*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**

 **March 25, 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 Keith Seymour, MTRA

 Walter Durst, MTRA Rick Silver, Chernoff Newman

**Lexington County** Lill Mood Rebecca Conway, Lexington Co.

 Regional Simmons, CMCOG

 David Lewis, Citizen

**Richland County** Mac Bennett Ben Mauldin, CMCOG

 Kelvin Washington Sandra McKinley, Transdev

Jennifer Harding Jerry Bowers, Transdev

 Derrick Bruin, Transdev

**Rich. Co. Leg. Dele.** John Furgess

 Robert Morris

**COMET Staff Present**

 Robert Schneider, Executive Director

 Da’Veda Sistrunk, Rural Transit Planner

 Michelle Ransom, Grants and Contracts

 Missy Lawlor, Administrative Coordinator

 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 12:04 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 Robert Morris and seconded by John Furgess to approve the agenda. Motion passed unanimously.**

1. **APPROVAL OF THE FEBRUARY 12 AND MARCH 15, 2015 MEETING MINUTES**

**A motion was made by Lill Mood and seconded by Derrick Huggins to approve the February 12 and March 15 meeting minutes. Motion passed unanimously.**

1. **MIDLANDS TRANSIT RIDERS ASSOCIATION UPDATE**

Walter Durst stated that April 3 is the 3rd anniversary celebration at the transit center. Mr. Durst also stated that he has had customers complain that there is no route to Greyhound Bus Station. He also stated that he has given a list of maintenance repairs to bus to Bob and Larry.

1. **COMMENTS FROM LOCAL RESIDENTS**

Keith Seymour – Mr. Seymour stated that there is apparently misconceptions about who rides what routes. He would like for Board members to ride the bus.

Captain Marshall – Captain Marshall manages the area at the transit station and stated that security has improved since new security service has taken over.

David Lewis – Mr. Lewis suggest a route change for route 12, route 15 and route 16. He also stated that there needs to be a sign at Laurel and Taylor for the purpose of serving the riders of route 22. Mr. Lewis also stated that the sign at Harden Street needs to be removed. Mr. Lewis that the Board for again contracting with Veolia.

1. **EXECUTIVE DIRECTORS REPORT**

Bob Schneider gave a report to the Board on the following items:

* + - Purple Heart Bus – Purple Heart bus has been completed.
		- Update of Digital exterior – A very thin digital LED Board was placed on the exterior of bus 310. We are receiving no revenue only in kind advertising.

* + - Update of Shelter/Sign Installation – We are trying to meet with everyone that is needed to get the shelters up at the transit center. There will be a delivery of 16 shelters in April that include garbage can, bike racks, etc.
1. **WALK BIKE COLUMBIA MASTER PLAN AND BIKE SHARE PLAN**

Gene Crowder discusses the master plan for the Walk/Bike Columbia.

(Attached is the plan)

1. **REPORT FROM SERVICE STANDARDS**

Lill Mood stated that the committee did not meet, but do they want the Service Standards Committee to review the requests from speakers or does it go straight to staff.

Chairman Brian DeQuincey Newman stated that it will go to committee.

Sam Scheib discusses the ridership data with the Board.

Mac Bennett asks if there has been any discussion with Lexington County to increase service since their ridership is so high.

Lill Mood stated that is being discussed in the Rural Plan.

Robert Morris stated that we need service for Richland County riders to work at Amazon.

Bob Schneider stated that we are mapping in informally.

Robert Morris stated that he would like a detailed report at the next meeting.

1. **REPORT FROM BUDGET COMMITTEE**

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

1. **PROMOTIONAL 50% DISCOUNT ON 31 DAY PASS SALES FROM MAY 1 – JULY 31, 2015 IN ADDITION TO PROMOTE HALF PRICE PASSES WITH ADVERTISING AND CUSTOMER ORIENTED PROMOTIONAL ITEMS. 31 DAY PASS WILL BE SOLD FOR $20 AND HALF PASS WILL BE SOLD FOR $10**

**(Handout attached)**

**A motion was made by Kelvin Washington and seconded by Lill Mood to approve the promotional 50% discount passes. Motion approved unanimously.**

1. **PROCUREMENT OF DIESEL VEHICLES**

**A motion was made by Kelvin Washington and seconded by Brian Newman to push vehicle plan to retreat and move forward with the purchase of up to 8 diesel buses.**

Discussion

Frannie Heizer will prepare a report on public/private partnerships related to CNG fueling facility. Ms. Heizer stated that she should have it ready at the next Board meeting.

**Motion approved unanimously.**

**(Handout Attached)**

1. **APPROVAL OF CONTRACT FOR PASSPORT PARKING WITH MODIFICATIONS, PER COMMITTEE DISCUSSION AND BUDGET COMMITTEE RECOMMENDATION TO PROCEED WITH ON VEHICLE WI-FI PER STATE CONTRACT TERMS OR BETTER**

Deferred to Executive Session

1. **INFORMATION ITEMS**
2. **OLD BUSINESS**

John Furgess asked how many riders were picked up on the 401.

Jackie Bowers stated that she understood that it was supposed to go to Service Standards Committee, but she will forward that information out electronically.

Robert Morris asked what the criteria is for selecting recipient for Alliance Award.

Bob Schneider stated that he will send that information to the Board

1. **MOTIONS PERIOD/NEW BUSINESS**

**A motion was made by John Furgess and seconded by Robert Morris to increase last major routes leaving the transit center to 11:00pm. Motion passed unanimously to send to Service Standards Committee.**

**A motion was made by Lill Mood and seconded by Brian Newman to move the discussion of moving route to serve the Greyhound Bus to Service Standards Committee. Motion passed unanimously.**

Chairman Brian DeQuincey Newman stated that the workshop has been scheduled to May 1, 2015 from 8am – 2pm.

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

Frannie Heizer stated that there are 2 Executive Session Items to discuss

**A motion was made by Kelvin Washington and seconded by Lill Mood to enter into Executive Session. Motion passed unanimously.**

**A motion was made by Mac Bennett and seconded by Lill Mood to come out of Executive Session. Motion passed unanimously.**

**A motion was made by Mac Bennett to extend the existing Veolia Contract for 3 months.**

**A motion was made by Mac Bennett to make payment to IRS as discussed in Executive Session.**

**A motion was made by Mac Bennett to approve Passport Parking contract.**

**Seconded by Jake Broom.**

**1 opposed – Kelvin Washington**

**Motions passed.**

1. **ADJOURN**

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

Chairman Brian DeQuincey Newman adjourned the meeting at approximately 1:36 AM.