*The 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* *.*

**The COMET BOARD MEETING MINUTES**

**May 23, 2018 -12:00 p.m.**

**3613 Luicas Road, Columbia, SC 29201 – Conference Room A**

**Members Present: Guests Present:**

**City of Columbia**  Derrick Huggins Frannie Heizer, McNair Law Firm

 Alan Bristol, Transdev

 Chris Trainer, Free Times

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

 Charles Gossett, President-MTRA

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

 Mike Eads, Lexington County

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

 Roger Leaks Loretta Lewis, Transport Care Services

 Jacquelyn Boulware Jackie Bowers, Transdev

 Walter Durst, Vice President -MTRA

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

 Robert Morris

 Leon Howard

**Absent Board Members:**

Skip Jenkins

Debbie Summers

Carolyn Gleaton

Ron Anderson

\**Indicates participation by phone*.

**COMET Staff Present**

John Andoh, Executive Director/CEO Arlene Prince, Compliance and Civil Rights Officer

LeRoy Deschamps, Director of Administration

Rosalyn Andrews, Finance Director

Michelle Ransom, Grants & Contracts Administrator

Luis Ortiz, Transportation Planner II & Data Analyst Pamela Canty, Administrative Coordinator

Crystal Willis, Staff Accountant Brittany Higgins, Travel Trainer

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**

There was discussion of item 19, New Business.

Motion:

A motion was made by Mr. Smith and seconded by Mr. Leeks to move item 19 under the Executive Director report.

**In Favor:** Mood, Smith, Dickerson, Howard, Huggins, Leaks, Boulware. **Opposed:** Furgess, Morris. ***Motion passed.***

Motion:

A motion was made by Ms. Gleaton and seconded by Mr. Smith to adopt the agenda as presented.

**In Favor:** Mood, Smith, Dickerson, Howard, Huggins, Leaks, Boulware, Furgess, Morris. ***Motion passed unanimously.***

1. **APPROVAL OF THE APRIL 25, 2018 BOARD MEETING MINUTES**

Motion:

A motion was made by Mr. Furgess and seconded by Dr. Morris to approve the April 25, 2018 Board of Directors Meeting Minutes.

**In Favor:** Mood, Smith, Dickerson, Howard, Huggins, Leaks, Boulware, Furgess, Morris. ***Motion passed unanimously.***

1. **MIDLANDS TRANSIT RIDERS ASSOCIATION UPDATE**

**Walter Durst** – Mr. Durst vice-president of the MRTA, stated that they had a successful meeting and that he, Charles and Marcia spoke at the Transit Academy. He stated that the next MTRA meeting will be next Wednesday and the quarterly meeting will be held on June 30th.

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

There were no comments from local residents.

1. **CHAIR OF BOARD REPORT**

There was no Chair report.

1. **EXECUTIVE DIRECTOR REPORT**
* Mr. Andoh made a presentation about the items within the Executive Director report, including the items that was under New Business which included Lexington County 12th Street Service Update, Newberry Smartride Update, Bike to Work Update, Board Policy No.5 - Board Meeting Revision and Americans with Disabilities Act (ADA) Paratransit Update. Mike Eads of Lexington County discussed how he has been working with The COMET regarding the need for bus service to large employers in Lexington County. He discussed that once a business plan has been provided to him, they will discuss the funding of the service and how they can obtain funding from the employers and possibly the County for this service. A question and answer session occurred about this report by various board members.
1. **TRANSIT OPERATIONS CONTRACT REPORT**

Dr. Morris asked if there had been a change on the Soda Cap Connector. Mr. Andoh stated that there was a change and that was approved by the Board.

Motion:

A motion was made by Mr. Furgess to adjourn. ***Motion died for lack of a second.***

Mr. Bristol gave an overview of the transit operations contractors report.

Mr. Leaks stated that a DART driver told him that he had 3 appointments at 8:00 a.m.

Mr. Furgess asked what the number of complaints has been on Route 22. Mr. Andoh stated no formal complaints. He further mentioned that shouldn’t his complaints on Route 22 be counted? Mr. Andoh apologized and stated, yes and that we need to discuss a formal method of compiling complaints.

1. **PRESENTATION OF GLOBAL TRAFFIC TECHOLOGIES**

Motion:

A motion was made by Ms. Mood and seconded by Mr. Leaks to defer to June meeting.

**In Favor:** Mood, Smith, Dickerson, Howard, Huggins, Leaks, Boulware, Furgess, Morris. ***Motion passed unanimously.***

*Ms. Dickerson had to leave the meeting and Mr. Smith assumed the role of Chair.*

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 we have a lot going on, but have nothing to report from committee.

1. **REPORT ON CONTRACTOR’S DISADVANTAGED BUSINESS ENTERPRISE (DBE)**

Dr. Prince gave an overview of the DBE report. Report was included in the board packet.

Mr. Huggins would like a total amount collected from the penny and the total that has been spent with Transdev.

1. **OLD BUSINESS**
* Update on May 7th Service Changes – Mr. Scheib stated that the changes were going well.
1. **CENTRAL MIDLANDS COUNCIL OF GOVERNMENTS FUNDING REQUEST AND UPDATED MOU**

Motion:

A motion was made by Ms. Mood and seconded by Mr. Leaks to approve the MOU with inclusion of language and approval by Legal Counsel.

**In Favor:** Mood, Smith, Howard, Huggins, Leaks, Boulware, Furgess, Morris. ***Motion passed unanimously.***

1. **ADOPTION OF RESOLUTION TO FILE FEDERAL TRANSIT ADMINISTRATION AND SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION GRANTS**

Motion:

A motion was made by Ms. Mood and seconded by Ms. Boulware to approve the Grant Resolution.

**In Favor:** Mood, Smith, Howard, Huggins, Leaks, Boulware, Furgess, Morris. ***Motion passed unanimously.***

1. **DESIGNATION OF TRANSIT REPRESENTATIVE TO SERVE ON CENTRAL MIDLANDS COUNCIL OF GOVERNMENTS MPO POLICY COMMITTEE AND TRANSPORTATION COMMITTEE**

Motion:

A motion was made by Ms. Mood and seconded by Mr. Furgess to designate Mr. Andoh to serve on the CMCOG committees as the primary and for Ms. Dickerson to appoint a Board member as an alternate.

**In Favor:** Mood, Smith, Howard, Huggins, Leaks, Boulware, Furgess, Morris. ***Motion passed unanimously.***

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 stating that any reduction in service by staff without Board approval constitutes grounds for dismissal.

Motion withdrawn.

1. **NEW BUSINESS**

• Lexington County 12th Street Service Update

• Newberry Smartride Update

• Bike to Work Update

• Board Policy No.5 - Board Meeting Revision

• Americans with Disabilities Act (ADA) Paratransit Update

All items in 19 were moved to Executive Directors report.

1. **LEGAL/CONTRACTUAL/PERSONNEL (may require executive session)**
* Transdev Contract DBE Amendment
* Transdev Change Order Regarding Security Guard and Janitorial Services
* Update on Department of Revenue Lawsuit
* Executive Director, Finance Director and Administration Director Title Change
* Update on Personnel Legal Actions

Ms. Heizer stated that the Transdev contract, DBE Agreement and Update on Personnel Legal Actions needs to be discussed in Executive Session.

Transdev Change Order –

Motion:

A motion was made by Ms. Mood and seconded by Dr. Morris to authorize a change order with a budget amendment for the increase in money for security and janitorial.

**In Favor:** Mood, Smith, Howard, Huggins, Leaks, Boulware, Furgess, Morris. ***Motion passed unanimously.***

Title Changes:

A motion was made by Mr. Furgess and seconded by Dr. Morris to authorize changes for the following positions:

Finance Director to Finance Director/Chief Financial Officer

Executive Director to Executive Director/Chief Executive Officer

Director of Administration to Director of Administration/Human Resource Administrator

**In Favor:** Mood, Smith, Howard, Huggins, Leaks, Boulware, Furgess, Morris. ***Motion passed unanimously.***

Mr. Furgess asked to provide the board with a copy of Ms. Hutto’s contract.

Motion:

A motion was made by Dr. Morris and seconded by Mr. Smith to enter into executive Session.

**In Favor:** Mood, Smith, Howard, Huggins, Leaks, Boulware, Furgess, Morris. ***Motion passed unanimously.***

Motion:

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

**In Favor:** Mood, Smith, Howard, Huggins, Leaks, Boulware, Furgess, Morris. ***Motion passed unanimously.***

Motion:

A motion was made by Ms. Mood and seconded by Mr. Leaks to authorize staff to execute Amendments 1 with appropriate exhibit 7 & 8 and appropriate signature block.

**In Favor:** Mood, Smith, Howard, Huggins, Leaks, Boulware, Furgess, Morris. ***Motion passed unanimously.***

Motion:

A motion was made by Mr. Furgess and seconded by Dr. Morris to authorize Executive Director to work with legal counsel on the matter discussed in Executive Session regarding former employee.

**In Favor:** Smith, Howard, Huggins, Leaks, Boulware, Furgess, Morris. **Abstain:** Mood. ***Motion passed.***

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

**Motion:**

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

**In Favor:** Mood, Smith, Howard, Huggins, Leaks, Boulware, Furgess, Morris. ***Motion passed unanimously.***

The meeting adjourned at 1:08 PM.

**CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY**

**Adopted this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2018, Agenda Item \_\_\_\_\_\_**

**Prepared by:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Missey Lawlor, Executive Assistant/Board Liasion**

**Approved by:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Lil Mood, Board Secretary**