**COMET BOARD MEETING MINUTES**

 **September 24, 2014**

**Members Present: Guest Present:**

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

 Brian DeQuincey Newman Mamie Jackson, Citizen

 Derrick Huggins Walter Durst, MTRA

**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** Kelvin Washington Ken Shealy, Consultant

 Mac Bennett Heloris Woolridge, Veolia Transportation

 Jennifer Harding Keith Seymour, MTRA

 David Lewis, Citizen

**Rich. Co. Leg. Dele.** John Furgess Betty Robinson, Veolia Transportation

 Robert Morris Rosalyn Lorrick, Veolia Transportation

 Joe Neal Jerry Bowers, Veolia Transportation

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

Skip Jenkins David Grey, SCDOT\*

 **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

 Da’Veda Sistrunk

1. **CALL TO ORDER**

Chair 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 Kelvin Washington and seconded by Robert Morris to approve the agenda with the following changes.**

* Discussion of HR Committee Development
* Discussion of Fleet Maintenance and Facility
* Discussion of Procurement Committee

**Motion passed unanimously.**

1. **APPROVAL OF THE AUGUST 27, 2014 MEETING MINUTES**

**A motion was made by Ron Anderson and seconded by Jennifer Harding to approve the August 27, 2014 meeting minutes with the following corrections.**

* **Page 8 Change Ron Scott to Ron Anderson**
* **Page 9 Change spelling of Ms. Wilers name**

 **Motion passed unanimously.**

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1. **MIDLANDS TRANSIT RIDERS ASSOCIATION**

Walter Durst of Midlands Transit Riders stated that they met with Julie Dixon last week and that they are excited that the Sandhills route is coming back sooner than later. Mr. Durst also stated that there is a driver that needs to be commended for their professionalism when taking care of an intoxicated passenger. Mr. Durst also mentioned the General Membership meeting that was held on September 13, thanks to Tiffany and Brittany for attending that meeting. Mr. Durst also stated that bootleg DVD’s and CD’s are becoming a problem at the transit center.

1. **COMMENTS FROM LOCAL RESIDENTS**

Ms. Corley –Ms. Corley stated that she would like to see a route to the Senior Center at 10:30 on Atlas Road.

Mr. Carl Warren – Mr. Warren stated that he is blind and lives in the Sandhills area, and needs transportation from Sandhills to downtown and Columbia Mall.

Ms. Manning – Ms. Manning stated that she knows that we are working on the Sandhills route, but would like to know how much longer it would be before something will be done. Ms. Manning stated that she is still have to spend money on a taxi and rely on others to get her to and from work.

Bob Schneider reviewed what the next steps are for the Sandhills route.

Joe Neal stated that the Board needs to be more involved in routes before they cut the routes.

Kelvin Washington asked if the bus only goes to the Columbia Mall.

John Furgess stated that we need to speed the process of the Sandhills route up.

1. **MOTIONS PERIOD/NEW BUSINESS**

**A motion was made by Kelvin Washington and seconded by Lill Mood to have staff plan a Board Retreat within the next month. Motion passed unanimously.**

**A motion was made by Kelvin Washington and seconded by Ron Anderson to establish a subcommittee for Human Resources. Motion passed unanimously.**

**A motion was made by Ron Anderson and seconded by Jake Broom to establish a Procurement Subcommittee. Motion passed unanimously.**

**A motion was made by Lill Mood to amend all the subcommittees and make them all Ad-Hoc Committees. Motion passed unanimously.**

**A motion was made by Ron Anderson to establish a Ad-Hoc Committee for fleet and facilities management and it be a subcommittee under the Budget Committee.**

Mac Bennett stated that he is concerened with spreading the staff to thin, and maybe we should bring in a consultant when possible.

**Second – Brian DeQuincey Newman. Motion passed unanimously.**

**A motion was made by John Furgess and seconded by Kelvin Washington to create an emergency route to extend route from Columbia Mall to Sandhills.**

Discussion

Kelvin Washington asked Larry Livingston what it would take to make that happen.

Larry Livingston stated that the route was its own route before the cut.

Bob Schneider stated that it would require additional vehicles.

Mac Bennett asked if we have a vehicle to put on that route and what would the cost be.

John Furgess asked why we are discussing cost.

Mac Bennett stated that every route has a cost associated with it.

Chairman Newman stated that we all have the same concerns and we are wall wanting the best and we need to have order.

Lill Mood stated that she has complete sympathy with Ms. Manning’s situation, but she does not want us to immediately set up a route, that we have a process in place for a reason.

Ron Anderson asked if we have spare equipment and can we legally create an emergency route.

Bob Schneider stated that no, we cannot, that we would be putting Federal money at risk if we did.

John Furgess stated that there are a lot of jobs between Columbia Mall and Sandhills.

Ron Anderson asked if there was another way with our equipment that we could serve that area.

Bob Schneider stated that we could retool the route 15.

Kelvin Washing asked if we had any additional buses.

Bob Schneider stated that no, we do not, that we have emergency and contingency vehicles only.

Kelvin Washington asked if we expanded service could we use the other vehicles.

Kelvin Washington directed Bob Schneider to contact FTA to ask permission to use new propane as expansion rather than replacement.

1. **REPORT FROM SERVICE STANDARDS**

A review of ridership data was given by Samuel Scheib.

1. **REPORT FROM BUDGET COMMITTEE**

• Financial Report and Overview – Daphne Givens reviewed with the Board the Financial Statement for July.

1. **EXECUTIVE DIRECTORS REPORT**

Bob Schneider stated that staff has been working on the following:

1. **INFORMATIONAL ITEMS (No Discussion Unless Specifically Requested)**
* **Contract Operator’s Report**
* **Fuel Cost/Price Update**
* **News Clippings**
* **Written Comments/Recommendations**
1. **OLD BUSINESS**

None

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

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

Chair Brian DeQuincey Newman adjourned the meeting at approximately 1:57 PM.

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