*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**

**February 24, 2016**

**Members Present: Guest Present:**

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

Carolyn Gleaton Marsha Johnson, MTRA

Jim Frierson, SCDOT

**Forest Acres** Andy Smith Larry Livingston, Transdev

Chris Land, Transport Care Services

**Lexington County** Lill Mood Darin Black, Transdev

Debbie Summers\* Loretta Lewis, Transport Care Services

Rosalyn Lorrick, Transdev

**Richland County** Mac Bennett Jerry Bowers, Transdev

Joyce Dickerson Sara Ellis, The State Newspaper

Jennifer Harding\* Walter Durst, Citizen

Rebecca Conway, Lexington County

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

Robert Morris Rick Silver, Chernoff Newman

Hampton Miller, Chernoff Newman

Larry Livingston, Transdev

Jackie Bowers, Transdev

**Absent Board Members:** **COMET Staff Present**

Skip Jenkins Robert Schneider, Executive Director

Joel Neal Missy Lawlor, Administrative Coordinator

Michelle Ransom, Grants and Contracts

Brittany, Higgins, Travel Trainer

Daveda Sistrunk, Rural Transit Planner

Daphne Givens, Finance Manager

Tiffany James, Community Outreach Coord.

Virginia Goodson, Project Implementation

Rosalyn Andrews, Staff Accountant

Samuel Scheib, Transit Planner & Manager

\*Denotes Participation by Phone

1. **CALL TO ORDER**

Lill Mood called the meeting to order at 12:00 PM.

1. **DETERMINATION OF QUORUM**

A quorum was present at the opening of the meeting.

1. **WELCOME AND INTRODUCTION OF NEW BOARD MEMBERS**

Lill Mood welcomed Carolyn Gleaton representing City of Columbia and Joyce Dickerson representing Richland County on the Board of Directors. Ms. Mood also stated that we have received a letter from the Legislative Delegation to reappoint Robert Morris, John Furgess and Representative Joe Neal.

1. **INTRODUCTION OF ATTENDEES**
2. **ADOPTION OF AGENDA**

Dr. Morris stated that he was disappointed to not be included in the orientation of the new Board members as he requested.

Bob Schneider stated that we will be having a full Board Orientation for everyone that wished to attend.

Dr. Morris stated that we need to have discussion of the terms of the new officers elected today.

Frannie Heizer stated that the Bylaws as written today state that the Chair and Vice Chair be Richland County and City of Columbia. Ms. Heizer also stated that the Board may amend the Bylaws and there has been discussion to do so in the Governance Committee.

**A motion was made by Ron Anderson and seconded by John Furgess to move item 14 to 6a. Motion passed unanimously.**

**A substitute motion was made by Joyce Dickerson and accepted by Ron Anderson to defer item 6. Motion passed unanimously.**

1. **ELECTION OF NEW OFFICERS**

Deferred

**6a. REPORT FROM BOARD GOVERNANCE COMMITTEE REGARDING BOARD POLICIES**

**(Handout)**

**A motion was made by Ron Anderson and seconded by Mac Bennett to adopt Policy 1 as written. Motion passed unanimously.**

**A motion was made by Ron Anderson and seconded by Mac Bennett to approve Policy 2 to amend to say “forthcoming communications policy”, and to amend to “The Board as a whole is solely responsible” in the 3rd paragraph, and to add “The Chair shall be the primary liaison to the Executive Director. Motion passed unanimously.**

**A motion was made by Ron Anderson and seconded by Joyce Dickerson to approve Policy 3 as is written. Motion passed unanimously.**

**A motion was made by Ron Anderson and seconded by Dr. Robert Morris to approve Policy 4 as written. Motion passed unanimously.**

**A motion was made by Ron Anderson and seconded by Mac Bennett to move Board meetings beginning March 2016 to every other month, still on the 4th Wednesday of the month. Motion passed unanimously.**

1. **APPROVAL OF PRIOR MEETING(s) MINUTES**

Discussion of prior meeting minutes from December 10, 2015.

Frannie Heizer reviewed with the Board the prior meeting minutes from December 10, 2015.Ms. Heizer also explained the options that the Board has for approving the minutes. Ms. Heizer stated that option one is to approve as is, option two is for Mr. Furgess to make a motion to amend the minutes or option three is to make a motion to reconsider, which would allow the motions to come back and be amended or otherwise officially clarified.

Ms. Heizer stated that she may need to give a memo or a workshop to the Board on the Freedom of Information Act, because there are rules now that states that you cannot in a motions period bring up something new and take final action on it. It is however ok to bring something up and send it through the process, which is what was approved in the committee. The Freedom of Information Act stated that the public should have written notice of what we are going to take action on within 24 hours of the meeting. Ms. Heizer stated that there would be a legal problem if the motion had been made without being on the agenda and just got approved.

**A motion was made by Ron Anderson and seconded by Dr. Robert Morris to reconsider the 1st motion of John Furgess to have a moratorium on all route adjustments and extensions until new vehicles arrive. Motion passed unanimously.**

**A motion was made by Mac Bennet and seconded by Dr. Robert Morris to amend the motion to have a moratorium on all route adjustments and extensions until new vehicles arrive and to send to service standards. Motion passed.**

1-Oppossed – J. Furgess

**A motion was made by Ron Anderson and seconded by Mac Bennett to reconsider 2nd motion of John Furgess that any route extensions and adjustments to the board should show any/all service reductions associated with it. Motion passed unanimously.**

**A motion was made by Mac Bennett and seconded by Ron Anderson to amend to send motion 2 to have any route extensions and adjustments to the board should show any/all service reductions associated with it to Service Standards. Motion passed.**

1. Opposed – J. Furgess

**A motion was made by Ron Anderson and seconded by Mac Bennett to approve all minutes with amendments. Motion passed.**

1-Opposed – J. Furgess

1. **MIDLANDS TRANSIT RIDERS ASSOCIATION UPDATE**

Marsha Johnson, MTRA President thanked Bob Schneider and Larry Livingston for meeting with her. Ms. Johnson stated that she attended the Service Standards meeting, and they are working on trying to change the cultural standards of what people think about transportation. Ms. Johnson stated that the trash situation is still ok, but we need a trash can at Piney Grove at the flag pole. Ms. Johnson also stated that the sink in the ladies room at the transit station is still not fixed.

1. **COMMENTS FROM LOCAL RESIDENTS**

Patricia Creer – Ms. Creer stated that the monitor at the bus station is not working and she has a problem with why it never working.

Bob Schneider stated that we will take a look at it, and see if we can get it resolved.

1. **EXECUTIVE DIRECTORS REPORT**

Executive Director Bob Schneider reviewed with the Board the following items:

* Transportation Needs for Downtown – needs this to be a motion to go to Service Standards
* Staff review of ridership and recommendation for adjustment- needs for this to be a motion to go to Service Standards
* SCDOT Grant Funding Initiative – needs for this to be a motion to send to Budget Committee to discuss vehicle replacement.
* Shelter and Bench Update – Sam Scheib reviewed with the Board the Shelters that are in place and what the next steps are going to be.
* Public Request for Service, Policy Update – we need to have a policy for the request of service. ) \* Recommendation is for the staff to bring back to the full board.
* SC Alliance Award recognition- Rosalyn Andrews and Samuel Scheib will both be receiving awards through the SC Alliance.

Dr. Morris has requested that he receive a copy of the criteria in which the awards were awarded.

1. **REPORT FROM SERVICE STANDARDS**

Lill Mood stated that the Service and Standards Committee did not have a quorum at the February meeting.

* + - Ridership Data – Sam reviewed the ridership data with the Board.
    - Proposal/Action requested for May 2016 Service- Sam Scheib reviewed with the Board the May 2016 Service – power point attached

Jackie Bowers stated from the operations standpoint, that her and Larry went and drove the route and there are some changes that need to be made.

Ron Anderson asked if those were in the comments that were sent to Sam.

Jackie stated that those concerns were given to Sam.

Ron Anderson stated that if we leave the system like it has been, it will be like that for the next 100 years. If we would like to make improvements we are going to have to change up how we have done things.

**A motion was made by Ron Anderson and seconded by Mac Bennett to adopt the North Columba re-route effective May 2016. Motion passed.**

1. Opposed – J. Furgess

**A motion was made by Ron Anderson and seconded by Mac Bennett to approve the Southeast portion to go into effect May 2016. Motion passed.**

1. Opposed – J. Furgess
2. **REPORT FROM BUDGET COMMITTEE**

Mac Bennett stated that there was not a quorum at the Budget Committee. There was discussion of the scheduling of the meetings, to make sure that the schedule of getting the accounting information to the board is on time.

Review of Financial Information- Daphne Givens reviewed with the Board the Financial Statement that was included in packet.

1. **ACCEPTANCE OF FY 2015 AUDIT**

**A motion was made by Ron Anderson and seconded by Mac Bennett to accept the FY 2015 Audit. Motion passed unanimously.**

1. **REPORT FROM BOARD GOVERNANE COMMITTEE REGARDING BOARD POLICIES**

Moved item to 6a

1. **INFORMATIONAL ITEMS**

No discussion.

1. **OLD BUSINESS**

No old business to discuss.

1. **MOTIONS PERIOD/NEW BUSINESS**

**A motion was made by Ron Anderson and seconded by Mac Bennett to have staff explore the options of a downtown circulator and present at the Service Standards Committee in April. Motion passed.**

**1 – Opposed - J. Furgess**

**A motion was made by Mac Bennett and seconded by Joyce Dickerson to have staff bring a recommendation to the Board on the performance of routes. Motion passed.**

**A motion was made by Mac Bennett and seconded by Ron Anderson to send the SCDOT funds to the Budget Committee to determine on how to use those funds. Motion passed unanimously.**

1. L**EGAL/CONTRACTUAL/PERSONNEL**

**A motion was made by Mac Bennett and seconded by John Furgess to enter into Executive Session to discuss a Contractual Matter. Motion passed unanimously.**

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

**A motion was made by Mac Bennett and seconded by Robert Morris to proceed with an RFP to hire a turnkey contractor to manage all the aspects of placing our shelters and stops in the community and to have the contractor give written reports on a monthly basis as to the status of each project with the contract. Motion passed unanimously.**

**A motion was made by Joyce Dickerson and seconded by John Furgess to allow McNair to continue with the legal research with the local attorney. Motion passed unanimously.**

1. **ADJOURN**

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

Lill Mood adjourned the meeting at approximately 2:34PM.