*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**

 **January 24, 2018 -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 Dj Douglas, Transport Care Service

 Marsha Johnson, MTRA

**Lexington County** Lill Mood

**Richland County** Joyce Dickerson\*

 Roger Leaks Loretta Lewis, Transport Care Service

 Christopher Land, Transport Care

 Walter Durst, Citizen

**Rich. Co. Leg. Dele.** John Furgess Robert Morris

 Leon Howard

**Absent Board Members:**

Derrick Huggins

Jennifer Harding

Lill Mood

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 Rosalyn Andrews, Finance Director

1. **CALL TO ORDER**

Vice-Chair Ron Anderson 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 Ms. Mood and seconded by Ms. Gleaton to adopt the agenda as presented. Motion passed unanimously.**

1. **APPROVAL OF THE DECEMBER 20, 2017 BOARD MEETING MINUTES**

**Motion:**

**A motion was made by Dr. Morris and seconded by Ms. Gleaton to approve the December 20, 2017 Board of Directors Meeting Minutes. Motion passed unanimously.**

1. **MIDLANDS TRANSIT RIDERS ASSOCIATION UPDATE**

Marsha Johnson – Ms. Johnson stated that the MTRA will be choosing new officers today and that she appreciates everyone’s cooperation and hopes that the goals will remain the same for the new officers. Ms. Johnson stated that the MTRA is still working with Columbia Green to provide trees in areas that do not have shelters. Ms. Johnson thanked the board and Ms. August for everything that they have done.

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

Charles Gossett – Mr. Gossett stated that he rode the 701 and seems to be very pleased with this route. Will give Ms. August his comments.

Walter Durst – Mr. Durst stated that last week he was on the 34 at 6:00am on the in-town route and Ms. Lopez asked to please hold the buses at the transit for connections and all buses had departed the transit except for the 401. A supervisor was requested and they were told that there was not a supervisor on duty at that time. Mr. Durst asked that we pay more attention and hold the buses.

1. **CHAIR OF THE BOARD REPORT**

**Motion:**

A motion was made by Ms. Mood and seconded by Ms. Gleaton to accept the feasibility study from last meeting. Motion passed unanimously.

1. **INTERIM EXECUTIVE DIRECTOR REPORT**

Ms. August stated that her report is in the Board materials on pages 12-13. Ms. August stated that there is also a copy of a letter from Brownstone reference the water filtration with the facility. Ms. August asked that Ms. Goodson give an update. Ms. Goodson stated that the construction RFB is out and will be awarded February 26, 2018 to the lowest bidder. The construction should start sometime in early March.

Ms. August stated that there is also a memo from Transport Care Services, bringing Mr. Larry Livingston on board. The Board welcomed Mr. Livingston.

Ms. August stated that we have several conferences that are coming up, and one is the Legislative Conference in Washington, DC March 18-20. Please let us know if any board member would like to attend.

Ms. August stated that the COMET has received an award for Best Marketing for the Soda Cap.

There was discussion of the soda cap.

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 met and discussed the funding that appears on cash flow due to our state pension plan liability. He stated that the committee took no action on this item. Mr. Smith stated that the committee also discussed establishing a plan for shelters and plan to continue that conversation. The committee also discussed the plan for FY19 as we have to have our budget to the county by April.

Discussion

1. **ANNUAL BOARD RESOLUTION FOR GRANTS**

**Motion:**

**A motion was made by Ms. Mood and seconded by Dr. Morris to approve the Annual Board Resolution for Grants. Motion passed unanimously.**

1. **DISCUSSION OF PARATRANSIT SERVICE AREA**

There was discussion from this item and determined that the board did not need to discuss further.

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. Furgess and seconded by Dr. Morris to direct Service Committee to study the continuation of the pilot Soda Cap Connector through the remainder of 2018.**

**Discussion**

**Motion**

**A motion was made by Mr. Furgess and seconded by Dr. Morris to have the Service Committee conduct a study to use smaller buses on the Soda Cap Connector.**

**Discussion**

**Motion passed unanimously.**

**Motion:**

**A motion was made by Mr. Furgess and seconded by Dr. Morris to establish an Ad-Hoc subcommittee for marketing and PR for the Soda Cap Connector. 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

Personnel Matter - Ms. Heizer stated that Ms. Hutto and Ms. Lawlor are working with the committee on the Executive Director Search.

**Policy on Flow of issues - There was discussion from the board on this item.**

**Motion:**

**A motion was made by Mr. Howard and seconded by Ms. Gleaton to defer the Policy on the Flow of issues to the next meeting. Motion passed unanimously.**

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

**Motion:**

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

**Motion passed unanimously.**

The meeting adjourned at 1:04 PM.