*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**

**September 27, 2017, 2017 -12:00pm**

**Members Present: Guests Present:**

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

Carolyn Gleaton Alan Bristol, Transdev

Lynn Hutto, Consultant

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

Hampton Miller, Chernoff Newman

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

Arlene Prince, Citizen

**Richland County** Joyce Dickerson Jackie Bowers, Transdev

Jennifer Harding Loretta Lewis, Transport Care Service

Roger Leaks Charles Gossett, MTRA

Rick Silver, Chernoff Newman

**Rich. Co. Leg. Dele.** John Furgess Rick Morgan. McNair Law Firm

Robert Morris

Leon Howard

**Absent Board Members:**

Skip Jenkins

Derrick Huggins

Debbie Summers

\*Indicates participation by phone.

**COMET Staff Present**

Ann August, Interim Executive Director LeRoy Deschamps, Director of Administration

Missey Lawlor, Exec. Assistant/Board Liaison Virginia Goodson, Procurement/Special Projects

Michelle Ransom, Grants and Contracts Luis Ortiz, Transportation Planner II

Samuel Scheib, Transit Planner & Manager Rosalyn Andrews, Finance Director

Crystal Willis, Staff Accountant Brittany Higgins, Travel Trainer

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. Leaks and seconded by Dr. Morris to adopt the agenda as presented. Motion passed unanimously.**

1. APPROVAL OF THE AUGUST 23, 2017 BOARD MEETING MINUTES

**Motion:**

**A motion was made by Ms. Mood and seconded by Mr. Furgess to approve the August 23, 2017 meeting minutes as presented. Motion passed unanimously.**

1. MIDLANDS TRANSIT RIDERS ASSOCIATION UPDATE

Chairwoman Dickerson stated that she attended the MTRA meeting this past weekend and she just wanted to give kudos to Ms. Johnson for such a very well run meeting.

Marsha Johnson- Ms. Johnson stated that they had a really good membership meeting this past Saturday and that Ms. August and Ms. Dickerson attended along with Ms. August’s husband. Ms. Johnson stated that additional trash pickups are really needed. Ms. Johnson has also asked the persons that come around on the two wheelers to please help with the people that are hanging around the transit center. She also stated that the chambers report endorses moving the transit center from Sumter and Laurel and she would like for us to look into that.

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

Charles Gossett – Mr. Gossett stated that when they originally scheduled the meetings for the transit center, meetings were canceled or moved. He has heard of nothing else pertaining to the transit center. He would like more information about the future potential projects at the transit center and asked that the board get more information on the status of the transit center.

1. CHAIR OF THE BOARD REPORT

Chairwoman Dickerson stated that the city and county had a joint meeting on last Tuesday and that was a very successful meeting.

1. INTERIM EXECUTIVE DIRECTOR REPORT

Ms. August stated that her report is in the Board materials on pages 11-13. To highlight a few things, the procurement policy for the COMET, we had very good news from the FTA and they are wanting to utilize our policy as a model as it was written very well. Ms. August thanked those who participated in the process.

Ms. August also stated that the Compliance/Civil Rights officer has been selected and hired and is joining us today. She also stated that we have received the draft copy of the commercial. The commercial was shown to the Board.

Mr. Scheib stated that we have received approval from SCDOT to install a 30 foot shelter at Crowson Road.

Discussion of commercial.

Ms. Mood stated that yesterday was national voter’s registration day and League of Women Voters and that Tiffany and Ann worked with the league to register voters on routes 26 and 28 and also at Midlands’s Tech and the transit center. Ms. Mood thanked the staff for their participation. Ms. Mood also stated that she attended the meetings for the Carolina Crossroads project and attended the stakeholders meeting and they are at the point to see how to integrate the mass transit initiative.

Mr. Anderson asked that Ms. August have staff attend those meetings so that we can be involved so we can have any infrastructure that we need now.

1. REPORT FROM SERVICE COMMITTEE

Mr. Anderson stated that the committee reviewed the Newberry Smartride since it has been de-funded, the committee has voted to send to the Board to ask staff to develop a plan.

Mr. Anderson also stated that the staff has developed ridership information and would like for staff to develop a ridership standard for the Board and would like for the finance committee to show what funds are available for service.

Discussion

1. REPORT FROM FINANCE COMMITTEE, Chair – Andy Smith

Mr. Smith stated that the committee discussed another session of the COMET Leadership Academy. Ms. August stated that is was around $3000 for the academy.

Discussion

Mr. Smith stated that we also needed a motion for the Audit RFP.

Dr. Morris also stated that we have asked Ms. August to talk to Newberry County about providing funding to help support the Newbery Smartride.

Mr. Anderson stated before we go to Newberry County we need to have a plan.

1. REPORT FROM AD-HOC EXECUTIVE DIRECTORS SEARCH COMMITTEE, Chair – Robert Morris

Dr. Morris asked Ms. Hutto to join the table and to give a brief synopsis.

Ms. Hutto stated that the committee has met twice and we have tweaked the job description and qualifications from 10 years to 5 years and we also asked that a Master’s degree in Transportation and Logistics be preferred.

Discussion

Ms. Mood stated for the record that she prefers 10 years’ experience and the committees decision was to go with 5 years and that a Master’s degree in Transportation and Logistics is too limited and it should be lowercase so that it is not limited to just a specific degree in Transportation and Logistics and fears it could limit our application pool.

Discussion

Mr. Furgess stated that we should change “substitute” to “consider”.

Discussion

1. VEHICLE DISPOSAL

Ms. August stated that we have the older vehicles that we need to dispose of and that we need a motion from the board to move forward.

Discussion

1. OLD BUSINESS

Mr. Furgess asked on the Transdev payment, did they correct the DBE information. Ms. Andrews stated yes, we have received the paper work and we are still verifying that what they submitted is correct before payment is issued.

Discussion

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

**Motion**

**A motion was made by Mr. Furgess and seconded by Mr. Anderson to sell all surplus vehicles for best offer. Motion passed unanimously.**

**Motion**

**A motion was made by Mr. Furgess and seconded by Ms. Gleaton to send to Service Committee a study for the extension of the Soda Cap Connector on Thursday and Friday’s to midnight. Motion passed unanimously.**

**Motion**

**A motion was made by Dr. Morris and seconded by Mr. Anderson to accept the Executive Director Job description with the accepted change “substitute” to “consider”, to have the closing date be 30 days from posting and take out all caps. Motion passed unanimously.**

**Motion**

**A motion was made by Mr. Anderson and seconded by Mr. Furgess to create line items in the budget to include the Transit Academy in the amount of $3000.00 Motion passed unanimously.**

**Motion**

**A motion was made by Mr. Anderson and seconded by Ms. Harding to direct staff to prepare an RFP for third party auditor.**

Discussion

**Motion passed unanimously.**

**Motion**

**A motion was made by Mr. Anderson and seconded by Dr. Morris to direct staff to create a study of the North West Corridor and Forest Drive rework and bring back to the Service Committee in October. Motion passed unanimously.**

1. NEW BUSINESS

Ms. Harding stated that she is excited about the Soda Cap Connector and that her office is riding the soda cap for her sales meeting. She will also get with Mr. Scheib about some ideas that she has. Ms. Harding also stated that she and Ms. August met with the Junior League and to be able to educate the community and one of those are transportation. We are going to have a luncheon and a dinner and ride the bus. There will be no cost to us.

Mr. Anderson asked what the status was on our FTA Audit.

Ms. August stated that we will have everything for the due date of next Friday.

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

* Proposed Bylaw Amendments - Ms. Heizer stated that there needs to be an amendment made to section 8.3 of the Bylaws and remove section 8.4.

Discussion

**Motion**

**A motion was made by Ms. Mood and seconded by Mr. Anderson to approve the proposed changes to 8.3 and to defer 8.4 until the board receives alternate language. Motion passed unanimously.**

* Report on Amendments to DBE Program- Ms. Heizer stated that under FTA regulation the CMRTA is required to have a DBE program. Ms. Moody has taken the document and making sure that the proper information is included. Ms. Heizer stated that this is an ongoing process and will be presented to the board when completed.

Discussion

* Facility Update- To be discussed in Executive Session

**Motion**

**A motion was made by Mr. Furgess and seconded by Dr. Morris to enter into Executive Session to discuss the Facility Update. Motion passed unanimously.**

**Motion**

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

No action taken in Executive Session

1. INFORMATIONAL ITEMS (No Discussion Unless Specifically Requested)

* Ridership Data & Dashboard
* Planning Report
* Progress Report on Bus Stop Inventory
* Contract Operator’s Report – Mr. Wilkins discussed the operator report.
  + Fuel Cost/Price Update
  + Articles
  + Email from FTA
  + Staff Certificates

1. ADJOURN

**Motion:**

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

**Motion passed unanimously.**

The meeting adjourned at 1:45 PM.