*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**

**May 24, 2017 -12:00pm**

**Members Present: Guests Present:**

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

Burley Wilkins, Transdev

Larry Livingston, Transdev

Rick Silver, Chernoff Newman

**Forest Acres** Andy Smith Chuck Statler, Derrick, Stubbs and Stith\*

Lynn Hutto, Consultant

**Lexington County** Lill Mood Marsha Johnson, MTRA

Gloria Tanner, Consultant

**Richland County** Joyce Dickerson Leah Moody, Consultant\*

Jennifer Harding\* Loretta Lewis, Transport Care Service

Roger Leaks Derrick Bruen, Transdev

Darrell Campbell, Campbell Consulting

**Rich. Co. Leg. Dele.** John Furgess Clif LeBlanc, The State

Robert Morris\* Geraldine Robinson

Leon Howard Walter Durst, Citizen

Brenda Perryman

Hampton Miller, Chernoff Newman

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

Skip Jenkins Ann August, Interim Executive Director

Derrick Huggins Missey Lawlor, Administrative Coordinator

Debbie Summers Michelle Ransom, Grants and Contracts

Samuel Scheib, Transit Planner & Manager

Virginia Goodson, Project Implementation

Tiffany James, Community Outreach

\*Indicates participation by phone

1. CALL TO ORDER

Chairwoman Dickerson called the meeting to order at 12:01 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. Anderson and seconded by Ms. Mood to adopt the agenda as presented. Motion passed unanimously.**

1. APPROVAL OF APRIL 5, 2017 AND APRIL 26, 2017 BOARD MEETING MINUTES

**Motion:**

**A motion was made by Mr. Furgess and seconded by MR. Anderson to defer the approval of the April 5, 2017 and April 26, 2017 Board Meeting Minutes to the next meeting. Motion passed unanimously.**

1. MIDLANDS TRANSIT RIDERS ASSOCIATION UPDATE

Marsha Johnson with the MTRA thanked Ms. August for meeting with her and other members of the MTRA. Ms. Johnson stated that the temporary bus stop signs are starting to disappear and the new drivers do not know where to stop. Ms. Johnson also stated that the yellow paint at the transit center is starting to peel. She asked that we look into why the paint is peeling and get it fixed.

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 we need to look at serving other sport venues along with football. He also stated that a “cool to ride the bus” campaign should be started.

1. CHAIR OF THE BOARD REPORT

Chairwoman Dickerson has appointed Mr. Howard to replace Representative Neal on the Finance Committee.

1. REPORT FROM INTERIM EXECUTIVE DIRECTOR

The Comet received the “Spare the Air” award from DHEC.

Ms. August reviewed with the Board the following:

* + Triennial Review – Ms. August gave a brief overview of the Triennial Review Preliminary document.
  + Summer Internship – The COMET will be getting a summer intern through Brownstone in the coming weeks.
  + Transit Academy – Ms. August gave an overview of the Transit Academy. There was discussion and Ms. August asked that if anyone would like to provide a name of someone that is possibly interested, to please email her. The board will need to vote on this at the next Board Meeting.
  + Employee Appreciation – Ms. August stated in connection with our 125th of transit we held a cookout for our drivers and maintenance personnel. We had a few board members that came and showed their support.
  + Staff Realignment – Ms. August stated that there is a need to make some staff realignments, title changes and training opportunities.

Ms. August also stated that Ms. Gentry with the City of Columbia called in reference to possibly doing some services for the Fireflies, and that we will know more when we meet this week.

1. REPORT FROM SERVICE COMMITTEE
   * Ridership Data & Dashboard – Mr. Scheib reviewed the ridership report with the Board.
   * Report from Mr. Wilkins and Ms. Gibson with Transdev on the LISTEN system. Ms. Gibsons stated that they are working to get the system completed and to work towards a call center.

Discussion

1. REPORT FROM FINANCE COMMITTEE, Chair – Andy Smith

Mr. Smith stated that Mr. Leaks brought it to our attention that Board Members be reimbursed for mileage. Mr. Smith stated that we did not have a quorum at the meeting, so we did not take any action of this. Mr. Smith also stated that the Finance Committee was tasked to take a look at the reserve fund. Mr. Smith reviewed with the board what was discussed at the Finance Meeting and stated that no action was taken at the meeting.

* + Review of Financial Information – Mr. Smith reviewed the Financial Information with the Board.

1. APPROVAL OF TITLE VI LIMITED ENGLISH PROFICIENCY PLAN

Ms. Heizer stated that we are required from the FTA that we are to update the Title VI plan. This plan relates to the Limited English Proficiency Plan.

Mr. Scheib and Mr. DesChamps gave a review of the process.

**Motion:**

**A motion was made by Ms. Mood and seconded by Mr. Anderson to approve the proposed changes as they relate to the Title VI Limited English Proficiency plan the proposed amendments to the Title VI Policy presented. Motion passed unanimously.**

Discussion

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

**Motion:**

**A motion was made by Mr. Anderson and seconded by Mr. Furgess to move to have the Executive Director to find a solution to the distribution of minutes. Motion passed unanimously.**

Ms. August briefed the board on 5339 money that will be coming from the Central Midlands Council of Government.

Mr. Anderson stated to bring back to the Service and Finance Committee with the plans for the money.

1. INFORMATIONAL ITEMS (No Discussion Unless Specifically Requested)

* Contract Operator’s Report Discussion
  + Fuel Cost/Price Update

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

Ms. Heizer stated that there are amendments to be made to the Procurement Policy and identified during the Triennial Review. Ms. Heizer stated that it would take a few items off the list.

**Motion:**

**A motion was made by Ms. Mood and seconded by Mr. Anderson to approve the proposed amendments the procurement policy as presented. Motion passed unanimously.**

Discussion

**Motion:**

* Briefing on amendments to South Carolina Freedom of Information Act – Ms. Heizer will have a revised policy at the next board meeting.
* Legal briefing on SCDOR audit and lawsuit involving Richland County – No report
* 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 – No report

**Motion**

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

* Status Update on Matters Relating to Former Employees (May require Executive Session)
* Status Update on DBE Compliance Review (May require Executive Session)

**Motion:**

**A motion was made by Mr. Anderson and seconded by Mr. Leaks to come out of Executive Session. Motion passed unanimously.**

No action taken during the Executive Session.

1. ADJOURN

**Motion:**

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

**Motion passed unanimously.**

The meeting adjourned at 2:46 PM.