*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*](mailto:missy.lawlor@catchthecomet.org) *.*

**COMET BOARD MEETING MINUTES**

**April 26, 2017 -12:00pm**

**Members Present: Guests Present:**

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

Derrick Huggins Burley Wilkins, Transdev

Carolyn Gleaton Larry Livingston, Transdev

Rick Silver, Chernoff Newman

**Forest Acres** Andy Smith Chuck Statler, Derrick, Stubbs and Stith\*

Lynn Hutto, Consultant

**Lexington County** Lill Mood\* Marsha Johnson, MTRA

Gloria Tanner, Consultant

**Richland County** Joyce Dickerson Leah Moody, Consultant

Jennifer Harding Loretta Lewis, Transport Care Service

Roger Leaks

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

Robert Morris

Leon Howard

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

Skip Jenkins Missey Lawlor, Administrative Coordinator

Debbie Summers Michelle Ransom, Grants and Contracts

Samuel Scheib, Transit Planner & Manager

Rosalyn Andrews, Interim Finance Manager

\*Indicates participation by phone

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. Smith and seconded by Dr. Morris to amend the agenda to include Executive Session for personnel. Motion passed unanimously.**

**Motion:**

**A motion was made by Mr. Smith and seconded by Dr. Morris to approve the adoption of the agenda as amended. Motion passed unanimously.**

1. APPROVAL OF MARCH 16, 2017 AND MARCH 22, 2017 BOARD MEETING MINUTES

**Motion:**

**A motion was made by Mr. Leaks and seconded by Dr. Morris to approve the March 16, 2017 and March 22, 2017 Board Meeting Minutes with the correction of Mr. Clyburn’s name. Motion passed unanimously.**

1. MIDLANDS TRANSIT RIDERS ASSOCIATION UPDATE

Marsha Johnson with the MTRA stated that they are celebrating the 5th Anniversary of the MTRA. She is really happy that they are working with the COMET to have better transit. Ms. Johnson also stated that she is very happy with the transit center renovations and is looking forward to signage replacement and the new buses.

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

Mamie Jackson – Ms. Jackson stated that she is a resident of Richland County and has rode the buses continuously. Ms. Jackson stated that she does not understand why we have money in the bank and the system is so improperly run. She stated that buses are breaking down and people are having to wait long periods of time to be picked up. Ms. Jackson stated that new drivers are missing the stops and she is having to walk back to stops.

1. CHAIR OF THE BOARD REPORT

Chairwoman Dickerson stated that her report will be held in Executive Session.

1. REPORT FROM SERVICE COMMITTEE
   * Ridership Data & Dashboard

Mr. Huggins stated that this meeting was postponed in light of the change of leadership.

1. REPORT FROM FINANCE COMMITTEE, Chair – Andy Smith
   * Review of Financial Information
   * Approval of FY18 Budget Presentation

Mr. Smith stated that the Finance Committee met two weeks ago dealing with the task of a draft budget. Mr. Smith stated that the meeting was very productive.

Ms. Andrews gave an overview of the financial documents included in the board packet.

Mr. Smith stated that he and Ms. Andrews are working on a one page “snapshot” for the board of the financials.

Mr. Scheib and Mr. Smith reviewed with the Board the FY18 Budget.

Discussion

**Motion:**

**A motion was made by Ms. Harding and seconded by Mr. Huggins to approve the FY18 Budget as presented. Motion passed unanimously.**

1. REQUEST FOR SHUTTLE SERVICE

Mr. Furgess reviewed with the board the past year service that was provided.

**Motion:**

**A motion was made by Dr. Morris and seconded by Mr. Howard to approve the request for shuttle service.**

Discussion

Mr. Huggins would like to work with the Service Committee, staff and legal to develop a plan.

Dr. Morris called the question. Seconded by Mr. Howard.

Vote:

Approved: Mr. Anderson, Ms. Mood, Mr. Smith, Mr. Furgess, Dr. Morris, Mr. Howard, Ms. Gleaton, Mr. Huggins

Opposed: Ms. Dickerson, Ms. Harding, Mr. Leaks

**Motion Carries.**

1. OLD BUSINESS

No old Business to discuss.

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

**Motion:**

**A motion was made by Mr. Huggins and seconded by Ms. Gleaton to have Service Committee review special routes requests for conferences and festivals. Motion passed unanimously.**

1. INFORMATIONAL ITEMS (No Discussion Unless Specifically Requested)

* Contract Operator’s Report – Mr. Wilkins discussed the operator report.

Discussion

* + Fuel Cost/Price Update

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

**Motion**

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

* Discussion of Interim Executive Director Selection/Approval of Consulting Agreement
* Status update on DBE compliance review for contract with Transdev
* Legal briefing on contractual matter regarding substitution of DBE’s in Transdev contract
* 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 Dr. Morris and seconded by Ms. Harding to come out of Executive Session. Motion passed unanimously.**

**Motion:**

**A motion was made by Mr. Furgess and seconded by Ms. Gleaton to proceed with the contract for Interim Executive Director to begin on May 1, 2017. Motion passed unanimously.**

**Motion:**

**A motion was made by Dr. Morris and seconded by Mr. Furgess to hold a workshop to discuss DBE. Motion passed unanimously.**

1. ADJOURN

**Motion:**

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

**Motion passed unanimously.**

The meeting adjourned at 2:35 PM.