**CMRTA BOARD MEETING MINUTES**

 **November 20, 2013**

**Members Present: Guest Present:**

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

 Brian DeQuincey Newman\* Walter Durst, MTRA

 Derrick Huggins\* Chuck Statler, Derrick, Stubbs and Stith

 Tim Collins, Veolia Transportation

**Forest Acres** Jake Broom Jackie Bowers, Veolia Transportation

 Rick Silver, Chernoff Newman

**Lexington County** Lill Mood Herb Churn, Veolia Transportation

 Darin Black, Veolia Transportation Greg Sprouse, CMCOG

 Larry Livingston, Veolia Transportation

**Richland County** Mac Bennett Karl Rouse, ABLE SC

 Kelvin Washington Sandra McKinley, Veolia Transportation

 Jennifer Harding Rebecca Conway, Lexington County

 Ron Scott, Lexington County

**Rich. Co. Leg. Dele.** Tiffany Johnson-Gunn \* Glen Winstead, Winstead & Assoc.

 Skip Jenkins\* Cassie Cope, The State Newspaper

 Darrell Campbell, Campbell Consulting

**Absent Board Members:** Sandra McKinley, Veolia Transportation

 Torrey Rush, Richland County

Joseph Neal Reginald Simmons, CMCOG

 **COMET Staff Present:**

 Robert Schneider, Executive Director

\*Denotes Participation by Phone Michelle Ransom, Grants & Contracts

Missy Lawlor, Administrative Coordinator

 Daphne Givens, Finance Manager

 Rosalyn Andrews, Staff Accountant

 Pamela Middleton, Admin. Support Clerk

 Virginia Goodson, Project Implementation

 LeRoy Deschamps, Transit Development

 Brittany Higgins, Travel Trainer

1. **CALL TO ORDER**

Chairman Brian DeQuincey Newman called the meeting to order at 12:12 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 Jennifer Harding and seconded by Ron Anderson to approve the agenda. Motion passed unanimously.**

1. **APPROVAL OF THE OCTOBER 23, 2013 MEETING MINUTES**

**A motion was made by Ron Anderson and seconded by Lill Mood to approve the October 23, 2013 meeting minutes. Motion passed unanimously.**

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

Item has been deferred.

1. **MIDLANDS TRANSIT RIDERS ASSOCIATION UPDATE**

Walter Durst of Midlands Transit Riders Association stated that he has been elected president of MTRA for the next 2 years. Mr. Durst stated that they have started a new survey. He also stated that riders are asking about the route to Sandhills/Blythewood. Mr. Durst also stated that he is getting feedback from riders on the detour notices and closings of the systems. He stated that we should have that information printed on the schedules.

1. **COMMENTS FROM LOCAL RESIDENTS**

Carl Rouse – Mr. Rouse stated that he has heard that some routed have been discontinued due to noise complaints, Park Street in particular. Mr. Rouse is asking that if we can use the more quitter buses in these areas.

Mr. Glen Winstead of Winstead & Associates stated that he has been working with DART for over 10 years and that his contract was terminated a month ago. He would like to speak to the Board about the way that his contract was handled.

Chairman Newman directed Frannie Heizer, Attorney for The COMET to look into the issue.

1. **REPORT FROM MAULDIN & JENKINS, CPA’s, LLC – FY 2013 INDEPENDENT AUDIT REPORT**

David Irwin with Mauldin & Jenkins stated that we had a clean or unmodified audit, with no audit findings gave an overview to the Board of the Financial Statements.

1. **REPORT FROM BUDGET COMMITTEE**

Chuck Statler stated that he will have the cash flow worksheet at the next Budget Committee.

1. **REPORT FROM SERVICE STANDARDS COMMITTEE**

Lill Mood stated that the Service Standards Committee did not have a quorum at the meeting. Ms. Mood stated that those that did attend talked about greater access to Midlands Tech.

LeRoy DesChamps with The COMET spoke to the Board about implementing a new 5 day pass.

1. **ROLLING STOCK PURCHASE – REPLACEMENT VEHICLES**

Bob Schneider spoke to the Board about the Rolling Stock Purchase to obtain 11 new propane vehicle. He stated that these vehicles will be purchased off of the state contract. All 11 buses will be equipped with USB ports, AVL, bike racks, and the new COMET logo. Mr. Schneider also stated that these vehicles will be replacement vehicles for 11 of the bluebirds.

1. **OFFICE FURNITURE PROCUREMENT**

Bob Schneider reviewed with the Board the office furniture procurement documents. Mr. Schneider stated that the offices were never up fitted with any furniture and now that we have 7 new employees we must obtain new furniture.

**A motion was made by Mac Bennett and seconded by Jennifer Harding to obtain new office furniture not to exceed a max of $140,000. Motion passed unanimously.**

1. **EXECUTIVE DIRECTORS REPORT**
2. Response to Previous Meeting Inquiries – Bob Schneider stated that the issues with the trash overflowing has been taken care of. He also stated that he met with Interim City of Columbia Police Chief Ruben Santiago concerning the issues with security at the transit center. Mr. Schneider also stated that we have 2 new staff members with The COMET.
3. Update on Activities – Bob reviewed with the Board that staff has been working on the RFP for the Engineering Firm, onboard cameras and wifi on the entire fleet.
4. Service Data and Information – Mr. Schneider reviewed with the Board the Service Data. Mr. Schneider stated that the ridership is still strong.
5. Financial Report and Overview – Ms. Daphne Givens, Finance Manager and Chuck Statler with Derrick, Stubbs and Stith, LLP reviewed with the Board the Financial Report/Statement of Income for October.
6. Fuel Cost/Price Update – Mr. Schneider reviewed the fuel cost with the Board.
7. **INFORMATIONAL ITEMS** (No Discussion Unless Specifically Requested)
* Contract Operator’s Report
* News Clippings
* Written Comments/Recommendations
1. **OLD/NEW BUSINESS**

**A motion was made by Ron Anderson and seconded by Mac Bennett to obtain services of DBE consultant for The COMET, and that Frannie Heizer should bring proposal to next meeting. Motion passed unanimously.**

**A motion was made by Kelvin Washington and seconded by Lill Mood to reconsider minutes. Motion passed unanimously.**

**A motion was made by Mac Bennett and seconded by Ron Anderson to adjust section 12 from “adjust” to “increase”. Motion passed unanimously.**

1. **ADJOURN**

**A motion was made by Ron Anderson and seconded by Jennifer Harding to adjourn the meeting. Motion passed unanimously.**

Chairman Brian DeQuincey Newman adjourned the meeting at approximately 1:28 PM.

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