*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**

 Call In Meeting

 **August 26, 2015**

**Members on Call: Guest on call :**

**City of Columbia**  Derrick Huggins Frannie Heizer, McNair Law Firm

 Brian DeQuincey Newman Rick Morgan, McNair Law Firm

 Larry Livingston, Transdev Rebecca Conway, Lexington County

 Leah Moody,

 Lottie Jones, SWRTA

**Lexington County** Lill Mood Chuck Statler, Derrick, Stubbs and Stith

 Skip Jenkins

**Richland County** Mac Bennett

 Kelvin Washington

 Jennifer Harding

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

Robert Morris **COMET Staff Present**

 Kelvin Washington Robert Schneider, Executive Director

 Missy Lawlor, Administrative Coordinator

 Michelle Ransom, Grants and Contracts

 Brittany, Higgins, Travel Trainer

 Tiffany James, Community Outreach Coord.

 Samuel Scheib, Transit Planner & Manager

 Virginia Goodson, Project Implementation

 Rosalyn Andrews, Staff Accountant

 Daveda Sistrunk, Rural Transit Planner

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. **ADOPTION OF AGENDA**

**A motion was made by Kelvin Washington and seconded by Lill Mood to approve the agenda as is. Motion passed unanimously.**

1. **SERVICE TO SWAMP FEST**

Brian Newman stated that this is something that we have supported in the past.

Kelvin Washington stated that we had a request for shuttle service 12 years now.

Lottie Jones stated that the Eastover Service has been doing this for quite sometimes now. There is no charge to the community and that it was always billed to the grant.

Bob Schneider stated that there is no grant to bill this too.

Lottie Jones stated that it would be grant 5207.

Bob Schneider stated that The COMET was billed last year for it and we paid it.

Brian Newman asked how much it would cost.

Bob Schneider stated that it would cost approximately $68 per hour.

Brian Newman asked how many hour and buses will we use.

Lottie Jones stated that it will be 1 bus for approximately 4 hours.

Brian Newman stated that it is not a monumental costs associated with it and asks if we are capable of doing the service.

Bob Schneider stated that it would be $68.01 per hour.

A motion was made by Brian DeQuincey Newman and seconded by John Furgess to approve the Service to Swamp Fest.

Jennifer Harding asked why we are doing this for just this festival.

Kelvin Washington stated that the Wateree Route has always done this, and since we have taken over that service, we have been asked to provide this service.

Brian Newman stated that there has been other organizations that have asked for this type of service and we have accommodated them.

Lill Mood stated that we need to make sure we are structuring this in a way that it is not charter and in any way make it a cause for criticism.

Brian Newman request to look at a formal process so that it does not always need to come before the board.

Lill Mood asked what the timing of this event is.

Kelvin Washington asked when we received the request for service.

Bob Schneider stated that it was early August, and we were going to do it for continuity anyway.

Jennifer Harding asked if we charge Famously Hot New Year for the service.

Bob Schneider stated that we run it just as on our regular route.

Jennifer Harding asked what the date is for this event.

Kelvin Washington stated that it is October 3rd.

Lill Mood asked if this is a motion to continue as we are.

Brian Newman stated that the motion is to accept in a structure form.

**AMENDED MOTION**

**A motion was made by Brian Newman to authorize The COMET to provide service for the Swamp Festival and to not have any violation for charter service and to implement a process so community can request this type of service.**

**2nd John Furgess**

**Opposed – Jennifer Harding**

**Motion passed.**

1. **AUTHORIZING RFP FOR ELECTRIC BUS/BUSSES**

Brian Newman stated that it is a lengthy process for getting buses. He also asked Bob Schneider was the time length was to getting the buses.

Bob Schneider stated that he can’t answer that question for the electric buses.

Brian Newman stated that there has been interest in other board members in the electric buses and that this would not be an RFP for the entire fleet of buses.

Frannie Heizer stated that the RFP would be combinational of technical and would be most lengthy and that we would need to ask for a financing plan so that we can move forward with the electric and other buses. Ms. Heizer stated that we can work on that as we move forward.

Brian Newman asked what the approximate time is to prepare the RFP.

Bob Schneider stated that 30 to 60 days or maybe a little longer, since we will have a little extra homework on this one.

Bob Schneider stated that the big bus bid is on the street and we have issued the 1st addendum.

Brian Newman stated that we need to get the ball rolling to get this accomplished.

Lill Mood asked with all the technical preparations will we be able to do this with just our staff.

Brian Newman stated that Bob Schneider should be able to.

Bob Schneider stated that with the experience and with Transdev assistance, and mix of resources we should be able to do it.

Robert Morris stated that if we move along with the RFP on electric buses and diesel buses, how we stand with the CNG buses.

Bob Schneider that when we issued the RFP we did it with 2 options, diesel and CNG. Mr. Schneider stated that there is no delay in the process from doing it this way.

Robert Morris asked if we could do both.

Bob Schneider stated that we could, we would have 3 options to choose from.

Mac Bennett stated that the more different type of buses we have the more strain that it puts on our mechanics, with limited resources with keeping out maintenance trained and that it would not be in our best interest to have all different types of buses.

Robert Morris stated that it seems to him that the decision has already been made.

Lill Mood asked if this is a commitment to buy these buses.

Brian Newman stated that this does not mean we have to purchase the electric buses. Mr. Newman also stated that he does not know of additional stress that these buses would add, but we do need to look at the diversity of our fleet.

Frannie Heizer stated that if we go forward and authorize this RFP we will have options for diesel, CNG and Electric. The board will then need to come to terms on what type of fleet we want.

Bob Schneider stated that the emphasis is on diesel right now.

Kelvin Washington stated that we have not yet decided on CNG yet, that he asked for a public/private partnership to be looked at. Mr. Washington stated that our whole fleet needs to be replaced. Mr. Washington also stated that once the new 8 or 9 buses come in we still have 40 left that needs to be replaced, that they are breaking down on a regular basis.

Frannie Heizer stated that the Board does not have to make a decision today. We will need to have a consultant to help with the public/private partnership.

Kelvin Washington stated that we need to move forward in these buses.

Bob Schneider asked if it was just option A or Option B.

Kelvin Washington stated that we do not need to delay.

Bob Schneider stated that this will cause no delay whatsoever.

Robert Morris asked if we move along with RFPO with Electric buses and it gets approved, does that mean that we are going to have electric buses.

Frannie Heizer stated that it is just pricing and then the board will determine if we want them or not.

Brian Newman stated that this is a discussion from Friday at the retreat. The RFP preserves the issue and does not give permission to authorize the purchase.

Lill Mood asked if this RFP just puts this in the motion for another option.

Derrick Huggins asked if the CNG process is working simultaneously with the bus procurement

Frannie Heizer stated that the RFP that is out now is Diesel/CNG.

Derrick Huggins stated that he is speaking on the public/private partnership to be used by the COMET and private partnerships.

Frannie Heizer stated that maybe use the Transportation Consultant/Will Smith to help with this process and have this report back with 60 to 90 days.

**A motion was made by Brian Newman and seconded by Jennifer Harding to authorize staff to engage in the RFP of Electric Buses. Motion passed unanimously.**

1. **STATUS OF RFP FOR FEASIBILITY STUDY FOR ALTERNATE FUEL**

**A motion was made by Brian DeQuincey Newman and seconded by Jennifer Harding to have staff move forward with developing fuel type information and to identify someone to help with the process. Motion passed unanimously.**

Frannie Heizer stated that she is looking at the procurement code as it is related to local preference for spending local dollars. Ms. Heizer stated that they are working on this and should have something for the Board to look at, at the September meeting.

Mac Bennett asked where we are on the procurement of the 3rd party program auditor.

Frannie Heizer stated that we are working on that as we are revising the scope of work. Frannie Heizer stated that Liz Crum and Leah Moody is revising that and that it should be ready in short order for us to look at.

Derrick Huggins asked who that person will be reporting to.

Frannie Heizer stated that they will report to the Board of Directors.

1. **ADJOURN**

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

Chairman Brian DeQuincey Newman adjourned the meeting at approximately 12:46 PM.