*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**

**November 29, 2017 -12:00pm**

**Members Present: Guests Present:**

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

Carolyn Gleaton Alan Bristol, Transdev

Lynn Hutto, Consultant

**Forest Acres** Andy Smith Charles Gossett, MTRA

Gloria Tanner, 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 Darrell Campbell, Consultant Robert Morris Reginald Simmons, CMCOG

Leon Howard Christopher Land, Transport Care

Chip Badger, Wendell Consultants

**Absent Board Members:** Ron Reaks, Wendell Consultants

Derrick Huggins Chuck Statler, Consultant

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 12:00 PM.

1. **DETERMINATION OF QUORUM**

A quorum was present at the opening of the meeting.

1. **ADOPTION OF AGENDA**

**Ms. Heizer asked that we add a report on a pending ligation to Legal/Contractual.**

**Motion:**

**A motion was made by Ms. Mood and seconded by Ms. Gleaton to adopt an amended agenda adding a report on pending litigation to legal/contractual.**

**A motion was made by Mr. Furgess and seconded by Dr. Morris to move item 16 to 6a.**

Discussion

Vote to move Item 16 to 6a.

Favor: Mr. Howard, Mr. Furgess, Ms. Gleaton, Dr. Morris

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

Abstain: Mr. Smith

Chairwoman Dickerson stated that she could not accept an abstention and Mr. Smith changed his vote to no.

**Motion Fails**

**Motion:**

**A motion was made by Mr. Furgess and seconded by Dr. Morris based on Transdev performance and federal and state law, regulations and requirements governing DBE participation, to terminate the contract with Transdev.**

**Motion was indicated that it was out of order**

Discussion

**Motion:**

**A motion was made by Mr. Anderson and seconded by Ms. Harding to approve the agenda.**

Vote:

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

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

Motion passed.

1. **APPROVAL OF THE SEPTEMBER 27, 2017 AND OCTOBER 25, 2017 BOARD MEETING MINUTES**

**Motion:**

**A motion was made by Mr. Anderson and seconded by Ms. Harding to approve the September 27, 2017 and October 25, 2017 Board Meeting minutes, with the correction of the seconds from the October 25, 2017 meeting.**

Discussion

**Motion passed.**

1. **MIDLANDS TRANSIT RIDERS ASSOCIATION UPDATE**

Marsha Johnson –Ms. Johnson stated that there has been a change in the contact with the Police Department to help patrol the areas around the transit center. MTRA is still handing out information for the Route 15 split. Ms. Johnson thanked DJ in customer service for her help, as she has taken it upon herself to start riding different routes to know what the riders are experiencing. Ms. Johnson asked that we take a look at the Route 6 as it has a hole regarding the weekend schedule, and suggested moving the early morning service to midday. Ms. Johnson also asked that we take a look at having the Route 88 meet at Crowson.

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

Mr. Walter Durst – Mr. Durst stated that there is an excellent article in today’s Freetimes. He also stated that there was an incident that occurred on November 17, as he was going to the Harbison Theater; the bus was late leaving the transit center by 15 minutes, which delayed the bus.

1. **CHAIR OF THE BOARD REPORT**

Chairwoman Dickerson stated she does not have a report at this time.

1. **INTERIM EXECUTIVE DIRECTOR REPORT**

Ms. August stated that her report is in the Board materials on pages 19-22.

* A check was presented to the United Way of the Midlands from the COMET in the amount of $1,657.67.
* Review of Stuff-A-Bus dates, times and locations.
* Transit Economic Impact

Discussion

* Transit Center Feasibility Study Location Update – Chip Badge and Ron Reaks of Wendall Consultants presented the study.
* A & E Contract awarded to Brownstone to assess the facility water access concerns, and develop a process for fixing the problem.

1. **REPORT FROM SERVICE COMMITTEE**

Mr. Anderson stated that the committee has asked staff to study a new line for Palmetto Health. No action was taken, staff is to work with Palmetto Health on the development of the route.

1. **REPORT FROM FINANCE COMMITTEE, Chair – Andy Smith**

Mr. Smith reviewed the Financial Data with the Board.

Mr. Smith also stated that the finance committee was tasked to figure out a feasible amount of service hours to budget for each year. He stated that a 3-month reserve was recommended, which allows us to operate for 3 months. Mr. Smith stated that we should be running 187,650 annual hours of service each year to sustain the penny funds allocated. We are currently running 201,000 annual service hours.

Discussion

**Motion**

**A motion was made by Mr. Smith and seconded by Mr. Anderson to adopt a ¼ year reserve scenario which entails 187,650 service hours.**

Discussion

**Amended Motion**

**A motion was made by Mr. Smith and seconded by Mr. Anderson to adopt a ¼ year reserve scenario which entails 187,650 service hours and that it will be reviewed annually.**

**Motion passed unanimously.**

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

Dr. Morris stated that the Executive Search Committee met several times and is making progress. Dr. Morris stated that we received 74 applications, and that the committee has met 3 times; by the December board meeting they may have some finalists to report.

1. **SERVICE CHANGE/ROUTE RESTRUCTURING**

Mr. Scheib reviewed with the board again the service changes that were previously presented and approved.

**Motion:**

**A motion was made by Ms. Mood and seconded by Ms. Gleaton to adopt the modified changes in the route and implement them. 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 and seconded by Ms. Mood to direct the Service Committee to revisit/examine issues raised by Ms. Johnson with route 6 weekday/weekend service. Motion passed unanimously.**

**Motion:**

**A motion was made by Mr. Anderson and seconded by Ms. Mood to direct Service Committee to examine the route 88 to tie in with the Crowson Road connection protection zone. Motion passed unanimously.**

**Motion:**

**A motion was made by Mr. Anderson and seconded by Ms. Mood to direct chair to form a subcommittee to begin working with the City of Columbia and legal to figure out a legal structure and review details of making the recommendation included in the report of the Transit Center feasibility study location feasible.**

Discussion

Amendment to Motion

**Mr. Anderson amended his motion to have Ms. Dickerson come back to the board with a report after she talks with the CMCOG. Seconded by Ms. Mood. Motion passed unanimously.**

**Motion:**

**A motion was made by Mr. Anderson and seconded by Mr. Leaks to direct Service Committee to study all routes in the system to determine the most ideal way to approach the target number of 187,650 service hours, with trips of 0 ridership to be at the top of the list and bring back in February with a plan.**

Discussion

**Motion passed unanimously**.

1. **NEW BUSINESS**

Discussion of December Board Meeting

**Motion:**

**A motion was made by Ms. Dickerson and seconded by Mr. Anderson to move the December 27, 2017 Board of Directors meeting to December 20, 2017. Motion passed unanimously.**

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

* Personnel Matter – Executive Director Search – Covered under item #11
* DBE Compliance with Contract Operator- Report provided
* Policy on flow of issues
* Contract Extension for Interim Executive Director – Contract automatically has a month-to-month clause included beginning January 1, 2018. Mr. Furgess would like to discuss in Executive Session.
* Pending Litigation – circuit court ruled in favor of CMRTA (summary judgement) so penny can be used for Operational purposes.
* FOIA Policy Change- Ms. Heizer stated that State Law has been amended and that the Executive Director will determine the fees, response, etc.

**Motion:**

**A motion was made by Mr. Anderson and seconded by Mr. Furgess to adopt the FOIA policy as presented.** Ms. Heizer discussed with the board the flow of issues policy #3. Ms. Dickerson asked that this be brought back to the December Board meeting.

Discussion

**Motion passed unanimously.**

**Motion:**

**A motion was made by Mr. Anderson and seconded by Dr. Morris to enter into Executive Session to discuss the following:**

* DBE Compliance with Contract Operator
* Contract Extension for Interim Executive Director

**Motion passed unanimously.**

**Motion:**

**A motion was made by Mr. Furgess and seconded by Mr. Leaks to come out of Executive Session.**

**Motion:**

**A motion was made by Mr. Furgess and seconded by Dr. Morris based on Transdev’s performance and federal and state law, regulations and requirements governing DBE participation, I move to terminate the contract with Transdev.**

**Vote:**

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

**Opposed: Ms. Dickerson, Ms. Mood, Mr. Smith, Mr. Anderson, Mr. Leaks**

**Motion failed.**

Discussion

**Motion:**

**A motion was made by Ms. Mood and seconded by Mr. Leaks to exercise provisions for the Interim Executive Director and to have the contract to go on a month-to-month basis beginning January 1, 2018; and continue until further action is taken by the board, and/or a 30-day notice is provided.**

Discussion

Vote:

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

Opposed: None

Abstain: Mr. Furgess

**Motion Passed.**

**Motion:**

**A motion was made by Mr. Anderson and seconded by Mr. Leaks that the board authorize the action on the bottom half of page 8 of the DBE analysis.**

Vote:

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

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

**Motion Passed.**

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
  + Staff Report
  + WIS-TV Nov-Dec Commercial Shows

1. **ADJOURN**

**Motion:**

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

**Motion passed unanimously.**

The meeting adjourned at 3:37 PM.