*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**

**October 25, 2017, 2017 -12:00pm**

**Members Present: Guests Present:**

**City of Columbia**  Ron Anderson Liz Crum, McNair Law Firm

Carolyn Gleaton Alan Bristol, Transdev

Derrick Huggins\* Rick Silver, Chernoff Newman

Lynn Hutto, Consultant

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

Leah Moody, Consultant

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

Jennifer Harding Loretta Lewis, Transport Care Service

Roger Leaks Hampton Miller, Chernoff Newman

Walter Durst, Citizen

**Rich. Co. Leg. Dele.** John Furgess Roosevelt Barnwell, USC

Robert Morris Reginald Simmons, CMCOG

Leon Howard Christopher Land, Transport Care

Lyle Shultz, WISTV

**Absent Board Members:** Otis Connor, Axcess Group

Scott Sanders, WISTV

Skip Jenkins

Debbie Summers

\*Indicates participation by phone.

**COMET Staff Present**

Ann August, Interim Executive Director LeRoy Deschamps, Director of Administration

Missey Lawlor, Exec. Assistant/Board Liaison Virginia Goodson, Procurement/Special Projects

Michelle Ransom, Grants and Contracts Luis Ortiz, Transportation Planner II

Samuel Scheib, Transit Planner & Manager Rosalyn Andrews, Finance Director

Crystal Willis, Staff Accountant Brittany Higgins, Travel Trainer

Arlene Prince, Compliance and Civil Rights

1. CALL TO ORDER

Chairwoman Dickerson called the meeting to order at 12:01 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. Furgess and seconded by Dr. Morris to adopt an amended agenda to move item 16 to 6a.**

**A friendly amendment was made by Mr. Anderson to let MTRA and local residents speak before item 16. Motion passed unanimously.**

1. APPROVAL OF THE SEPTEMBER 27, 2017 BOARD MEETING MINUTES

Discussion took place regarding the receipts of the board packets/meeting minutes; and the time frame allotted to get them.

**Motion:**

**A motion was made by Mr. Furgess to delay the approval of minutes until Ms. Gleaton can review them. There was no second.**

A vote was taken to approve minutes.

In-Favor: Ms. Mood, Mr. Anderson, Mr. Leaks, Ms. Harding, Ms. Dickerson

Opposed: Ms. Gleaton, Dr. Morris, Mr. Howard, Mr. Furgess, Mr. Huggins

Motion failed.

Discussion

**Motion:**

**A motion was made by Mr. Anderson and seconded by Ms. Mood to defer the approval of minutes until the November Board meeting. Motion passed unanimously.**

1. MIDLANDS TRANSIT RIDERS ASSOCIATION UPDATE

Marsha Johnson – Ms. Johnson thanked Mr. Scheib and Mr. Ortiz for the hard work and stated that she is pleased with the upcoming changes. Ms. Johnson stated that she is having difficulty understanding why it is taking so long for the signs to be installed.

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 he is happy that announcements are being made on the bus about the use of profanity. He also stated that the large screen at the transit center is not working, and it has not been working for almost 2 weeks. He said that it is showing a Firefox error message.

**6a.** 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. Motion passed unanimously.**

**Motion:**

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

**Motion:**

**A motion was made by Dr. Morris and seconded by Mr. Anderson to hold a Special Call Board of Directors meeting on November 8, 2017 at 1:00pm for the purpose of the DBE discussion. Motion passed unanimously.**

1. CHAIR OF THE BOARD REPORT

Chairwoman Dickerson stated that she attended the APTA Expo, it was overwhelming; however, she got to see and meet so many people and a lot of new ideas.

Ms. Mood stated that she liked the staff travel reports that are being included in the packet. We get to see and read about the trainings staff attends.

1. INTERIM EXECUTIVE DIRECTOR REPORT

Ms. August stated that her report is in the Board materials on pages 13 – 15.

Ms. August introduced Mr. Lyle R. Schulze I VP & General Manager of WIS, Columbia and Mr. Otis Conner, President and CEO of the AXCESS Group of Dallas, Texas. Mr. Conner discussed the commercial and TV marketing business and showed a revised version of the proposed COMET Commercial to the board and staff.

Discussion

**Motion:**

**A motion was made by Mr. Anderson and seconded by Ms. Mood to approve the proposed commercial and move forward with the process. Motion passed unanimously.**

Discussion

Ms. August asked Reginald Simmons, Assistant Director from the CMCOG to give a proposed transit center research relocation update. Mr. Simmons stated that the final report should be ready by the end of November and will be presented to the CMRTA Board at that time, or at the Dec. COMET Board meeting.

Ms. August requested of Mr. Simmons that a copy of the report be provided at least one week prior to the COMET Board Meeting, so it could be presented to the board in advance for review.

Mr. Furgess asked for a status on the repairs of the COMET facility.

Ms. August referred the question to Ms. Virginia Goodson, who gave an update on the RFP for the A&E (facility) that was previously approved by the COMET Board. She stated that the Committee to review the Proposals was scheduled to meet on October 26, 2017. The scoring of the Proposals received will be completed at that time. Once this is completed, we will issue an intent to award. We are required to wait 10 days, and then we will be able to move forward with the Contractor in determining the problem. Additional information will be provided as we move forward.

1. REPORT FROM SERVICE COMMITTEE

Mr. Anderson stated that we had 3 action items to send to public hearing.

Mr. Furgess stated that nothing can originate in the committee.

Discussion took place regarding how action items should originate.

Mr. Anderson reviewed with the board the 3 items for consideration.

1. The Rework of the Route 15.

**Motion:**

**A motion was made by Mr. Anderson and seconded by Ms. Mood to approve the revision of the Route 15 and to be sent to Public Hearing. Motion passed unanimously.**

1. Extension of the Route 46.

**Motion:**

**A motion was made by Mr. Anderson and seconded by Ms. Mood to approve the Route 46 Extension, and to be sent to Public hearing. Motion passed unanimously.**

1. Revise the Route 45 from hourly to every ½ hour during peak hours

**Motion:**

**A motion was made by Mr. Anderson and seconded by Ms. Mood to approve the revised Route 45 and be sent to Public Hearing. Motion passed unanimously.**

1. REPORT FROM FINANCE COMMITTEE, Chair – Andy Smith

Mr. Leaks gave the report of the Finance Committee in the absence of Andy Smith, and stated that there was no action taken during this meeting.

Ms. Andrews, provided the COMET Financial Report.

1. REPORT FROM AD-HOC EXECUTIVE DIRECTORS SEARCH COMMITTEE, Chair – Robert Morris

Dr. Morris stated that the Executive Search Committee met and they currently have about 50 resumes and are expecting more to come in by the November 8th deadline. The committee is scheduled to meet again on November 14, 2017 from 9:00am – 12:00pm. Each board member on the search committee will receive copies of all resumes received so far by Friday, October 27th; they are required to review them, and bring their top 5 resumes forward to the committee for review. The committee has asked to receive evaluation and scoring sheets from Ms. Hutto also by that date.

1. FY 2017 A-133 AUDIT (Mauldin and Jenkins, LLC)

A review of the FY 2017 A-133 Audit was made by Mr. Miller Edwards of Mauldin & Jenkins, accounting firm. Mr. Edwards stated that there were no significant findings within the audit and that they have issued an unmodified audit report, (i.e., “clean opinion”).

**Motion:**

**A motion was made by Mr. Anderson and seconded by Ms. Harding to accept the FY 2017 A-133 Audit Report. Motion passed unanimously.**

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. Anderson to direct the Executive Committee to review the by-law/policy provisions to see if it indicates that no matters can originate or be discussed within the committees and brought to the board; that they must originate at the full Board level, and be sent to the committees to be discussed.**

**Motion:**

**A motion was made by Mr. Anderson to direct the Finance Committee to create a PEBA reserve fund over the next 10 years in order to get to the 90% funding level.**

**Motion:**

**A motion was made by Mr. Anderson to reschedule the November 22, 2017 Board of Directors meeting to November 29, 2017 due to Thanksgiving holiday schedule.**

**Motion:**

**A motion was made by Mr. Anderson to direct Service Committee to work with staff to develop 12th Street Route to include Amazon, Nephron, etc. and bring back to the Service Committee in February.**

**Motion:**

**A motion was made by Mr. Anderson to direct the Service Committee and staff to develop an in-town hospital route that will also serve Spirit Communications Park and bring back in November.**

**Motion:**

**A motion was made by Mr. Anderson to direct the Service Committee and staff to develop a plan to identify trips having fewer than 5 passengers boarding an hour and bring back a plan to the Service Committee to adjust those routes by the January meeting.**

**Motion:**

**A motion was made by Ms. Dickerson to establish a tracking system for USPS mailing copies of minutes/board packets to Board members who want printed materials by mail. Minutes/board packets will be mailed on the Tuesday or Wednesday prior to the Board meeting. Missey Lawlor and Ms. August will follow-up with Board members via phone call to determine the receipt of information.**

1. NEW BUSINESS

No new business to discuss

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

Item discussed in item 6a.

1. INFORMATIONAL ITEMS (No Discussion Unless Specifically Requested)

* Ridership Data & Dashboard
* Progress Report on Bus Stop Inventory
* Contract Operator’s Report
  + Fuel Cost/Price Update
  + Training Reports and Certificates
  + Grants Status Report

1. ADJOURN

**Motion:**

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

**Motion passed unanimously.**

The meeting adjourned at 2:21 PM.