*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**

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

**Members Present: Guests Present:**

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

Carolyn Gleaton Alan Bristol, Transdev

Lynn Hutto, Consultant

**Forest Acres** Andy Smith Dj Douglas, Transport Care Service

Rick Morgan, McNair Law Firm

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

Leah Moody, Consultant

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

Roger Leaks Loretta Lewis, Transport Care Service

Christopher Land, Transport Care

Walter Durst, Citizen

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

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 –

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.

* Stuff-A-Bus Update
* SCDOT Compliance and Oversight Review
* COMET Academy Graduates

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 lily that was sent for his father in laws passing.

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

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

Discussion

**Motion:**

**A motion was made by Ms. Mood and seconded by Mr. Anderson to approve the plan as presented and take to public hearing. Motion passed unanimously.**

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

**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 is seen.**

**Substitute Motion:**

**A 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 would like to see the art work first.**

**Substitute Motion:**

**A motion was made by Mr. Anderson and seconded by Ms. Gleaton to approve 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 Finance Committee to determine alternatives for shelters and stops in 2018-2019, with one alternative to show with Federal Funds and 2 others above what federal dollars will pay for with local funds only and 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 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 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 for the Carolina Crossroads project.**

Discussion

**Motion passed unanimously.**

**Motion:**

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

**Discussion**

**Motion passed unanimously**.

1. **NEW BUSINESS**

Discussion of December Board Meeting

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

* Policy on Flow of Issues
* 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 be contacted and invited in for the next round of the interviews and funding 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.