*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**

 **April 25, 2018 -12:00pm**

**Members Present: Guests Present:**

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

 Carolyn Gleaton Alan Bristol, Transdev

 David Lewis, Citizen

**Forest Acres** Andy Smith DJ Douglas, Transport Care Services

 Charles Gossett, President-MTRA

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

 Jackie Bowers, Transdev

**Richland County** Joyce Dickerson Reginald Simmons, CMCOG

 Roger Leaks Loretta Lewis, Transport Care Services

 Cayce Fields, Citizen

 Walter Durst, Vice President -MTRA

**Rich. Co. Leg. Dele.** John Furgess Chris Land, Transport Care Services

 Robert Morris

**Absent Board Members:**

Derrick Huggins

Skip Jenkins

Debbie Summers

Jennifer Harding

Leon Howard

\**Indicates participation by phone*.

**COMET Staff Present**

John Andoh, Incoming Executive Director Arlene Prince, Compliance and Civil Rights

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

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 Ms. Gleaton and seconded by Mr. Smith to adopt the agenda as presented. Motion passed unanimously.

1. **APPROVAL OF THE MARCH 28, 2018 BOARD MEETING MINUTES**

Motion:

A motion was made by Dr. Morris and seconded by Mr. Leaks to approve the March 28, 2018 Board of Directors Meeting Minutes. Motion passed unanimously**.**

1. **MIDLANDS TRANSIT RIDERS ASSOCIATION UPDATE**

**Charles Gossett** – Mr. Gossett president of the MRTA, stated that they are continuing outreach with riders and he has a proposed change to the 201 and that is to be determined in September. Mr. Gossett also stated that Mr. Ben Ross will be speaking at the library on May 2nd.

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, Vice President of the MTRA, stated that he would like to thank Ms. Ann August for all that she has done for the riders since she has been here.

Cayce Fields- Ms. Fields, Municipal Association of South Carolina stated that the Mayor’s Conference will be here and she would like the Soda Cap to go from the Springhill Suites to River Rat Brewery and back on Friday night, May 4, 2018 from 6:00pm-7:30pm.

Motion:

A motion was made by Ms. Mood and seconded by Mr. Furgess to accommodate the Mayors conference on May 4, 2018. Motion passed unanimously.

1. **CHAIR OF BOARD REPORT**

Chairwoman Dickerson stated that she has asked Mr. Andoh to join us for this board meeting. Mr. Andoh will start as the Executive Director on April 30, 2018.

Discussion of Mr. Andoh attending the APTA conference in Tampa, FL on May 6-7, 2018.

Motion:

A motion was made by Dr. Morris and seconded by Ms. Mood to allow Mr. Andoh to attend the APTA conference in Tampa, FL on May 6-7, 2018. Motion passed unanimously.

1. **INTERIM EXECUTIVE DIRECTOR REPORT**

Ms. August stated that her report is in the Board materials on pages 15 – 22. Ms. August thanked the board for their support for the last year. Ms. August stated that the beginning transitions with Mr. Andoh has been going very well.

Mr. Andoh stated that he has been meeting with Board Members, riding bus routes and meeting with staff and he is looking forward to being here on April 30th.

1. **REPORT FROM SERVICE COMMITTEE**

The Service committee did not have a quorum.

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

Mr. Smith stated that the committee met and reviewed the financial statements and stated that the COMET is actually ahead of schedule regarding revenues for the year. Mr. Smith explains the Impact of Service reductions and payment to the contract operator.

1. **APPROVAL OF SUMMER PASS PROGRAM**

Mr. Scheib stated that the Summer Pass program has been reviewed by both the Finance and Service Committees. Mr. Scheib stated that the Summer Pass Program would be from May 1 – July 31.

Motion:

A motion was made by Ms. Gleaton and seconded by Mr. Furgess to approve the Summer Pass Program to run from May 1st – July 31st. Motion passed unanimously.

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

Mr. Lee Snelvegrove from One Columbia presented the proposal of the One Columbia Art bus to the Board.

Discussion

Motion:

A motion was made by Mr. Leaks and seconded by Dr. Morris to approve the art work for One Columbia. Motion passed unanimously.

1. **OLD BUSINESS**

There is no old business to discuss at this time.

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

Motion:

A motion was made by Mr. Anderson and seconded by Dr. Morris to have Mr. Andoh pursue an Electric Bus pilot program and bring back to the full board September. Motion passed unanimously.

1. **NEW BUSINESS**
* Nation Dump the Pump Day – Mr. Andoh stated that June 21, 2018 will be a free fare day for “Dump the Pum”; it will be approximately $4,000 impact.

**Motion:**

A motion was made by Ms. Mood and seconded by Mr. Furgess to approve “Dump the Pump Day”. Motion passed unanimously.

1. **LEGAL/CONTRACTUAL/PERSONNEL (may require executive session)**
* Update of DOR Lawsuit- Ms. Heizer, Legal Counsel gave a brief update on the DOR lawsuit to the Board.
1. **INFORMATIONAL ITEMS (No Discussion Unless Specifically Requested)**
* Ridership Report
* Contract Operator’s Report
	+ Fuel Cost/Price Update
	+ Contractor Audit
	+ Staff Reports
	+ Other Information
1. **ADJOURN**

**Motion:**

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

**Motion passed unanimously.**

The meeting adjourned at 1:08 PM.