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

 **COMET BOARD MEETING MINUTES**

 This was a telephonic Board Meeting

 **March 5, 2015**

**Members Present: Guest Present:**

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

 Brian DeQuincey Newman \* Jackie Bowers, TransDev

 Derrick Huggins \* Larry Livingston, Transdev Darin Black, Transdev

**Forest Acres** Jake Broom \* Liz Crum, McNair Law Firm \*

**Lexington County** Lill Mood \*

**Richland County** Mac Bennett \* **COMET Staff Present**

 Kelvin Washington \* Robert Schneider, Executive Director

 Michelle Ransom, Grants and Contracts

**Rich. Co. Leg. Dele.** John Furgess\* Missy Lawlor, Administrative Coordinator

 Robert Morris \* Daphne Givens, Finance Manager Tiffany James, Community Outreach Coord.

**Absent Board Members:** Samuel Scheib, Transit Planner & Manager

Joe Neal Virginia Goodson, Project Implementation

Skip Jenkins Rosalyn Andrews, Staff Accountant

Debbie Summers

\*Denotes Participation by Phone

1. **CALL TO ORDER**

Chairman Brian DeQuincey Newman called the meeting to order at 11:05 AM.

1. **DETERMINATION OF QUORUM**

A quorum was present at the opening of the meeting.

1. **ADOPTION OF AGENDA**

**A motion was made by Mac Bennett and seconded by John Furgess to approve the agenda. Motion passed unanimously.**

1. **RECOMMENDATION OF DART VEHICLE PURCHASE**

Bob Schneider discuss recommendation of DART vehicle purchase. Mr. Schneider stated that the grant was approved in January to expend these funds. Mr. Schneider stated that the state contract will expire March 11, 2015 and we would need to have the purchase order in to them by this date. Mr. Schneider also stated that this purchase would be for up to 21 vehicles used for DART and 2 wheelchair assessable minivans for a total of 23 vehicles.

**A motion was made by Kelvin Washington and seconded by John Furgess to defer for full vetting with authority given to Executive Committee.**

Chairman Newman asked if we have an Executive Committee meeting coming up.

Frannie Heizer stated that we could schedule one.

Lill Mood asked what the concern is, since we have a short time before the contract expires.

Kelvin Washington stated that we were going to send this to a committee that was to include drivers and staff.

Lill stated that she is out of town next week.

Darin Black with TransDev stated that they are all a standard Ford Chassis vehicle.

Kelvin Washington asked if Larry and Jackie looked at these vehicles.

Larry Livingston stated that they have looked at the specs.

Kelvin Washington stated that the motion still stands.

Robert Morris asked if we are responsible for only the 17% and if the price includes the $5,000 to $8,000 increase if we don’t purchase by the 11th.

Bob Schneider stated that it does not include the increase.

Ron Anderson stated that as a follow up to the motion, has both Larry and Darin reviewed the specs.

Larry Livingston stated that they have reviewed them and are good with them.

Kelvin Washington stated that we have a process that we need to follow.

Bob Schneider stated that the provider is a local component which is Palmetto Bus Sales.

Robert Morris asked what is best practice, committee first and then board or board then committee.

Kelvin Washington stated that we have a mechanism now that we need to follow.

Kelvin Washington called for the question.

Vote was taken by Roll Call

**For Against**

Derrick Huggins Lill Mood

John Furgess Mac Bennett

Kelvin Washington Ron Anderson

Robert Morriss Jake Broom

Brian Newman

Motion passed. Frannie Heizer to schedule an Executive Committee Meeting.

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

Frannie Heizer stated that we need to appoint a hearing panel for the protest of the Contract Operator.

Mac Bennett asked if there was timeline for resolution.

Liz Crum stated that once hearing is over there is a 10-day timeline and then an appeal timeline.

A motion was made by Ron Anderson and seconded by Mac Bennett to approve the panel and authorize chair to approve other items such as substitutions and to determine the diversity of the panel and to make necessary subs. Motion passed unanimously.

Frannie Heizer stated that we would need to have a motion to approve the final report on the Title VI complaint.

John Furgess stated that if it is more than a service issue rather that a Title Vi issue, have appropriate service actions been corrected?

Frannie Heizer stated that yes, and will report at next board meeting.

A motion was made by Lill Mood and seconded by Mac Bennett to accept the final report on Title VI issue. Motion passed unanimously.

1. **ADJOURN**

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

Chairman Brian DeQuincey Newman adjourned the meeting at approximately 11:36 AM.