**COMET BOARD MEETING MINUTES**

**April 23, 2014**

**Members Present: Guest Present:**

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

Brian DeQuincey Newman Kevin Adams, Keolis

Derrick Huggins Keith Seymour, MTRA

Torrey Rush, Richland County

**Forest Acres** Jake Broom Rick Silver, Chernoff Newman

Jackie Bowers, Veolia Transportation

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

Debbie Summers Rebecca Conway, Lexington County

Sandra McKinley, Veolia Transportation

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

Kelvin Washington Heloris Wooldridge, Veolia Transportation

Stephanie Snowden, Lexington County

Moe Baddourah, City of Columbia

**Rich. Co. Leg. Dele.** John Furgess Chuck Statler, Derrick, Stubbs and Stith

Robert Morris Rosalyn Lorrick, Veolia Transportation

Jerry Bowers, Veolia Transportation

**Absent Board Members:** Darin Black, Veolia Transportation

Skip Jenkins Brittany Barrett, Veolia Transportation

Derrick Bruin, Veolia Transportation

Gloria Tanner, Consultant

**COMET Staff Present:**

Robert Schneider, Executive Director

\*Denotes Participation by Phone Missy Lawlor, Administrative Coordinator

Daphne Givens, Finance Manager

Rosalyn Andrews, Staff Accountant

Pamela Middleton

Brittany Higgins

Tiffany James

LeRoy DesChamps

Samuel Scheib

Virginia Goodson

Michelle Ransom

Da’Veda Sistrunk

1. **CALL TO ORDER**

Chairman Brian DeQuincey Newman called the meeting to order at 12:11 PM.

1. **DETERMINATION OF QUORUM**

A quorum was present at the opening of the meeting.

1. **INTRODUCTION OF ATTENDEES**

Introduction of Torrey Rush and Moe Baddourah.

1. **ADOPTION OF AGENDA**

**A motion was made by Kelvin Washington and seconded by Mac Bennett to move agenda item 14 to agenda item 4b. Motion passed unanimously.**

**4b. LEGAL/CONTRACTUAL/PERSONNEL**

**A motion was made by Brian DeQuincey Newman and seconded by Derrick Huggins to enter into Executive Session for discussion of legal advice and Real Estate matter. Motion passed unanimously.**

**A motion was made by Lill Mood and seconded by Jake Broom to come out of executive Session. Motion passed unanimously.**

**A motion was made by Ron Anderson and seconded by Lill Mood to have the Executive Committee work on final terms and conditions of the Operator contract.**

1. **APPROVAL OF THE MARCH 26, 2014 MEETING MINUTES**

**A motion was made by Lill Mood and seconded by Ron Anderson to approve the March 26, 2014 meeting minutes. Motion passed unanimously.**

1. **MIDLANDS TRANSIT RIDERS ASSOCIATION**

Keith Seymour of Midlands Transit Riders Association stated that we need to focus on later routes now that the Sunday service is back. He also stated that the Parklane Drive area is underserved. Mr. Seymour is also asking that we provide service to Amazon and Verizon. Mr. Seymour also stated that they will have their General Membership meeting on June 7, 2014. He is also concerned about the safety of various areas within the system.

1. **COMMENTS FROM LOCAL RESIDENTS**

No comments at this time.

1. **PROPOSED REVISIONS TO PROCUREMENT POLICY**

Frannie Heizer, Attorney stated that the FTA has requested that we make some changes to our Procurement Policy. Ms. Heizer stated that she will have the revisions available at the next Board Meeting.

Kelvin Washington asked that the revisions be sent to the Executive Committee for review.

1. **REPORT FROM SERVICE STANDARDS**

Lill Mood reviewed with the Board the Fare and Pass Program and gave a service update.

1. **TITLE VI UPDATE**

Michelle Ransom gave update and stated that we are required to have this in place.

**A motion was made by Lill Mood and seconded by Ron Anderson to approve the Title VI**

**update. Motion passed unanimously.**

1. **ADOPTION OF POLICY FOR THE SITING OF BUS STOPS AND ASSOCIATED FACILITIES**

Executive Director, Bob Schneider reviewed with the Board the policy for the siting of bus stops and facilities.

**A motion was made by Ron Anderson and seconded by Jake Broom to approve the policy for the siting of bus stops and associated facilities. Motion passed unanimously.**

1. **EXECUTIVE DIRECTORS REPORT**
2. Response to Previous Meeting Inquires – None
3. Update on Activities

* Working on Contract Operator
* Shelter Programs
* Policy Updates

1. Service Data and Information – Service Data is in packet. Bob Schneider stated that ridership is down system wide.
2. Financial Report and Overview – Daphne Givens reviewed with the Board the Financial Report.
3. Fuel Cost/Price Update – Included in packet. Cost overall remains low.
4. **INFORMATIONAL ITEMS (No Discussion Unless Specifically Requested)**

* **Contract Operator’s Report**
* **News Clippings**
* **Written Comments/Recommendations**

1. **LEGAL/CONTRACTUAL/PERSONNEL (May Require Executive Session)**

Item was moved to agenda item 4b.

1. **OLD/NEW BUSINESS**

None

1. **ADJOURN**

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

Chairman Brian DeQuincey Newman adjourned the meeting at approximately 1:59 PM.

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