*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 MINUTES56**

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

**Members Present: Guests Present:**

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

Carolyn Gleaton Alan Bristol, Transdev

Derrick Huggins Clif LeBlanc, The State Newspaper

Burley Wilkins, Transdev

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

Hampton Miller, Chernoff Newman

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

Gloria Tanner, Consultant

**Richland County** Joyce Dickerson Jackie Bowers, Transdev\*

Jennifer Harding\* Loretta Lewis, Transport Care Service

Roger Leaks Lynn Hutto, Consultant

Rick Silver, Chernoff Newman

**Rich. Co. Leg. Dele.** John Furgess Walter Durst, Citizen

Robert Morris Glenn Winstead, Citizen

Leon Howard Claude Reid, Intern

Deon Wallace, Intern

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

Skip Jenkins Ann August, Interim Executive Director

Debbie Summers Missey Lawlor, Exec. Assistant/Board Liaison

Michelle Ransom, Grants and Contracts

Samuel Scheib, Transit Planner & Manager

Crystal Willis, Staff Accountant

LeRoy DesChamps, Director of Admin.

Virginia Goodson, Procurement/Special Proj.

\*Indicates participation by phone. Pamela Canty, Administrative Coordinator

Tiffany James,

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 Mr. Leaks to amend the agenda to move Facility Update to Executive Session. Motion passed unanimously.**

1. APPROVAL OF JUNE 21, 2017 BOARD MEETING MINUTES

**Motion:**

**A motion was made by Mr. Anderson and seconded by Mr. Huggins to approve the June 21, 2017 meeting minutes with one correction, to show that Ms. Mood was present and not on the phone. Motion passed unanimously.**

1. MIDLANDS TRANSIT RIDERS ASSOCIATION UPDATE

Marsha Johnson with the MTRA stated that she is working with several drivers on a helpful driver program. She also stated that signs need to be placed because drivers do not stop if there is not a sign. Also, the shelters at Pickens and Taylor has issue with homeless trash placement, so please do not assume it is just the riders. Ms. Johnson also stated that the Crowson Road shelter has 3 benches and is inadequate for that location, as there is only 1 shelter for 3 benches. Ms. Johnson also recognized Ms. Brittany Higgins, as the only travel Trainer in South Carolina.

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

Glen Winstead- Mr. Winstead stated that he has fallen on hard financial times thru no fault of his own and is a victim of “extreme Programming” on bus routes. He stated that the buses leave him and he would have to walk 20 miles from the train station and has also had to walk in the rain. Mr. Winstead stated that the drivers would “program” him.

1. CHAIR OF THE BOARD REPORT

Defer

1. INTERIM EXECUTIVE DIRECTOR REPORT

Ms. August introduced the 2 new interns, Mr. Deon Wallace and Claude Reid.

Ms. August reviewed with the Board the following items: No action was taken.

* + Grant 5339 Update
  + WIS Joint Venture
  + Executive Assistant/Board Liaison Job Description - Mr. Furgess requested a copy of the organizational chart.
  + Upcoming Meetings

Discussion:

There was discussion amongst the board referencing the bus stop cleaning improvements and status of temporary signs.

1. REPORT FROM SERVICE COMMITTEE

Mr. Scheib stated that the Service Committee reviewed with the members the Soda cap Connector and Blythewood Express. He stated that we will be asking for approval of those items.

Discussion:

The Soda Cap Connector should go back to the Service Committee for more discussion.

1. REPORT FROM FINANCE COMMITTEE, Chair – Andy Smith

Mr. Smith stated that the Finance Committee also discussed the Soda cap Connector and Blythewood Express.

* + Review of Financial Information – Mr. Smith reviewed with the board the financial information included in the board packet.

Discussion:

If we are accruing enough capital reserve to replace buses in 12 years.

1. APPROVAL OF PILOT SODA CAP CONNECTOR PILOT PROGRAM WITH MODIFICATIONS BASED ON PUBLIC HEARING

Discussion: if the Pilot Soda cap Connector need to go back to the Service Committee for more discussion.

**Motion:**

**A motion was made by Mr. Anderson and seconded by Mr. Leaks to approve the Pilot Soda Cap Connector Alternative 2.**

**Vote**

**Favor: Ms. Dickerson, Mr. Anderson, Mr. Smith, Dr. Morris, Mr. Leaks, Ms. Mood, Ms. Harding, Mr. Howard, Ms. Gleaton**

**Opposed: Mr. Furgess**

**Abstain: None**

**Motion passed.**

1. APPROVAL OF BLYTHEWOOD EXPRESS PILOT PROGRAM

**Motion:**

**A motion was made by Mr. Furgess and seconded by Mr. Anderson to approve the Blythewood Express Pilot Program. Motion passed unanimously.**

1. APPROVAL OF DIRECTOR POINT SOFTWARE AND TABLETS FOR BOARD

Discussion:

**Motion:**

**A motion was made by Mr. Anderson and seconded by Mr. Smith to approve Director Point and tablets for the board and to issue on request.**

**Vote:**

**Favor: Ms. Dickerson, Ms. Mood, Mr. Anderson, Mr. Smith, Ms. Harding, Mr. Leaks**

**Opposed: None**

**Abstain: Dr. Morris, Ms. Gleaton, Mr. Furgess**

1. TRAVEL POLICY AND APPROVAL

Discussion

**Motion:**

**A motion was made by Ms. Mood and seconded by Mr. Anderson to adopt the Federal rates for mileage and per diem rates.**

**Vote:**

**Favor: Ms. Dickerson, Mr. Anderson, Dr. Morris, Mr. Smith, Mr. Leaks, Ms. Mood, Ms. Harding, Ms. Gleaton, Mr. Furgess.**

**Opposed: None**

**Abstain: None**

**Motion passed unanimously.**

1. DISCUSSION OF VIDEO RELEASE POLICY

Ms. August discussed the importance of a video release policy and stated that we would have a draft policy at the next board meeting.

1. OLD BUSINESS

Mr. Furgess asked if the Soda Cap Connector is running from 10am-6pm or 11am-7pm. Mr. Scheib stated that it was incorrect in free times and the time are 10am-6pm.

Dr. Morris asked to schedule the board workshop for DBE. Chairwoman Dickerson stated that she will have Ms. August schedule the workshop.

Dr. Morris and Mr. Furgess stated that they would like for Ms. Tanner to run it since she was the expert.

Mr. Furgess stated that Service Committee needs to develop a process for receiving public hearing comments.

Ms. August stated that the Strategic Plan has been printed and distributed and that all meetings need to focus towards the plan.

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

**Motion:**

**A motion was made by Mr. Anderson and seconded by Ms. Mood to direct finance committee, planners and Ms. August to develop a 2-3 year plan, showing what level of service can be provided and how can we get to the balance of the county including reducing unproductive service and to provide that information in October. Motion passed unanimously.**

Discussion

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

Discussion

**Motion**

**A motion was made by Mr. Leaks and seconded by Mr. Smith to enter into Executive Session to discuss the following:**

* Status Update on Matters Relating to Former Employee
* Status Update on DBE Compliance Review/Expansion of Scope of Services Related to DBE Compliance Review
* Facility Update

**Motion:**

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

No action taken during the meeting.

**Motion:**

**A motion was made by Mr. Anderson and seconded by Dr. Morris to authorize and negotiate an increased scope of services with Ms. Tanner to assist with getting the DBE program in compliance.**

Discussion

**Motion passed unanimously.**

**Motion:**

**A motion was made by Mr. Anderson and seconded by Mr. Smith to direct McNair to continue the process of working with Transdev regarding deficiencies related to DBA, to inform Transdev of appropriate financial consequences and bring a specific recommendation back to the board on August 23, 2017. Motion passed unanimously.**

**Motion:**

**A motion was made by Mr. Anderson and seconded by Dr. Morris to direct Ms. August to procure an architectural engineering assessment to mediate the water intrusion problem at the Lucius Road facility. Motion passed unanimously.**

Update status on former employee – No action was taken during executive session relating to former employee.

Chairwoman Dickerson has asked Ms. Gleaton, Ms. Mood, Mr. Leaks, Mr. Howard, Dr. Morris along with Ms. August and Ms. Hutto to begin an aggressive search for an Executive Director and to serve on the Executive Search Committee and all have agreed to serve.

Discussion: Pertaining to the Compliance Officer Position

**Motion:**

**A motion was made by Mr. Anderson and seconded by Mr. Leaks to approve the Compliance Officer position. Motion passed unanimously.**

1. INFORMATIONAL ITEMS (No Discussion Unless Specifically Requested)

* Ridership Data & Dashboard
* Contract Operator’s Report – Mr. Wilkins discussed the operator report.
  + Fuel Cost/Price Update

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 4:16 PM.