*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 Liaison 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, July 20, 2018.***

**The COMET BOARD MEETING MINUTES**

**July 25, 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 Liz Crum, McNair Law Firm

 Alan Bristol, Transdev\*

 Chris Land, Transport Care Service

**Forest Acres** Andy Smith Keena Edwards, New Age Protection

 Ronnie Wright, New Age Protection

**Lexington County** Lill Mood Katherine Cason, Lexington County

 Skip Jenkins\* Winston Rogers, Citizen

 Debbie Summers Lakeshia Brazzle, Transport Care Services

 Walter Durst, Vice President -MTRA

**Richland County** Joyce Dickerson Gail Hopper, Transdev

 Roger Leaks DJ Douglas, Transport Care Services

 Jacqueline Boulware Gary Hopper, Transdev

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

 Robert Morris

 Leon Howard

**Absent Board Members:** None

*\*Indicates participation by phone*.

**COMET Staff Present**

John Andoh, Executive Director/CEO Dr. Arlene Prince, Compliance & 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 12:00 PM.

1. **DETERMINATION OF QUORUM**

 A quorum was present at the opening of the meeting.

1. **ADOPTION OF AGENDA**

There was discussion to modify the agenda.

Motion:

A motion was made by Dr. Morris and seconded by Ms. Boulware to move item 25 (a&b) to 7a and to move item 24 (a&b) to item7b.

A substitute motion was made by Ms. Dickerson and seconded by Mr. Leaks to move 24 (a&B) to 7a and keep 25 where it is. Dr. Morris accepted the substitute motion.

**In Favor:** Leaks, Dickerson, Boulware, Anderson, Smith, Morris, Mood, Huggins, Howard, Gleaton.

**Opposed:** Furgess

**Motion passed.**

1. **APPROVAL OF THE JUNE 27, 2018 BOARD MEETING MINUTES**

Motion:

A motion was made by Ms. Mood and seconded by Mr. Anderson to approve the June 27, 2018 Board of Directors Meeting Minutes.

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

1. **MIDLANDS TRANSIT RIDERS ASSOCIATION UPDATE**

**Walter Durst** – Mr. Durst Vice President of the MRTA, stated that riders are saying that the electric bus is really cool. Mr. Durst also stated that there are repairs that are needed to the Laurel Street shelters. He also stated that security is enforcing the no smoking areas and that the MTRA does support the rider’s code of conduct. Mr. Durst gave an example of a driver showing good restraint and following procedure.

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. **COMMENTS FROM CONTRACTOR’S UNION**

 Mr. Gary Hopper presented the Transdev employee of the month to Ms. Gail Hopper.

Mr. Livingston presented Latitia Brazel with driver of the month for Transport Care Services.

**7a. Election of Officers**

Motion:

A motion was made by Ms. Mood and seconded by Ms. Dickerson to nominate Mr. Anderson for Chair.

A motion was made by Dr. Morris and seconded by Ms. Gleaton to close the nominations.

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

Motion:

A motion was made by Dr. Morris and seconded by Mr. Anderson to nominate Mr. Furgess for Vice Chair.

A motion was made by Ms. Gleaton and seconded by Dr. Morris to close the nominations.

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

Motion:

A motion was made by Ms. Mood and seconded by Mr. Furgess to nominate Mr. Smith for Secretary.

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

Motion:

A motion was made by Mr. Anderson and seconded by Mr. Furgess to nominate Dr. Morris for Treasurer.

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

**7b. Appointments**

Mr. Anderson made the following appointments:

* Finance Committee Chair – Dr. Morris
* Service Committee Chair – Mr. Huggins
* Finance and Service Committee Membership will stay the same.

Mr. Anderson asked Ms. Dickerson to advise what committee she wants to serve on. Ms. Dickerson stated she will think about it and report back.

1. **CHAIR OF BOARD REPORT**

Chairwoman Dickerson thanked the board for the opportunity to serve as chair.

1. **EXECUTIVE DIRECTOR REPORT**

Mr. Andoh stated that his report is on pages 12 – 18.

Discussion of call center hours and the financial commitment of the scaled bus occurred with the Board.

1. **TRANSIT OPERATIONS CONTRACT REPORT**

Mr. Bristol gave a review of the report that was in the board packet. He stated that we will have a safety award luncheon on July 31.

Discussion of hours of the call center and how were they determined occurred with the Board.

Mr. Anderson asked why we are moving the call center and Mr. Bristol stated that it will be more managed and have supervision. Mr. Andoh stated that they will only be focused on either calls or the window, not both.

1. **REPORT FROM SERVICE COMMITTEE**

Mr. Huggins stated that the committee met and discussed the following topics:

* Code of Conduct
* Bus Shelters
* Transit Center Road Map
* Security improvements at Transit Center
* Service to community at Transit Center with healthcare and amenities at the Transit Center
* Proposed service enhancements that would be discussed at a Board workshop on Wednesday, August 1, 2018.
1. **REPORT FROM FINANCE COMMITTEE, Chair – Andy Smith**

Mr. Smith reviewed the financial snapshot with the Board. There was also discussion of the handout of breakout of financial statements. Furthermore, Mr. Smith stated that the actions of the Finance Committee are included in the Board Packet for distribution and review.

1. **APPROVE CHECK REGISTER ENDING JULY 25, 2018**

Ms. Andrews passed out the revised check register ending 8-1-2018 and explained the areas in yellow that were added to the check register due to being processed after the Board Packet date.

Motion:

A motion was made by Mr. Smith and seconded by Ms. Dickerson to approve the check register ending 8/1/18.

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

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**
* Review of Board Motions – Included in packet
* Transit Center Short/Long Term Road Map – Included in packet

Mr. Andoh reviewed the Board Motions from January 2017 to present and discussed the short and long-term road map recommendations that would be implemented based off discussion with the Service Committee.

1. **PUBLIC HEARING ON ROUTE 22 REINSTATEMENT AND SODA CAP CONNECTOR ROUTE 3 PILOT**

Mr. Andoh presented the staff report and answered questions from the Board on the proposed recommendations.

Motion:

A motion was made by Ms. Mood and seconded by Mr. Furgess to approve to open the public hearing for public comment.

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

**Abstain:** Dickerson

There was no public comment.

Motion:

A motion was made by Mr. Furgess and seconded by Dr. Morris to close the public hearing, approve the reinstatement of Route 22, implement Soda Cap Connector Route 3 Pilot for the month of August 2018 and amend the budget to incorporate the operating costs for this route and to present the amended budget to the Finance Committee.

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

**Abstain:** Dickerson

1. **AUTHORIZATION TO HOLD PUBLIC HEARING IN AUGUST REGARDING FARE MODIFICATIONS**

Mr. Andoh presented the staff report and answered questions from the Board on the proposed recommendations.

Motion:

A motion was made by Dr. Morris and seconded by Mr. Furgess to schedule the public hearing for fare modifications at the August 2018 Board of Directors meeting.

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

1. **ADOPTION OF TUITION REIMBURSEMENT POLICY**

Mr. DesChamps presented this staff report and answered questions from the Board on the proposed recommendations.

Motion:

A motion was made by Ms. Dickerson and seconded by Ms. Boulware to approve the adoption of the Tuition Reimbursement Policy.

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

1. **ADOPTION OF INVESTMENT POLICY AND TO PARTICIPATE IN LOCAL GOVERNMENT INVESTMENT FUND**

Mr. Andoh presented the staff report. Mr. Andoh mentioned that the bank account policy will be discussed at the August 2018 Finance Committee meeting.

Motion:

A motion was made by Dr. Morris and seconded by Mr. Leaks to approve the adoption of the investment Policy and to participate in Local Government Investment Fund.

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

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

Mr. Andoh presented the staff report and answered questions from the Board on the proposed recommendations.

Motion:

A motion was made Mr. Furgess and seconded by Ms. Dickerson to approve the adoption of the amended Operating Reserve Policy.

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

1. **APPOINTMENT OF PROCUREMENT APPEALS PANEL**

Mr. Andoh presented the staff report and answered questions from the Board on the proposed recommendations.

Motion:

A motion was made by Ms. Dickerson and seconded by Mr. Leaks to appoint the Executive Committee as the Procurement Appeals Panel and that the Chair has the authority to designate an alternate member on this panel should an Executive Committee member participate in the evaluation committee.

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

1. **ADOPT COST OF LIVING POLICY**

Mr. Andoh presented the staff report, explained this was to clarify actions taken by the Board in March 2018 with the adoption of the budget and answered questions from the Board on the proposed recommendations.

Motion:

A motion was made by Ms. Dickerson and seconded by Mr. Leaks to adopt the cost of living policy and authorize the implementation of the 2% cost of living increase.

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

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

There were no motions.

1. **NEW BUSINESS**

•Election of Board Officers

* Covered under item 7a.

•Appointment of Board Members on Executive, Service and Finance Committee

* Covered under 7b.

•Creation of Ad-hoc Sub-Committee for Soda Cap Connector Marketing

* Mr. Andoh presented this matter and recommended that the Service Committee act as the ad-hoc committee for the Soda Cap Connector Marketing.

Motion:

A motion was made by Mr. Anderson and seconded by Ms. Mood to approve using the Service Committee as the Soda Cap Connector Marketing Ad-hoc Committee.

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

• Appointment of Alternate Board Member to Central Midlands COG Board of Directors

* Mr. Furgess was appointed to the Central Midlands COG as the alternate Board Member by Ms. Dickerson, should Mr. Andoh not be able to attend.
1. **LEGAL/CONTRACTUAL/PERSONNEL (may require executive session)**

Motion:

A motion was made by Ms. Dickerson and seconded by Mr. Furgess to enter into executive session to discuss the following items:

* Action regarding Former Employee Settlement Agreement
* Use of Attorney During Board Meetings
	+ The Board directed Mr. Andoh to schedule the attorney only during the Legal/Contractual/Personnel Session, when an executive session is needed or when requested by the Board.
* Change Order #2 Regarding Bus Stop Sign Installation Work

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

Motion:

A motion was made by Ms. Dickerson and seconded by Dr. Morris to come out of Executive Session.

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

Motion:

A motion was made by Mr. Furgess and seconded by Dr. Morris to approve up to 10 months of salary and fringe benefits to former employee Daphne Givens, not to exceed $90,000 based on calculations of her salary and fringe benefits during the period of unemployment and to work with Legal Counsel to finalize the separation agreement.

**In Favor:** Boulware, Smith, Morris, Mood, Furgess, Howard, Gleaton

**Opposed:** Dickerson, Leaks, Anderson

**Motion passed.**

Motion:

A motion was made by Ms. Mood and seconded by Ms. Dickerson to approve Change Order #2 Regarding Bus Stop Sign Installation Work.

**In Favor:** Leaks, Dickerson, Boulware, Anderson, Smith, Morris, Mood, Furgess, Howard, Gleaton.

**Motion passed unanimously.**

1. **INFORMATIONAL ITEMS**
* Ridership Report

Mr. Andoh explained that the ridership report is in the packet for the Board’s review.

1. **ADJOURN**

**Motion:**

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

**In Favor:** Leaks, Dickerson, Boulware, Anderson, Smith, Morris, Mood, Furgess, Howard, Gleaton.

**Motion passed unanimously.**

The meeting adjourned at 2:05 PM.

**CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY**

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

**Prepared by:**

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

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

**Approved by:**

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

**Andy Smith, Board Secretary**