*COMET Board Meeting minutes are prepared and presented in* **summary form***, audio recordings of the meetings are on file at the COMET and are part of the approved minutes. If you would like to hear the recording from the meeting, please contact Missey Lawlor at* [*missy.lawlor@catchthecomet.org*](mailto:missy.lawlor@catchthecomet.org) *.*

**COMET BOARD MEETING MINUTES**

**March 22, 2017 -12:00pm**

**Members Present: Guests Present:**

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

Derrick Huggins\* Burley Wilkins, Transdev

Chris Land, Transport Care

**Forest Acres** Andy Smith Jackie Bowers, Transdev

Walter Durst, Citizen

**Lexington County** Lill Mood Rick Silver, Chernoff Newman

Derrick Bruen, Transdev

**Richland County** Joyce Dickerson Chuck Statler, Derrick, Stubbs and Stith

Jennifer Harding Mark Aeach, Consultant

Roger Leaks Lynn Hutto, Consultant

Cindi Hennigan, Lexington County\*

**Rich. Co. Leg. Dele.** John Furgess Hampton Miller, Chernoff Newman

Robert Morris Ann August, Consultant

Marsha Johnson, MTRA

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

Skip Jenkins Robert Schneider, Executive Director

Debbie Summers LeRoy DesChamps, Transit Development

Carolyn Gleaton Samuel Scheib, Transit Planner & Manager

Missey Lawlor, Administrative Coordinator

Michelle Ransom, Grants and Contracts

Rosalyn Andrews, Interim Finance Manager

\*Indicates participation by phone

1. **CALL TO ORDER**

Chairwoman Dickerson called the meeting to order at 12:00 PM.

1. **DETERMINATION OF QUORUM**

A quorum was present at the opening of the meeting.

1. **ADOPTION OF AGENDA**

**Motion:**

**A motion was made by Mr. Smith and seconded by Mr. Leaks to approve the adoption of the agenda as presented. Motion passed unanimously.**

1. **APPROVAL OF FEBRUARY 22, 2017 BOARD MEETING MINUTES**

**Motion:**

**A motion was made by Mr. Furgess and seconded by Mr. Anderson to approve the February 22, 2017 Board Meeting Minutes as presented.**

**Motion Passed.**

1. MIDLANDS TRANSIT RIDERS ASSOCIATION UPDATE

Marsha Johnson with the MTRA stated that they have an upcoming board meeting on the 29th and that everyone is invited to attend this meeting. She also stated that she spoke with individuals at Team Challenge and they were wanting to know about the buses and their availability. She later found out that Mr. DesChamps went above and beyond to help them. Ms. Johnson also stated that she sees that there is work being done on the Crowson Road site. She also mentioned that there has already been issues with the one new bus that we have received. Ms. Johnson stated that we just give free tickets to passengers when we have issues with buses.

1. COMMENTS FROM LOCAL RESIDENTS

* Comments must pertain to items **not** on the agenda
* Individuals wishing to address the Board must sign up prior to the Call to Order
* Comment time limit – 2 minutes per person

Walter Durst – Mr. Durst stated that Dr. Schneider listened to us and treated us like partners. He stated that we still have a lot more to do. Mr. Durst also stated that after the last meeting that perhaps we need to go back and read the minutes and listen to what he said about Joe Neal.

Charles Gossett – Mr. Gossett stated that the 401 will “bear fruit” and that he wrote on our facebook page and received a response within 24 hours instead of the usual 20 to 30 days. Mr. Gossett also stated that he would like to have a system map at the transit center or either a PDF of the system map.

1. CHAIR OF THE BOARD REPORT

Thanked Dr. Schneider for his service to The COMET. Chairwoman Dickerson stated that she has learned a lot from both Dr. Schneider and Mr. Wilkins.

1. EXECUTIVE DIRECTOR’S REPORT (Bob Schneider)

Dr. Schneider stated that he was at the APTA conference last week and met with Senator Graham and Representative Clybourn’s office. Dr. Schneider also stated that they have offered letters of support from Senator Graham’s office. Dr. Schneider also thanked the Board for the time spent at The COMET and mentioned that Chairwoman Dickerson won the award for Elected official of the Year through the Transportation Association of South Carolina.

1. APPROVAL OF STRATEGIC PLAN

Motion:

**A motion was made by Ms. Mood and seconded by Mr. Anderson to approve the strategic plan.**

Discussion

1. Abstain Mr. Leaks

**Motion passed.**

1. REPORT FROM SERVICE COMMITTEE

Dr. Schneider stated that we did not have a quorum, but did receive update on ridership information and community outreach programs.

1. REPORT FROM FINANCE COMMITTEE, Chair – Andy Smith

Mr. Smith stated that the Finance Committee worked on expense items of the FY18 budget.

Discussion

1. OLD BUSINESS

No old Business to discuss.

1. MOTIONS PERIOD/NEW BUSINESS (No action from the motions are permitted)

**Motion:**

**A motion was made by Mr. Anderson and seconded by Dr. Morris to direct the Finance Committee to plan/review/discuss what happens at the end of the penny and bring back a plan in June. Motion passed unanimously.**

**Motion:**

**A motion was made by Mr. Anderson and seconded by Ms. Mood to direct the Executive Committee to scope services, plan and to explore board models, relationships and Executive Director Models and bring back to the Board for discussion.**

Discussion

**Motion passed unanimously.**

1. INFORMATIONAL ITEMS (No Discussion Unless Specifically Requested)

* Contract Operator’s Report – Mr. Bruen, is departing his role at Transdev, will still be available if needed. Also, Transdev will be working on a permanent replacement for Mr. Wilkins. Mr. Bruen also stated that the Union ratified the CPI, all maintenance staff and fixed route drivers are covered.
* Fuel Cost/Price Update

1. **LEGAL/CONTRACTUAL/PERSONNEL** (may require executive session)

**Motion**

**A motion was made by Mr. Anderson and seconded by Ms. Harding to enter into executive Session to discuss the following:**

* Discussion of Interim Executive Director Selection
* Status Update on DBE Contract
* Legal briefing on SCDOR audit and lawsuit involving Richland County
* Legal briefing on case of South Carolina Public Interest Foundation and William B. DePass, Jr., individually and on behalf of all others similarly situated vs. Richland County

**Motion:**

A motion was made by Ms. Harding and seconded by Mr. Furgess to come out of Executive Session. Motion passed unanimously.

No action or votes taken.

1. **ADJOURN**

**Motion:**

**A motion was made by Mr. Leaks and seconded by Mr. Furgess to adjourn the meeting.**

**Motion passed unanimously.**

The meeting adjourned at 2:49 PM.