**CMRTA BOARD MEETING MINUTES**

 **June 26, 2013**

**Members Present: Guest Present:**

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

 Brian DeQuincey Newman Walter Durst, MTRA

 Ron Anderson\* Rick Silver, Chernoff Newman

 Ron Scott, Lexington County\*

**Forest Acres** Jake Broom\* Rebecca Conway, Lexington County

 Jackie Bowers, Veolia Transportation

**Lexington County** Lill Mood Larry Livingston, Veolia Transportation

 Sandra McKinley, Veolia Transportation

**Richland County** Mac Bennett Virginia Goodson, Veolia Transportation

 Jerry Bowers, Veolia Transportation

**Rich. Co Leg. Dele** Caroline Whitson Tim Kelly, Chernoff Newman

 Danielle Gatoe, Chamber

 Chuck Statler, Derrick, Stubbs and Stith\*

**Absent Board Members:** Nicole Smith, Campbell Consulting

Joseph Neal

Myron Corley

Skip Jenkins

Tiffany Johnson-Gunn **COMET Staff Present:**

Jennifer Harding

Kelvin Washington Robert Schneider, Executive Director

 Michelle Ransom, Grants and Contracts

 Missy Lawlor, Administrative Coordinator

\*Denotes participation by telephone Daphne Givens, Finance Manager

 Rosalyn Andrews, Staff Accountant

1. **CALL TO ORDER**

Chairman Brian DeQuincey Newman called the meeting to order at 12:06 PM.

1. **DETERMINATION OF QUORUM**

A quorum was present at the opening of the meeting.

1. **INTRODUCTION OF ATTENDEES**
2. **ADOPTION OF AGENDA**

**A motion was made by Chairman Brian DeQuincey Newman and seconded by Derrick Huggins to approve the agenda and amend to include the Lexington County Route update to 8b and to add 11a Report from Procurement Committee. Motion passed unanimously.**

1. **APPROVAL OF THE MAY 22, 2013 MEETING MINUTES**

**A motion was made by Lill Mood and seconded by Derrick Huggins to approve the May 22, 2013 meeting minutes. Motion passed unanimously.**

1. **MIDLANDS TRANSIT RIDERS ASSOCIATION UPDATE**

Walter Durst of the Midlands Transit Riders Association stated that the MTRA is still hearing from customers that would like to have Sunday service back and also increased frequency. Mr. Durst also stated that MTRA is now meeting in room 3C at United Way of the Midlands every other week. Mr. Durst also mentioned that the Bylaws are being created at this time.

1. **COMMENTS FROM LOCAL RESIDENTS**

No comments at this time.

1. **OPEN/CLOSE OF PUBLIC HEARING**
2. **Lexington County Pilot Route Update –** Mr. Ron Scott via telephone stated that Lexington County held a workshop to promote the pilot route with community partners. Mr. Scott is recommending that we have free fare for this service that Lexington County will pay for. Mr. Scott stated that a church in the Lexington County area will pay for the rides and he would like for us to invoice the church instead of Lexington County if possible.

Frannie Heizer, Attorney with McNair Law Firm stated that she is ok with us invoicing the church, as long as there is a written agreement that if the church does not pay the invoice, that Lexington County will pay it.

**A motion was made by Lill Mood and seconded by Derrick Huggins to approve the Lexington County Pilot Route free fare and invoicing the church with Lexington County continuing to pay the operating cost. Motion passed unanimously.**

1. **Public Hearing –** Bob Schneider, Executive Director stated that the only comments that were received had nothing to do with the stadium route. Mr. Schneider also stated that copies of all the comments received have been provided to the Board.

Chairman Newman asked if there is anyone signed up to speak. Missy Lawlor stated that no one has signed up.

Chairman Newman closed the Public Hearing.

1. **REPORT FROM BUDGET COMMITTEE**

Mac Bennett reviewed with the Board the adjustment that was made to line 61 on the budget.

**A motion was made by Mac Bennett and seconded by Derrick Huggins to approve the FY 2014 Budget. Motion passed unanimously.**

1. **REPORT FROM SERVICE STANDARDS COMMITTEE**
2. **Notice of Revised routing to begin August 1, 2013 of Route 23 Farrow Road/State Park for the purpose of service for Midlands Technical College Northeast Campus –** Lill Mood, Chair of the Service Standards Committee reviewed Route 23 with the Board. Ms. Mood stated that there is no action to be taken.
3. **Requested approval of Route 2001: Limited Stop Express Innovista to Williams-Brice Stadium**

**A motion was made by Lill Mood and seconded by Mac Bennett to approve the Route 2001: Limited Stop Express Innovista to Williams-Brice Stadium. Motion passed unanimously.**

Discussion

Mac Bennett asked if we could get any closer to the stadium then Rosewood. Derrick Huggins responded that until we get increased ridership that is as close as we can get, however DART is allowed on George Rogers Blvd.

1. **REQUEST RICHLAND COUNTY COUNCIL TO PASS A RESOLUTION THAT ALLOWS CENTRAL MIDLANDS TRANSIT TO ACT ON ITS BEHALF FOR ACCESS OF RURAL/COMMUNITY TRANSPORTATION PROGRAM FUNDING AND SERVICES** (Action)
2. **Procurement Committee Update –** Frannie Heizer, McNair Law Firm gave update on the Procurement Committee. Ms. Heizer stated that the committee met on June 25, 2013 and that they are planning to have the recommendations to the Board by November. Ms. Heizer also stated that we they need to have public input into process and would possibly like to hold a Public Hearing at the next Board meeting on July 24, 2013.

Rick Silver suggested a one page information sheet.

Ms. Heizer stated that the document will not have been finalized, so there is no real information at this point.

**A motion was made by Mac Bennett and seconded by Derrick Huggins to hold a Public Hearing at the next Board Meeting on July 24, 2013 for the Procurement of a Contract Operator. Motion passed unanimously.**

**Ms. Heizer also stated that a workshop may be needed to talk about the governance issue and to discuss the do’s and don’ts for once the procurement document is out.**

1. **A motion was made by Lill Mood and seconded by Mac Bennett in favor of the Richland County Resolution to allow CMRTA to act on its behalf for access of Rural/Community Transportation Program Funding and Services. Motion passed unanimously.**
2. **EXECUTIVE DIRECTORS REPORT**

Mr. Schneider introduced two Veolia Transportation Interns as part of the partnership with the Urban League.

* Response to Previous Meeting Inquiries – Mr. Schneider stated that a request was made to give an All-Day pass to those that participate in the upcoming job fair.

**A motion was made by Mac Bennett and seconded by Lill Mood to give a pass to only those that attend the pre-meeting. Motion passed unanimously.**

* Service Data and Information – Mr. Schneider reviewed with the Board the Service Data.
* Financial Report and Overview – Ms. Daphne Givens, Finance Manager, reviewed with the Board the Financial Report/Statement of Income for May 2013.
* Fuel Cost/Price Update – Mr. Schneider reviewed the fuel cost with the Board and stated that we are below budget on fuel cost.
1. **INFORMATIONAL ITEMS** (No Discussion Unless Specifically Requested)
* News Clippings
* Written Comments/Recommendations
1. **LEGAL/CONTRACTUAL/PERSONNEL** (Executive Session may be required)
2. Reserve Fund Balance Policy –

**A motion was made by Lill Mood and seconded by Mac Bennett to approve the Reserve Fund Balance Policy. Motion passed unanimously.**

1. Proposed IGA – Frannie Heizer suggested the Board approve the form of the document and allow Executive Committee to make minor modifications.

**A motion was made by Mac Bennett and seconded by Derrick Huggins to approve the proposed IGA and to allow the Executive Committee to make minor modifications if necessary. Motion passed unanimously.**

1. Proposed Agreements with City and Richland County – (Repayment) Frannie Heizer suggest the Board authorize the Executive Committee to approve the final agreement.

**A motion was made by Lill Mood and seconded by Mac Bennett to authorize the Executive Committee to approve the final agreement with City of Columbia and Richland County. Motion passed unanimously.**

1. Proposed Lease with City of Columbia –
2. Agenda’s must state that everything could be a potential action item.

Mac Bennett stated that he would like to have a Risk Management overview.

1. **ADJOURN**

**A motion was made by Lill Mood and seconded by Mac Bennett to adjourn the meeting. Motion passed unanimously.**

Chairman Brian DeQuincey Newman adjourned the meeting at approximately 1:31 PM.

*CMRTA Board Meeting minutes are prepared and presented in summary form, audio recordings of the meetings are on file at the CMRTA.*