

1. **ADOPTION OF AGENDA**

**A motion was made by John Furgess and seconded by Ron Anderson to amend the agenda to move item 15, Request for Shuttle Service and Advertising to 7a. Motion passed unanimously.**

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

1. **APPROVAL OF THE OCTOBER 28, DECEMBER 10 AND DECEMBER 21, 2015 MEETING MINUTES**

Bob Schneider stated that several board members have requested clarity on motions, if Board members would read the memo that was handed out and any other corrections that needs to be made a motion to include this information.

Kelvin Washington asked if this was distributed to the Board members.

Bob Schneider stated that it was just handed out.

**A motion was made from Kelvin Washington to defer this portion of the minutes until the next meeting.**

Ron Anderson asked about Mr. Furgess motions.

Frannie Heizer stated that she believes that Mr. Furgess will be fine that this is carried over to the next meeting.

Mac Bennett suggested that we include these in the revised minutes and resubmit the minutes to the board.

**Seconded by Jennifer Harding. Motion passed unanimously.**

1. **MIDLANDS TRANSIT RIDERS ASSOCIATION UPDATE**

Walter Durst, introduced the new President of the MTRA, Marsha Johnson.

1. **COMMENTS FROM LOCAL RESIDENTS**

Marsha Johnson stated that she had 2 things that she needed to talk about. She stated that the first thing is the fare box sitting behind the drivers. This is really not safe for the drivers and it is hard for the drivers to help the passengers if they have a problem. The second item is we need to be able to have bus to bus communication, so that people can make their connections.

Rosanne Colburt stated that she has a concern about the ½ price fare tickets. She stated that they can’t be purchased on the bus, and she is not happy with having to pay 75 cents to ride the bus to the transit center in order to go buy a ½ price fare card.

Kelvin Washington asked if we were to get the Senior Centers tickets would that help.

**7a REQUEST FOR SHUTTLE SERVICE AND ADVERTISING**

Bob Schneider stated that we had a request for shuttle service for Allen University and we will be able to do this without it being considered as charter because there is no 3rd party paying the costs. Mr. Schneider stated that it will be a total of 8 hours of service at a cost of $68.00 per hour.

**A motion was made by Derrick Huggins and seconded by Ron Anderson to approve the shuttle service and advertising in the amount of $200 for Allen University and to have staff prepare a policy with criteria needed for guidelines for events such as these. Motion passed unanimously.**

1. **EXECUTIVE DIRECTORS REPORT**
	* + **Benches and Shelter Update –** Sam Scheib distributed a handout and gave an update on the benches and shelters.

Ron Anderson asked that we add the backup locations to the handout.

Lill Mood asked that we have this update quarterly.

Derrick Huggins asked that this handout is updated monthly.

* + - **Procurement Update –** Bob Schneider stated that the contract for the large bus procurement is at New Flyer.

Ron Anderson asked if the new buses have been ordered yet.

Bob stated that they have not been ordered yet, but that New Flyer has the contract.

* + - **Transit Center Update -**  Bob Schneider stated that we are looking into the interior being open later and that there has been improved cleanup. Mr. Schneider stated that there will be more included in the Strategic Planning summary.
1. **RURAL TRANSPORTATION STUDY PRESENTATION**

Richard Dryer with Tindale Oliver gave overview of the Rural Transportation Study. (See attached presentation).

1. **ANNUAL GRANT RESOLUTION**

Michelle Ransom stated that the Annual Grant Resolution is something that we are required to have authorized every year. This is for us to apply for Federal and State money.

**A motion was made by Lill Mood and seconded by John Furgess to approve the Annual Grant Resolution with the allowance that any officer can sign. Motion passed unanimously.**

1. **REPORT FROM SERVICE STANDARDS**

Lill Mood stated that

* + - Ridership Data- Samuel gave overview of the ridership data from December 2015. Mr. Scheib stated that we had a 15% increase in ridership.
		- Review of Annual Ridership Report – Samuel Scheib reviewed that Annual Ridership Data and stated that we had a 25% increase in overall ridership. He also stated that we had a really great 2015.

Jennifer Harding stated that we need to figure out how to get the red boxes off of the ridership data, whether we need to change our passengers per hour or something.

1. **REPORT FROM BUDGET COMMITTEE**

Review of Financial Information- Daphne Givens reviewed with the Board the Financial Statement that was included in packet.

* + - Lexington County Funding Model – Chuck Statler reviewed with the Board the Lexington County Funding Model. (handout-see attached)

There was discussion between Board Members.

**A motion was made by Jennifer Harding and seconded by Ron Anderson to move with the top numbers of $65.65 per hour for fixed route and $60.17 per hour for DART for Lexington County for 2016 and to look at the calculations on how they are accessing the numbers. Motion passed unanimously.**

1. **FY 2015 AUDIT**

Trey Scott with Mauldin and Jenkins, LLC reviewed the 2015 Independent Audit with the Board. Mr. Scott stated that we have a clean unmodified opinion and that there were no findings.

Frannie Heizer asked how long his organization has been performing the audits.

Mr. Scott stated that Mauldin and Jenkins is about 5 to 6 years and that this is the first time that he has performed the work here at CMRTA.

Mac Bennett asked that staff be excused from the room so that the board can meet privately with the auditor.

 Vice Chair Kelvin Washington stated that we will discuss this in Executive Session.

1. **STRATEGIC PLANNING UPDATE**

Defer

1. **REQUEST FOR SHUTTLE SERVICE AND ADVERTISING**

Moved to item 7a.

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

There was no old business discussed.

1. **MOTIONS PERIOD/NEW BUSINESS**

**A motion was made by Mac Bennett and seconded by Lill Mood to hold elections at the February 24, 2016 Board of Directors meeting. Motion passed unanimously.**

Jennifer Harding stated that we need to look at the absence of Board Members.

Frannie Heizer stated that she will take a look at that.

1. **LEGAL/CONTRACTUAL/PERSONNEL**

Kelvin Washington stated that he is sure that everyone has by now seen the resignation letter of our Board Chair. He thanked him for his hard work in getting us to where we are today. Kelvin read a poem by Roosevelt going back to the 40’s.

**A motion was made by Jennifer Harding and seconded by John Furgess to enter into Executive Session to discuss a Contractual Matter and to report on potential Title VI Complaint. Motion passed unanimously.**

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

No action taken.

**A motion was made by Ron Anderson and seconded by Robert Morris to cancel the RFP for Third Party Oversight based on the need to amend the scope in the best interest of the CMRTA. Motion passed unanimously.**

**A motion was made by Ron Anderson and seconded by Jennifer Harding to accept the recommendations of Frannie Heizer and Ms. Walker regarding our open Title VI complaint. The recommendations is that there be correspondence sent to the complainant, not only to state that we have received her complaint, but to draft a form letter from the CMRTA to send to all complainants when we receive a Title VI complaint. And that we also send a letter to the complainant that she has improperly filed a Title VI complaint and that Ms. Walker will be engaged by the CMRTA to manage the Title VI complaints going forward as Frannie Heizer being in a supervisory role.**

Ron Anderson asked if these are sent by certified mail.

Frannie stated that we do send them as certified mail and regular mail.

1. **ADJOURN**

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

Vice-Chair Kelvin Washington adjourned the meeting at approximately 2:40 PM.