*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 25, 2017 -12:00pm**

**Members Present: Guests Present:**

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

Carolyn Gleaton Marsha Johnson, MTRA

Derrick Huggins Burley Wilkins, Transdev

Chris Land,

**Forest Acres** Andy Smith Ben Mauldin, CMCOG

Walter Durst, Citizen

**Lexington County** Lill Mood Rick Silver, Chernoff Newman

Martha Thomas, Citizen

**Richland County** Joyce Dickerson Chuck Statler, Derrick, Stubbs and Stith

Jennifer Harding Charles Gossett. MTRA

Roger Leaks

**Rich. Co. Leg. Dele.** John Furgess

Robert Morris

Joe Neal\*

**Absent Board Members:** **COMET Staff Present**

Skip Jenkins Robert Schneider, Executive Director

Debbie Summers LeRoy DesChamps, Transit Development

Samuel Scheib, Transit Planner & Manager

Daphne Givens, Finance Manager

Missey Lawlor, Administrative Coordinator

1. **CALL TO ORDER**

Chairwoman Dickerson called the meeting to order at 12:00 PM.

1. **DETERMINATION OF QUORUM**

A quorum was present at the opening of the meeting.

1. **ADOPTION OF AGENDA**

**Motion:**

**A motion was made by Mr. Anderson and seconded by Ms. Harding to approve the adoption of the agenda with one amendment, to move the adoption of the minutes to after item 5. Motion passed unanimously.**

1. LEGAL/CONTRACTUAL/PERSONNEL (may require executive session)

**Motion**

**A motion was made by Mr. Anderson and seconded by Ms. Harding to enter into executive Session to discuss the following:**

* Update on Title VI Complaints
* Status Update on DBE Contract
* Executive Director Annual Review
* Update on Personnel Matter – Potential Litigation
* Legal briefing on SCDOR audit and lawsuit involving Richland County
* Legal briefing on case of South Carolina Public Interest Foundation and William B. DePass, Jr., individually and on behalf of all others similarly situated vs. Richland County
* Discussion of Complimentary Transit Pass and Letter

**Motion passed unanimously.**

**Motion:**

**A motion was made by Mr. Anderson and seconded by Mr. Huggins to come out of Executive Session. Motion passed unanimously.**

**Motion:**

**A motion was made by Mr. Anderson and seconded by Mr. Huggins to accept the Executive Directors Annual Review and direct the Executive Committee to finalize and deliver the final results to the Executive Director as quickly as possible. Motion passed unanimously.**

**Motion:**

**A motion was made by Mr. Anderson and seconded by Mr. Huggins to direct the Executive Committee to open a contract extension negotiation with the Executive Director to be completed in no more than 30 days but as soon as possible. Motion passed unanimously.**

**Motion:**

**A motion was made by Mr. Anderson and seconded by Ms. Harding to accept the results of the Title VI complaints from Boykin and Davis.**

**Opposed- Mr. Furgess**

**Abstain – Dr. Morris**

**Motion passed.**

**Motion:**

**A motion to reconsider was made by Mr. Anderson and seconded by Ms. Mood made on December 19, 2017 to direct the McNair Firm to engage in a DBE contract. Motion Passed unanimously.**

**Discussion:**

Mr. Neal thought that they were going to have a discussion on which option to choose.

**Motion:**

**A motion was made by Mr. Anderson and seconded by Dr. Morris to associate Ms. Moody and for McNair and the Law office of Ms. Moody to sub contract to Ms. Tanner’s firm to provide surveillance for what is in the scope of work, understanding that Ms. Tanner may have input as well as Ms. Moody before that contract is finalized.**

Ms. Heizer stated that a written report will be given in two weeks, even if the report no changed has occurred.

**Opposed – Ms. Dickerson and Mr. Neal**

**Motion passes.**

**4a.** APPROVAL OF DECEMBER 14, 2016 AND DECEMBER 19, 2016 BOARD MEETING MINUTES

**Motion:**

**A motion was made by Mr. Anderson and seconded by Ms. Harding to approve the minutes from December 14, 2016 and December 19, 2016 with subject to reconsider made in previous motion. Motion passed unanimously.**

1. CHAIR OF THE BOARD REPORT

Chairwoman Dickerson asked “Shirley Chislom” and “Harriett Tubman” to come forward and explain what they are doing with The COMET. Guests explained the back stories of their characters on routes 101, 601 and 15 and she is happy to be associated with the COMET. She stated that they are working with the Legacy Hut at Pacific Park Community Center perform on February on the 15th, 16th 23rd and 24th.

Chairwoman Dickerson stated that she has received questions pertaining to how we come up with the agenda and she would like to address that. Chairwoman Dickerson verbally reviewed the procedures for the agenda.

Dr. Morris asked Chairwoman Dickerson to share with the board of any seminars the Executive Director will be attending.

1. EXECUTIVE DIRECTOR’S REPORT (Bob Schneider)

* Strategic Plan Update
* Update of Bus Acquisition
* TASC awards and Conference Date (handout at meeting)

Dr. Schneider gave the criteria for the TASC Awards including the conference information. He also stated that there has been no feedback to date on the Strategic Plan and to please send comments by January 30, 2016. Dr. Schneider asked if the workshop date of February 1, 2016 can be lifted and an alternate date come later. Dr. Schneider reviewed the workshops held and time line of all events related to the Strategic Plan.

Mr. Silver asked that we bring the community stakeholders back together on the tail end for recognition.

Dr. Schneider stated that out of the Strategic Plan there will be a need for staffing for development and communication and service quality.

Dr. Morris stated that during the last Financial Committee meeting it was requested for job descriptions for all employees.

Chairwoman Dickerson stated that it will be discussed during the Finance report.

Dr. Morris stated that there was position created for a Director of Administration and he does not believe that was ever brought to the board and would like to know if that is the way we do business.

Chairwoman Dickerson stated that Dr. Schneider is the Executive Director and he discussed it with the Chair and he is over the hiring.

Dr. Morris asked if the Executive Director can create positions and hire people without reporting to the board.

Chairwoman Dickerson stated that Dr. Schneider is our employee and that is his job as long as it is within the budget.

Dr. Morris stated that this is the only board that he knows of that the Executive Director can create and hire without letting the board know, and he is offended.

Dr. Morris would like the attorney to discuss the legality of this.

Ms. Heizer stated the Executive Director has authority within the budget to organize staff. The board evaluates his decision making when they review the Executive Director.

1. APPROVAL OF SIGHTLINE DIGITAL CONTRACT (Bob Schneider)

* Bus Paint and wrap

**Motion**

**A motion was made by Mr. Anderson and seconded by Ms. Dickerson to approve the Sightline Digital Contract. Motion passed unanimously.**

1. APPROVAL OF ANNUAL GRANT RESOLUTION (Bob Schneider)

**Motion:**

**A motion was made by Mr. Anderson and seconded by Mr. Smith to approve the Annual Grant Resolution. Motion passed unanimously.**

1. ACCEPTANCE OF FY 2016 AUDIT

**Motion:**

**A motion was made by Mr. Anderson and seconded by Dr. Morris to accept the FY 2016 Audit that was presented at the December 14, 2016 Board meeting. Motion passed unanimously.**

**Motion:**

**A motion was made by Dr. Morris and seconded by Mr. Leaks to commend Finance Staff for a good audit. Motion passed unanimously.**

1. REPORT FROM SERVICE COMMITTEE, Chair – Derrick Huggins/Ron Anderson

* Ridership Data & Dashboard (Sam Scheib)

Mr. Scheib gave overview of the ridership and dashboard.

**Motion:**

**A motion was made by Mr. Anderson and seconded by Ms. Harding to direct Service Committee to flesh out the idea of improving the transit center events, etc., that Ms. Mood and Ms. Gleaton to develop a plan.**

1. REPORT FROM FINANCE COMMITTEE, Chair – Andy Smith

* Review of Financial Information (Daphne Givens)- Ms. Givens gave an overview of the financial documents that was handed out at the meeting.
* Personnel Budget (Andy Smith/Bob Schneider)

A motion was made by Chairwoman Dickerson and seconded by Mr. Anderson to table item of personnel budget and distribute job descriptions to board members. Motion passed unanimously.

* Review of Budget Calendar (Andy Smith/Bob Schneider) - Mr. Smith reviewed with the board the budget calendar.

1. MIDLANDS TRANSIT RIDERS ASSOCIATION UPDATE

No One Present

1. COMMENTS FROM LOCAL RESIDENTS

* Comments must pertain to items **not** on the agenda
* Individuals wishing to address the Board must sign up prior to the Call to Order
* Comment time limit – 2 minutes per person

Mr. Walter Durst stated that routes 34 and 34B fare boxes often are not working, some drivers are noting the boarding and others are not which may shew ridership numbers. Also, he stated that the screen at the transit center is not working.

1. INFORMATIONAL ITEMS (No Discussion Unless Specifically Requested)

* Contract Operator’s Report
* Fuel Cost/Price Update

Nothing to report.

1. OLD BUSINESS

Nothing to report.

1. MOTIONS PERIOD/NEW BUSINESS (No action from the motions are permitted)

**Motion:**

**A motion was made by Mr. Anderson and seconded by Dr. Morris to have the Executive Director and Executive Committee evaluate the bus advertisement policy and come back with recommendation in May or June on how to proceed. Motion passed unanimously.**

**Motion:**

**A motion was made by Mr. Anderson and seconded by Mr. Furgess to have Derrick Bruin of Transdev to give a 1- year update on any issues that they have found and that need to be address at the next meeting. Motion passed unanimously.**

**Motion:**

**A motion was made by Mr. Anderson and seconded by Ms. Harding to have the Executive Committee work with the Executive Director to explore adding the positions listed in the Strategic Plan. Motion passed unanimously.**

**Motion:**

**A motion was made by Mr. Furgess and seconded by Mr. Anderson to have board agenda and minutes mailed to each board member if requested. Motion passed unanimously.**

**A motion was made by Mr. Furgess and seconded by Dr. Morris to move the MTRA and Comments of Local residents to after the approval of the minutes. Motion passed unanimously.**

**A motion was made by Dr. Morris and seconded by Mr. Furgess to move meetings to 5:00pm on Wednesdays.**

Discussion:

Dr. Schneider stated that some of the staff that attend those meetings will go into overtime and some are single parents.

Mr. Furgess asked if a Monday or Friday would be better.

Chairwoman Dickerson stated that she cannot do those days.

Mr. Leaks stated that passengers would like to come to the meetings as well.

Dr. Schneider stated that we can hold a quarterly meeting at the transit center for passengers.

Dr. Morris stated that we need to do this for transparency.

Ms. Mood stated that the MTRA can give out the call in number.

**Mr. Anderson calls the question.**

**Vote:**

Favor – Ms. Gleaton, Mr. Furgess, Mr. Leaks and Dr. Morris

Opposed – Ms. Mood, Ms. Dickerson, Mr. Anderson, Ms. Harding and Mr. Smith

**Motion Failed.**

1. **ADJOURN**

**Motion:**

**A motion was made by Ms. Mood and seconded by Mr. Anderson to adjourn the meeting.**

**Motion passed unanimously.**

The meeting adjourned at 3:05 PM.