*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**

**June 21, 2017 -12:00pm**

**Members Present: Guests Present:**

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

Burley Wilkins, Transdev

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

Chris Land, Transport Care Services

**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 Larry Livingston, Transdev

Henry August, Citizen

**Rich. Co. Leg. Dele.** John Furgess Lottie Jones, SWRTA

Robert Morris Alan Bristol, Transdev

Leon Howard Michael Ross, Blythewood

Jackie Bowers, Transdev

Rick Morgan, McNair Law Firm

Brenda Perryman, Citizen

Hampton Miller, Chernoff Newman

Darrell Campbell, Campbell Consulting

Sandy Jenkins, SWRTA

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

Skip Jenkins Ann August, Interim Executive Director

Derrick Huggins Missey Lawlor, Administrative Coordinator

Carolyn Gleaton Michelle Ransom, Grants and Contracts

Debbie Summers Samuel Scheib, Transit Planner & Manager

Rosalyn Andrews, Interim Finance Manager

LeRoy DesChamps, Director of Admin.

Virginia Goodson, Project Implementation

\*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 Ms. Harding and seconded by Mr. Smith to amend the agenda to move presentation of from WIS to after approval of meeting minutes. Motion passed unanimously.**

**Motion:**

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

1. APPROVAL OF APRIL 5, 2017, April 26, 2017 AND MAY 24, 2017 BOARD MEETING MINUTES

**Motion:**

**A motion was made by Ms. Harding and seconded by Ms. Mood to approve the April 5, 2017, April 26, 2017 and May 24, 2017 meeting minutes. Motion passed unanimously.**

Chairwoman Dickerson introduced Michael Ross, Mayor of Blythewood.

**4b.** A presentation from WIS- The Axcess Group was given to the Board of Directors for a musical branding campaign.

1. MIDLANDS TRANSIT RIDERS ASSOCIATION UPDATE

Marsha Johnson with the MTRA stated that she has been in contact with Carolina Green and they have agreed to evaluate the bus stops for shade tree planting.

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 we are having a lot of problems with the buses on the two lanes roads. He is suggesting that the county implement an ordinance for people to slow down for our buses.

1. CHAIR OF THE BOARD REPORT

Chairwoman Dickerson stated that WALMART on Broad River allowed us to put a beautiful new bus shelter at their location. She has asked that Ms. August send them a thank you note.

1. INTERIM EXECUTIVE DIRECTOR REPORT

Ms. August reviewed with the board the following. No action was taken.

* + Triennial Review Update
  + Staff Realignment
  + WIS Creative Advertisement
  + Proposed 5339 Projected Funding

1. REPORT FROM SERVICE COMMITTEE
   * Blythewood Express Pilot Program – Ms. August stated that she and Mr. Scheib met with Mayor Ross of Blythewood for Commuter Service (Park and Ride).

Mayor Ross spoke to the board stating that he is excited about the pilot program and they can help to promote it and feel that they can provide 19 passengers a day.

1. REPORT FROM FINANCE COMMITTEE, Chair – Andy Smith
   * Review of Financial Information – Mr. Smith reviewed with the board the financial information included in the board packet.
   * Discussion of Mileage Reimbursement for Board Members – Mr. Smith reviewed and discussed with the board the bylaws/policy for reimbursement for Board Members.
   * Discussion of Operating Reserve Fund (Establishing an 18 year penny service plan)

Board Discussion

1. APPROVAL OF PILOT SODA CAP CONNECTOR

**Motion:**

**A motion was made by Mr. Furgess and seconded by Dr. Morris to approve the Pilot Soda Cap Connector. Motion passed unanimously.**

1. APPROVAL OF TRANSIT ACADEMY

**Motion:**

**A motion was made by Mr. Furgess and seconded by Dr. Morris to approve the Transit Academy. Motion passed unanimously.**

1. OLD BUSINESS

Dr. Morris stated that he would like to know about the Board workshop for DBE. Chairwoman Dickerson stated that we will discuss DBE at the Board workshop on June 28, 2017 beginning at 9:00am.

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

**Motion:**

**A motion was made by Mr. Anderson and seconded by Mr. Furgess to direct staff to study the reconstruction of the Northwest route and bring back to the Service Committee in September or October. Motion passed unanimously.**

**Motion:**

**A motion was made by Mr. Anderson and seconded by Ms. Mood to direct staff to study the Ballentine Express and bring back to Service Committee in January. Motion passed unanimously.**

**Motion:**

**A motion was made by Mr. Anderson and seconded by Mr. Furgess to study a Blythewood Express and bring back to next Service Committee in July. Motion passed unanimously.**

**Motion:**

**A motion was made by Ms. Harding and seconded by Ms. Mood to have the Executive Director to develop a program to invite community leaders to have a behind the scenes tour, lunch and bus ride. Motion passed unanimously.**

**Motion:**

**A motion was made by Mr. Smith and seconded by Mr. Leaks to amend the staff reimbursement/travel policy to include Board members effective July 1, 2017. Motion passed unanimously.**

Discussion

**Motion:**

**A motion was made by Mr. Smith and seconded by Mr. Leaks to adopt 18 year timeline (for penny) for internal use. Motion passed unanimously.**

Ms. August stated that we have an issue within the building with a leaking roof. She stated that the repairs/damages are substantial and we will need to put this out for bid.

Discussion

Mr. Anderson is asking for clarification on the scope of work of the contractor as to whether or not they are responsible for the work on the building.

**Motion:**

**A motion was made by Dr. Morris and seconded by Mr. Leaks to determine between the CMRTA and Transdev who is responsible for the repair of Lucius Road Facility for remediation work and to the extent that it is the**

**responsibility of the CMRTA to authorize the staff to move forward with an RFP to repair the damages identified. Motion passed unanimously.**

1. INFORMATIONAL ITEMS (No Discussion Unless Specifically Requested)

* Ridership Data & Dashboard
* 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. Smith to enter into Executive Session to discuss the following:**

* Status Update on Matters Relating to Former Employees
* Status Update on DBE Compliance Review

**Motion:**

**A motion was made by Dr. Morris and seconded by Ms. Harding to come out of Executive Session. Motion passed unanimously.**

No action taken.

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 3:38 PM.