*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* *.*

 **COMET BOARD MEETING MINUTES**

 **December 20, 2017 -12:00pm**

**Members Present: Guests Present:**

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

 Carolyn Gleaton Alan Bristol, Transdev GM

 Lynn Hutto, HR Consultant

**Forest Acres** Andy Smith DJ Douglas, Transport Care Service, Mgr.

 Rick Morgan, Esq. McNair Law Firm

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

 \*Leah Moody, Esq. McNair Consultant

**Richland County** Joyce Dickerson Gary Hopper, Transdev

 Roger Leaks Loretta Lewis, Transport Care Service, Mgr.

 Christopher Land, Transport Care CEO

 Walter Durst, Citizen

**Rich. Co. Leg. Dele.** John Furgess Darrell Campbell, Consultant Dr. Robert Morris

 Rep. Leon Howard

**Absent Board Members:**

Derrick Huggins

Jennifer Harding

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 Crystal Willis, Staff Accountant

Brittany Higgins, Travel Trainer Pamela Canty, Administrative Coordinator

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**

**Motion:**

**A motion was made by Mr. Anderson and seconded by Dr. Morris to adopt the agenda as presented. Motion passed unanimously.**

1. **APPROVAL OF THE NOVEMBER 29, 2017 BOARD MEETING MINUTES**

**Motion:**

**A motion was made by Dr. Morris and seconded by Mr. Anderson to approve the November 29, 2017 Board of Directors Meeting Minutes. Motion passed unanimously.**

1. **MIDLANDS TRANSIT RIDERS ASSOCIATION UPDATE**

Marsha Johnson – Ms. Johnson stated that MTRA is still working with Carolina Green and that she is continuing to get information from the riders. Ms. Johnson stated that the most thankful thing that has happened this year is having Ms. August and Mr. Bristol come here and take care of some of the issues that we were having.

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

No one signed up to speak.

1. **CHAIR OF THE BOARD REPORT**

Chairwoman Dickerson stated she does not have a report at this time. Ms. Dickerson thanked everyone for their support in 2017.

1. **INTERIM EXECUTIVE DIRECTOR REPORT**

Ms. August stated that her report is in the Board materials on pages 19-22. She indicated that she wanted to move up the COMET Academy Graduates, and do that first as part of her report. She thanked them for giving up their time and for participating in the program, and for being advocates of public transit. The Graduates present to receive certificates were: Elle Matney, Larrisa McDowell, Landon Masters, Arlene Prince, Chrystal Willis, Joyce Mason and DJ Douglas; those absent and who will receive their certificates are Pam Morris, Michael Medsker, and Crystal McDonald

* Stuff-A-Bus Update was presented.
* SCDOT Compliance and Oversight Review information was included in the packet, which was the close-out letter from the SCDOT Review.
* COMET Academy Graduates – See above information.
1. **REPORT FROM SERVICE COMMITTEE**

Mr. Anderson stated that the committee did not meet in December.

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

Mr. Smith stated that the committee did not meet in December. Mr. Smith thanked everyone for the Peace Lily Plant that was sent to him on behalf of the Board, for the passing of his father-in-law.

1. **NORTHWEST CORRIDOR SERVICE PROPOSAL FOR PUBLIC HEARING**

Mr. Ortiz and Mr. Scheib reviewed with the board the proposed service changes for the Northwest Corridor.

Discussion took place to provide clarity of the proposed changes.

**Motion:**

**A motion was made by Ms. Mood and seconded by Mr. Anderson to approve the proposed plan as presented, and take it to the next level which is to public hearing. Motion passed unanimously.**

1. **APPROVAL OF ONE COLUMBIA ART BUS**

A discussion took place regarding the proposal of the One Columbia Art Bus – Clarity was provided, that indicated; the Board should see what design would go on the other side of the bus first, to ensure it truly reflected Columbia. Seeing only one side was not enough for full approval.

**Motion:**

**A motion was made by Mr. Furgess and seconded by Ms. Gleaton to defer approval until the art for both sides of the bus was seen.**

**Substitute Motion:**

**A substitute motion was made by Ms. Mood to approve with the condition that the design on the other side reflects the City of Columbia.**

**Mr. Furgess stated that he really would like to see the art work first.**

**Another Substitute Motion:**

**A substitute motion was made by Mr. Anderson and seconded by Ms. Gleaton to approve the Art Bus project subject to the board seeing both sides of the bus, before it is deployed on the bus.**

**Ms. Mood accepted the substitute motion.**

**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 Mr. Leaks to direct staff and the Finance Committee to determine alternatives for shelters and stops in 2018-2019, with one alternative to show with Federal Funds and 2 others to reflect above what federal dollars will pay for, with local funds only and establish a goal for the number of shelters and benches. Motion passed unanimously.**

**Motion:**

**A motion was made by Mr. Anderson and seconded by Dr. Morris to direct staff and the Service Committee to develop a long-term service plan primarily in Richland County. Motion passed unanimously.**

**Motion:**

**A motion was made by Mr. Anderson and seconded by Mr. Leaks to direct staff and the Service Committee to work with SCDOT to develop a plan for Park and Ride Service, as an alternative plan primarily along the I-26 corridor for the 10-year construction period designated for the Carolina Crossroads project.**

Discussion took place that reflected a meeting was held earlier that week, with SCDOT and the Park and Ride service was already on their agenda.

**Motion passed unanimously.**

**Motion:**

**A motion was made by Ms. Mood and seconded by Mr. Anderson to direct staff and the Service Committee to pursue planning for expanding services into Lexington County, in collaboration with the county officials, businesses, community and other organizations.**

Discussion took place that reflected the previous meetings, that were held with Lexington County Officials and SC Works regarding proposed service options.

**Motion passed unanimously**.

1. **NEW BUSINESS**

No New Business

1. **LEGAL/CONTRACTUAL/PERSONNEL (may require executive session)**
* Policy on Flow of Issues will still be reviewed until the January meeting is held.
* Personnel Matter – Executive Director Search
* DBE Compliance with Contract Operator

**Motion:**

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

* Personnel matter – Executive Director Search
* DBE Compliance with Contract Operator

**Motion passed unanimously.**

**Motion:**

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

No votes/motions were taken while in executive Session.

**Motion:**

**A motion was made by Dr. Morris and seconded by Mr. Anderson to move forward with the three (3) candidates presented by the Ad-Hoc Executive Director Search Committee; they are to be contacted and invited in for the next round of interviews, and funding is to be provided. Motion passed unanimously.**

**Motion:**

**A motion was made by Mr. Anderson and seconded by Mr. Leaks to authorize Ms. August to send the letter that was presented to Transdev with two signatures of the Chair and the Interim Executive Director. Motion passed unanimously.**

**Motion:**

**A motion was made by Mr. Anderson and seconded by Dr. Morris to defer the Policy on the Flow of issues to the next meeting. Motion passed unanimously.**

**Motion Passed.**

1. **INFORMATIONAL ITEMS (No Discussion Unless Specifically Requested)**
* Ridership Data & Dashboard
* Contract Operator’s Report
	+ Fuel Cost/Price Update
	+ Staff Report
1. **ADJOURN**

**Motion:**

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

**Motion passed unanimously.**

The meeting adjourned at 2:58 PM.