*COMET Board Meeting minutes are prepared and presented in* **summary form***, audio recordings of the meetings are on file at the COMET and are part of the approved minutes. If you would like to hear the recording from the meeting, please contact Missey Lawlor at* *missy.lawlor@catchthecomet.org* *.*

 **COMET BOARD MEETING MINUTES**

 **February 22, 2017 -12:00pm**

**Members Present: Guests Present:**

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

 Carolyn Gleaton Clif LeBlanc, The State

 Burley Wilkins, Transdev

 Chris Land, Transport Care

**Forest Acres** Andy Smith Jackie Bowers, Transdev

 Walter Durst, Citizen

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

 Derrick Bruen, Transdev

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

 Jennifer Harding Gloria Tanner, Consultant

 Roger Leaks Lynn Hutto, Consultant

 Cindi Hennigan, Lexington County\*

**Rich. Co. Leg. Dele.** John Furgess Hampton Miller, Chernoff Newman

 Robert Morris

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

Skip Jenkins Robert Schneider, Executive Director

Debbie Summers LeRoy DesChamps, Transit Development

Derrick Huggins Samuel Scheib, Transit Planner & Manager

 Daphne Givens, Finance Manager

 Missey Lawlor, Administrative Coordinator

 Michelle Ransom, Grants and Contracts

1. **CALL TO ORDER**

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

Chairwoman Dickerson asked for a moment to remember Representative Joe Neal.

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 Mr. Leaks to approve the adoption of the agenda as presented. Motion passed unanimously.**

1. **APPROVAL OF JANUARY 25, 2017 AND FEBRUARY 8, 2017 BOARD MEETING MINUTES**

**Motion:**

**A motion was made by Mr. Anderson and seconded by Chairwoman Dickerson to reconsider the motion to associate Ms. Moody with McNair and for Ms. Moody to subcontract with Ms. Tanner.**

Favor: Ms. Dickerson, Mr. Anderson, Ms. Harding and Mr. Smith

Opposed: Ms. Gleaton, Mr. Furgess, Mr. Leaks and Dr. Morris

**Motion Failed.**

**Motion:**

**A motion was made by Ms. Harding and seconded by Mr. Smith to approve the January 25, 2017 and February 8, 2017 Board Meeting Minutes as presented.**

Opposed: Mr. Anderson and Ms. Dickerson

**Motion Passed.**

1. MIDLANDS TRANSIT RIDERS ASSOCIATION UPDATE

No report.

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

Walter Durst – Mr. Durst stated that at the last meeting he pointed out that the screen at the transit center was broken and it has now been fixed. In relation to Joe Neal, he cared about people, not just his constituent’s but rather all people. We need to honor his memory by remembering what he stood for and that everyone is important in the process. Mr. Durst stated that as this board goes forward he asked that we do so in the spirit of love and caring for others as Joe did.

1. CHAIR OF THE BOARD REPORT

Deferred until after Executive Session.

1. EXECUTIVE DIRECTOR’S REPORT (Bob Schneider)

Dr. Schneider stated that we are focused on committee work. He also stated that the next new bus in under production and two units should be delivered the 3rd week of April. We should also get our small bus delivery the tail end of February or March.

1. REPORT FROM SERVICE COMMITTEE

Mr. Anderson stated that the committee reviewed the Ridership Data & Dashboard and discussed the first iteration of the downtown circulator.

No action at this point.

1. REPORT FROM FINANCE COMMITTEE, Chair – Andy Smith

Mr. Smith stated that the committee met and there was not a quorum. The committee discussed financial information and reviewed a budget presentation presented by staff.

Dr. Schneider reviewed with the board the budget presentation on revenue sources. (See attached)

Discussion

1. OLD BUSINESS

Dr. Morris stated that he has been disturbed lately, and hoping that the Chair and fellow Board members could help him out. Dr. Morris thanked Mr. Anderson for requesting that Attorney Heizer give us the information that he has been asking for, for 2 months. Dr. Morris noted that when Mr. Anderson requested the information on the 11th, he received it on the 13th. When he requested information on the 9th and as of today he has not yet received it and that tells him, that there is 2 boards. One Board will get information and the other board will not get the information. Dr. Morris stated that he needs to have that clarified so that we can move on. Dr. Morris stated that we need to put all companies working for us back out for bid; we are getting into a possible Title VI issue and that he is just asking for fair treatment. Dr. Morris also stated that he has heard that we have board members asking how to get rid of other board members, and that is not ethical. Dr. Morris would like a RFP for legal representation, because the current attorney is too close to some board members and staff.

**Discussion**

No action taken

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

Mr. Furgess asked why it stated no action from motion.

Dr. Schneider explained that we can’t have motion and action at the same meeting unless it is an emergency.

No new motions or new business.

1. INFORMATIONAL ITEMS (No Discussion Unless Specifically Requested)
* Contract Operator’s Report – Derrick Breun, Regional Vice President, and Transdev reviewed with the board the Departments Performance review. (Available by request)
* Fuel Cost/Price Update
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:**

* Contractual matter – Legal Briefing, Transdev
* Status Update on DBE Contract
* Discussion of personnel Matter(s)
* Executive Director Annual review – Contract Negotiations (report regarding HR consultant)
* 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

**Motion:**

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

**Motion:**

A motion was made by Mr. Anderson and seconded by Ms. Mood to authorize the attorney to release any documents related to DBE documents that are not protected by attorney client privilege.

**Discussion**

**Motion passed unanimously.**

**Motion:**

A motion was made by Mr. Anderson and seconded by Mr. Smith to ask McNair to research the matters related to Title VI complaints and are they subject to Freedom of Information Act whether they are required to be kept confidential by any FTA rules and to provide a recommendation on a policy on releasing Title VI matters.

**Discussion**

**Motion passed unanimously.**

Mr. Anderson stated that there is discussion of the upcoming committee meeting and Executive Committee Meeting. They would like to have the Executive Committee Meeting between the Finance Committee and Service meeting and make this standard practice.

Chairwoman Dickerson stated to leave as is and call a special call meeting for Executive Committee.

Discussion

No Action

1. **ADJOURN**

**Motion:**

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

**Motion passed unanimously.**

The meeting adjourned at 2:49 PM.