*The 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, Executive Assistant and Board Liason at* *missy.lawlor@catchthecomet.org* *.*

*Per SC Code of Laws, Title 30, Chapter 4, Section 30-4-80 - All public bodies shall notify persons or organizations, local news media, or such other news media as may request notification of the times, dates, places, and agenda of all public meetings, whether scheduled, rescheduled, or called, and the efforts made to comply with this requirement must be noted in the minutes of the meetings.* ***The COMET complied with the notification of this meeting on Friday, June 22, 2018.***

**The COMET BOARD MEETING MINUTES**

**June 27, 2018 -12:00 p.m.**

**3613 Lucius Road, Columbia, SC 29201 – Conference Room A**

**Members Present: Guests Present:**

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

 Ron Anderson Rick Morgan, McNair Law Firm

 Alan Bristol, Transdev

 Jared Moore, Global Traffic Tech.

**Forest Acres** Andy Smith Reginald Simmons, CMCOG

 Katherine Cason, Lexington County

**Lexington County** Lill Mood Ben Mauldin, CMCOG

 Walter Durst, Vice President, MTRA

**Richland County** Joyce Dickerson Reginald Simmons, CMCOG

 Roger Leaks Loretta Lewis, Transport Care Services

 Jacqueline Boulware Jackie Bowers, Transdev

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

 Robert Morris

 Leon Howard

**Absent Board Members:**

Skip Jenkins

Debbie Summers

Carolyn Gleaton

*\*Indicates participation by phone*.

**COMET Staff Present**

John Andoh, Executive Director/CEO Arlene Prince, Compliance and Civil Rights Officer

LeRoy Deschamps, Director of Administration/HR Admin. Missey Lawlor, Executive Assistant & Board Liaison\*

Rosalyn Andrews, Finance Director/CFO Pamela Canty, Administrative Coordinator

Michelle Ransom, Grants & Contracts Manager Brittany Higgins, Travel Trainer

Luis Ortiz, Transportation Planner II & Data Analyst

Crystal Willis, Staff Accountant

1. **CALL TO ORDER**

Chair Joyce 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**

There was discussion of to modify/defer the election of officers to the July Board of Directors meeting at the request of Mr. Huggins.

Motion:

A motion was made by Mr. Anderson and seconded by Dr. Morris to defer the election of officers to the July Board of Directors meeting.

**In Favor:** Leaks, Dickerson, Boulware, Anderson, Smith, Morris, Mood, Furgess, Huggins, Howard. **Motion passed unanimously.**

Motion:

A motion was made by Ms. Mood and seconded by Mr. Furgess to reconsider.

**In Favor:** Leaks, Dickerson, Boulware, Anderson, Smith, Morris, Mood, Furgess, Huggins, Howard. **Motion passed unanimously.**

Motion:

A motion was made by Dr. Morris and seconded by Mr. Furgess to table item 24 (action regarding former employee and use of attorney during Board meetings until the July Board of Directors meeting.

**In Favor:** Leaks, Dickerson, Boulware, Anderson, Smith, Morris, Mood, Furgess, Huggins, Howard. **Motion passed unanimously.**

Motion:

A motion was made by Dr. Morris and seconded by Mr. Anderson to adopt the agenda as amended. Motion passed unanimously.

 **In Favor:** Leaks, Dickerson, Boulware, Anderson, Smith, Morris, Mood, Furgess, Huggins, Howard. **Motion passed unanimously.**

1. **APPROVAL OF THE MAY 23, 2018 BOARD MEETING MINUTES**

Motion:

A motion was made by Ms. Mood and seconded by Dr. Morris to approve the May 23, 2018 Board of Directors Meeting Minutes.

**In Favor:** Leaks, Dickerson, Boulware, Anderson, Smith, Morris, Mood, Furgess, Huggins, Howard. **Motion passed unanimously.**

1. **MIDLANDS TRANSIT RIDERS ASSOCIATION UPDATE**

**Walter Durst** – Mr. Durst Vice President of the MRTA, stated that Mr. Gossett will be unable to attend the meetings and he will be filling in for him. Mr. Durst stated that he is seeing the commercial during Jimmy Fallon, he is very excited about the electric buses and is willing to write a letter of support. He also stated that the MTRA meeting will be held on June 30, 2018 at 1:00 p.m. at the Downtown Richland County Library.

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

There were no comments from local residents.

1. **CHAIR OF BOARD REPORT**

There was no Chair report.

1. **EXECUTIVE DIRECTOR REPORT**

Mr. Andoh and Ms. Dickerson presented the COMET leadership academy awards and Mr. Andoh recognized employee of the month for Transdev and Transport Care Services.

Mr. Andoh summarized his Executive Director report and encouraged the Board to review on pages 11-14 of the packet.

1. **TRANSIT OPERATIONS CONTRACT REPORT**

Mr. Bristol gave a review of the report that was in the board packet.

There were concerns on the number of calls and cancellations from board members. Mr. Leaks asked about no-shows over the past year. Mr. Andoh stated he will get the information and share with the Board.

1. **PRESENTATION OF GLOBAL TRAFFIC TECHOLOGIES**

Jared Moore with Global Traffic technologies gave a presentation to the Board of Directors.

Chairwoman Dickerson asked that staff explore and keep the Board informed.

1. **REPORT FROM SERVICE COMMITTEE**

Mr. Anderson stated that there was no action taken at the Service Committee and that staff was directed to look at Route 22.

1. **REPORT FROM FINANCE COMMITTEE, Chair – Andy Smith**

Mr. Smith stated that the Finance Committee was very busy and that on today’s agenda are many action items from the Committee for the Board’s consideration. The matters that were tabled for the July meeting relates to the tuition reimbursement program, public hearing for a fare increase and investment policy.

Ms. Andrews provided a brief report on the financials ending May 31, 2018. Financials are included in the Board Packet.

1. **REPORT ON CONTRACTOR’S DISADVANTAGED BUSINESS ENTERPRISE (DBE)**

Dr. Prince gave an overview of the DBE report. Report was included in the board packet.

1. **OLD BUSINESS**

There was no old business to discuss.

1. **ADOPTION OF THE COMET’S DISADVANTAGED BUSINESS ENTERPRISE PROGRAM AND GOAL METHODOLOGY**

Dr. Prince provided an overview of the DBE Program and goal methodology.

Motion:

A motion was made by Mr. Leaks and seconded by Ms. Mood to adopt the DBE Plan.

**In Favor:** Leaks, Dickerson, Boulware, Anderson, Smith, Morris, Mood, Furgess, Huggins, Howard. **Motion passed unanimously.**

1. **ADOPTION OF RESOULTION TO AUTHORIZE AMENDMENT TO THE CHECK SIGNING POLICY AS WELL AS AUTHORIZING EXECUTIVE DIRECTOR/CEO, DIRECTOR OF FINANCE/CFO TO SIGN CHECKS IN ADDITION TO THE EXECUTIVE COMMITTEE**

Mr. Andoh presented this item and summarized the staff report. A discussion between the Board Members entailed about the Executive Committee and the membership of the Richland County Delegation having a seat vs. the Chair of the Service Committee. Ms. Heizer stated that she will research the issue and report back. Ms. Dickerson acknowledged that the intent is to get back on track to follow the bylaws and is aware that the Chair of the Service Committee is currently not on the Executive Committee

Motion:

A motion was made by Mr. Smith and seconded by Mr. Anderson to approve the amendment to the check signing policy with the revision to include officers of the Executive Committee based on the approved bylaws after research by Ms. Heizer.

**In Favor:** Leaks, Dickerson, Boulware, Anderson, Smith, Morris, Mood, Furgess, Huggins, Howard. **Motion passed unanimously.**

1. **ADOPTION OF AMENDED CREDIT CARD POLICY**

Mr. Andoh presented this item and summarized the staff report.

Motion:

A motion was made by Mr. Anderson and seconded by Mr. Leaks to approve the amended credit card policy.

**In Favor:** Leaks, Dickerson, Boulware, Anderson, Smith, Morris, Mood, Furgess, Huggins, Howard. **Motion passed unanimously.**

1. **RESOULTION DESIGNATING CONTRACTING OFFICER AND APPOINTMENT OF THE PROCUREMENT APPEALS PANEL**

Mr. Andoh presented this item and summarized the staff report. A discussion about evaluation committee vs. procurement appeals panel occurred between the Board Members.

Motion:

A motion was made by Mr. Anderson and seconded by Ms. Mood to appoint contracting officers and direct Finance Committee to look at who is on the appeals panel.

**In Favor:** Leaks, Dickerson, Boulware, Anderson, Smith, Morris, Mood, Furgess, Huggins, Howard. **Motion passed unanimously.**

1. **ADOPTION OF AMENDED CELL PHONE REMIBURSEMENT POLICY**

Mr. Andoh presented this item and summarized the staff report.

Motion:

A motion was made by Mr. Leaks and seconded by Mr. Anderson to approve the amended cell phone reimbursement policy.

**In Favor:** Leaks, Dickerson, Boulware, Anderson, Smith, Morris, Mood, Furgess, Huggins, Howard. **Motion passed unanimously.**

1. **ADOPTION OF AMENDED ADVERTISING POLICY**

Mr. Andoh presented this item and summarized the staff report. Mr. Leaks stated this is a good idea to generate revenue for The COMET.

Motion:

A motion was made by Dr. Morris and seconded by Mr. Leaks to approve the amended advertising policy.

**In Favor:** Leaks, Dickerson, Boulware, Anderson, Smith, Morris, Mood, Furgess, Huggins, Howard. **Motion passed unanimously.**

1. **ADOPTION OF AMENDED OPERATING RESERVE POLICY**

Mr. Andoh presented this item and summarized the staff report. A discussion with the Board members occurred regarding the current policy, the policy adopted in November and how the funds would function in the reserve status.

Motion:

A motion was made Mr. Smith and seconded by Ms. Dickerson to send to Finance Committee to review.

**In Favor:** Leaks, Dickerson, Boulware, Anderson, Smith, Morris, Mood, Furgess, Huggins, Howard. **Motion passed unanimously.**

Cynthia Patterson came to the meeting and requested to be heard. Ms. Dickerson requested a motion to reopen Comments from Local Residents. A motion was made by Mr. Furgess, seconded by Ms. Mood to reopen the Comments from Local Residents.

**In Favor:** Leaks, Dickerson, Boulware, Anderson, Smith, Morris, Mood, Furgess, Huggins, Howard. **Motion passed unanimously.**

Ms. Dickerson reopened Comments from Local Residents to hear Ms. Patterson. Ms. Patterson expressed concerns about the lack of late night transportation on Route 45 and the on-time performance of several of the routes. She requested that Board Members ride buses to understand what riders go through and that she has brought her concerns to Sam Scheib in the past. Mr. Andoh stated they will research this matter and report back to Ms. Patterson.

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

Mr. Furgess stated that he did not want to consider his motions for this Board Meeting at this time.

1. **NEW BUSINESS**

Motion:

A motion was made by Mr. Anderson and seconded by Dr. Morris to defer the balance of new business to the July 2018 Board of Directors Meeting.

**In Favor:** Leaks, Dickerson, Boulware, Anderson, Smith, Morris, Mood, Furgess, Huggins, Howard. **Motion passed unanimously.**

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

Ms. Dickerson asked Mr. Andoh and Ms. Heizer if Executive Session was needed. Ms. Heizer stated it was not for the Authorization to Enter into a Memorandum of Understanding with Richland County Regarding Distribution of Transportation Penny Revenues To The COMET item.

Mr. Andoh introduced this item and Ms. Heizer summarized the proposed MOU and why the MOU with Richland County was needed to access the revenues received in excess of actuals, as well as the interest.

Motion:

A motion was made by Ms. Mood and seconded by Mr. Furgess to authorize the Executive Director to enter into a Memorandum of Understanding with Richland County Regarding Distribution of Transportation Penny Revenues to The COMET

**In Favor:** Leaks, Dickerson, Boulware, Anderson, Smith, Morris, Mood, Furgess, Huggins, Howard. **Motion passed unanimously.**

1. **INFORMATIONAL ITEMS (No Discussion Unless Specifically Requested)**

Mr. Andoh announced that the ridership report is in the packet for your review and that any Board Member that wants business cards to see Missey and ID badges to see Virginia after this meeting.

1. **ADJOURN**

**Motion:**

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

**In Favor:** Leaks, Dickerson, Boulware, Anderson, Smith, Morris, Mood, Furgess, Huggins, Howard. **Motion passed unanimously.**

The meeting adjourned at 2:11 PM.

**CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY**

**Adopted this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2018, Agenda Item \_\_\_\_\_\_**

**Prepared by:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Missey Lawlor, Executive Assistant/Board Liaison**

**Approved by:**

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**Lil Mood, Board Secretary**