*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**

**February 28, 2018 -12:00pm**

**Members Present: Guests Present:**

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

Derrick Huggins Alan Bristol, Transdev

Darrell Campbell, Consultant

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

Charles Gossett, MTRA

**Lexington County** Lill Mood Larry Livingston, Transport Care Service

Jackie Bowers, Transdev

**Richland County** Joyce Dickerson Chuck Statler, Derrick, Stubbs & Stith

Roger Leaks Loretta Lewis, Transport Care Service

Jennifer Harding Hampton Miller, Chernoff Newman

Walter Durst, Citizen

**Rich. Co. Leg. Dele.** John Furgess Rick Morgan, McNair Law Firm Robert Morris Rick Silver, Chernoff Newman

Leon Howard

**Absent Board Members:**

Carolyn Gleaton

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 Rosalyn Andrews, Finance Director

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

Crystal Willis, Staff Accountant Brittany Higgins, Travel Trainer

Pamela Canty, Administrative Coordinator Arlene Prince, Compliance and Civil Rights

1. **CALL TO ORDER**

Chair Joyce 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 JANUARY 24, 2018 BOARD MEETING MINUTES**

**Motion:**

**A motion was made by Mr. Anderson and seconded by Ms. Mood to approve the January 24, 2018 Board of Directors Meeting Minutes. Motion passed unanimously.**

1. **MIDLANDS TRANSIT RIDERS ASSOCIATION UPDATE**

Charles Gossett – Mr. Gossett names the new officers of the MTRA and stated that they are hoping to reach new riders. He also stated that they are going to attend a transit boot camp and looks forward to working with The COMET.

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 that the 34 is now making its connection and he is grateful for that.

Sam Boone – Mr. Boon stated that he is Chaplin at Fort Jackson and is asking for an exception to the policy for a gentleman who is legally blind and was terminated by DART last month. He is asking that someone please get in touch with him to see if we can let him ride the service again.

David Lewis – Mr. Lewis stated that there is a problem at the transit center with drugs and prostitution and to remedy this problem we need to have drug sniffing dogs walking around the transit with plain clothes officers, unannounced with cameras, and to place cameras on top of the transit building that can target the surrounding area of the building and film the different facets of prostitution that is taking place around the transit station. Mr. Lewis also stated concern of drivers passing passengers because they say they did not see them at night and also the problems at the customer service window due to lack of employees at the window. Mr. Lewis stated that we can correct this issues by attaching alight to the side of the pickup and discharge sides of the bus so that drivers can see passengers and also by adding more people behind the counter for customer service.

Mr. Lewis also stated that the DART buses are not clean. There was discussions amongst the board on how to fix this problem.

1. **CHAIR OF THE BOARD REPORT**

Ms. Dickerson stated that we have 2 board members that will be attending the Legislative Conference in DC.

Special Recognition of Mr. Julius Williams for naming “The COMET”.

**7a. LEGAL/CONTRACTUAL/PERSONNEL (may require executive session)**

* Policy on Flow of Issues- Does not need to be addressed in Executive Session
* Personnel Matter – Executive Director Search – Will be addressed in Executive Session
* DBE Compliance with Contract Operator-Will be addressed in Executive Session

**Motion**

**A motion was made by Ms. Harding and seconded by Mr. Smith to enter into Executive Session. Motion passed unanimously.**

**Motion**

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

There was no action taken during Executive Session.

**Motion**

**A motion was made by Dr. Morris and seconded by Mr. Leaks to make and unconditional offer to Mr. John Christian Andoh as permanent Executive Director of the CMRTA as discussed in Executive Session.**

Opposed: Mr. Smith

Abstain: Ms. Harding

**Motion passed.**

**Motion:**

**A motion was made by Mr. Anderson and seconded by Ms. Mood to authorize our attorneys to make a counter offer to resolve our contractual dispute.**

Discussion of Policy on Flow of issue.

Ms. Heizer discussed the policy of the flow of issue and revising policy #3.

**Motion:**

**A motion was made by Mr. Anderson and seconded by Ms. Harding to approve the change to the procedures as written.**

Discussion

**Vote**

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

**Oppose: Mr. Furgess, Mr. Howard**

**Abstain: Dr. Morris**

**Motion passed.**

1. **INTERIM EXECUTIVE DIRECTOR REPORT**

Ms. August stated that her report is in the Board materials on pages 11 – 14. Ms. August stated that GFI is here on the property to install the new fare boxes. She also stated that we have an intern that is here on Tuesdays and Thursdays from Brownstone and is assisting us about 2 to 3 hours on those days. Ms. August also met with Mr. McLawhorne for interns to work with us and Transdev during the summer months.

1. **REPORT FROM SERVICE COMMITTEE**

Mr. Anderson stated that the committee met and discussed the may Service proposal that will be discussed in item 12.

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

Mr. Smith stated that the committee met and had a very productive meeting. The committee discussed the draft FY19 budget and has asked that staff go back and do some research on a few items and come back to the next month committee meeting. Mr. Smith stated that we have made some progress with the shelters and benches for FY 19 and we will come back with a model that we will look at with the budget.

There was much discussion on the progress of shelters and benches. A handout was provided to the board with the updates on benches and shelters.

Mr. Statler provided information on the financial position of the COMET.

There was discussion of the water main break and water intrusion, and Ms. Ransom stated that there was one bid for the water intrusion and they bid higher then what Brownstone anticipated for it to cost.

1. **APPROVAL OF THE NORTHWEST SERVICE AREA**

**Discussion**

**Motion**

**A motion was made by Mr. Anderson and seconded by Ms. Mood to accept the public comments and to move forward.**

**2 opposed – Mr. Furgess and Dr. Morris**

**Motion passed.**

1. **MAY SERVICE PROPOSAL**

Mr. Anderson gave an overview.

**Motion**

**A motion was made by Mr. Anderson and seconded by Ms. Mood to approve all changes on pages 27-39 and to send to public hearing.**

Discussion

**Vote:**

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

**Opposed: Mr. Furgess, Dr. Morris**

**Motion passed.**

**Motion:**

**A motion was made by Mr. Anderson and seconded by Ms. Mood to approve 57L on page 40 and send to public hearing.**

**Vote:**

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

**Opposed: Mr. Furgess, Dr. Morris**

**Motion passed.**

**Motion:**

**A motion was made by Mr. Anderson and seconded by Ms. Mood to approve Route 11 through Richland Campus on page 40-42 and send to public hearing.**

**Vote:**

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

**Opposed: Mr. Furgess, Dr. Morris**

**Motion passed.**

**Motion:**

**A motion was made by Mr. Anderson and seconded by Ms. Mood to approve Route 101 on page 43 and send to public hearing.**

**Discussion**

**Vote:**

**Approve: Ms. Dickerson, Mr. Anderson, Mr. Smith, Mr. Leaks, Ms. Mood, Dr. Morris**

**Opposed: Mr. Furgess**

**Motion passed.**

**Motion:**

**A motion was made by Mr. Anderson and seconded by Ms. Mood to approve Route 31 on page 44 and to send to public hearing.**

**Vote:**

**Approve: Ms. Dickerson, Mr. Anderson, Mr. Smith, Mr. Leaks, Ms. Mood, Dr. Morris**

**Opposed: Mr. Furgess**

**Motion passed.**

**Motion:**

**A motion was made by Mr. Anderson and seconded by Ms. Mood to approve the elimination of Route 22 on page 45 and send to public hearing.**

Discussion

**Vote:**

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

**Opposed: Mr. Furgess, Dr. Morris**

**Motion passed.**

**Motion:**

**A motion was made by Mr. Anderson and seconded by Ms. Mood to approve Route 301 on page 46 and send to public hearing.**

**Vote:**

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

**Opposed: Mr. Furgess, Dr. Morris**

**Motion passed.**

1. **OLD BUSINESS**

No Old Business to discuss.

1. **MOTIONS PERIOD/NEW BUSINESS (No action from the motions are permitted)**

**13. OLD BUSINESS**

**Ms. August stated that the CMCOG has sent a sent a split letter to receive funds from 5307 funds.**

1. **MOTIONS PERIOD**

**Motion:**

**A motion was made by Mr. Anderson and seconded by Dr. Morris for staff to develop a bench and shelter minimum rider standard. Motion passed unanimously.**

**Motion:**

**A motion was made by Mr. Anderson and seconded by Dr. Morris to have staff look at the possibility of the COMET purchasing property where we would like to put shelters and benches and have been unable to place them. Motion passed unanimously.**

**Motion:**

**A motion was made by Mr. Anderson to have staff develop a long term plan for replacement of transit center and bring back to the board in April with a road map and that road map be completed by April 2020.**

**Motion dies for lack of a second.**

**Motion:**

**A motion was made by Mr. Anderson and seconded by Mr. Leaks to have staff develop a short term plan in conjunction with Center City Partnership and City of Columbia Police to the issues with the transit center. This plan should include expanding the area that our security guard can cover, and explore the reworking of the routes so that we do not pulse all the buses in simultaneously.**

**Discussion**

**Motion passed.**

**Motion:**

**A motion was made by Mr. Anderson and seconded by Mr. Leaks to have staff develop an RFP to procure legal service and marketing services. Motion passed unanimously.**

**Motion:**

**A motion was made by Mr. Smith and seconded by Ms. Mood to have staff through the Finance Committee to look for efficiencies not related to service or personnel. Motion passed unanimously.**

1. **NEW BUSINESS**

No New business.

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

* Policy on Flow of Issues
* Personnel Matter – Executive Director Search –
* DBE Compliance with Contract Operator

This item was moved and discussed in 7a.

1. **INFORMATIONAL ITEMS (No Discussion Unless Specifically Requested)**

* Richland County Budget for Transportation Tax
* Ridership Data & Dashboard
* Contract Operator’s Report
  + Fuel Cost/Price Update
  + Staff Reports
  + Other Information

1. **ADJOURN**

**Motion:**

**A motion was made by Mr. Furgess and seconded by Dr. Morris to adjourn the meeting.**

**Motion passed unanimously.**

The meeting adjourned at 3:08 PM.