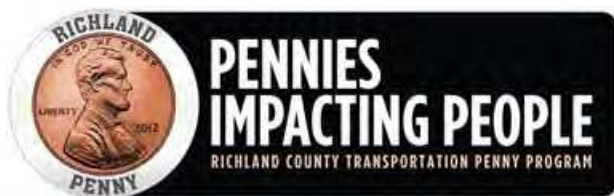


TRANSPORTATION PENNY ADVISORY COMMITTEE MEETING
MONDAY, MAY 22, 2017
4TH FLOOR CONFERENCE ROOM

NO QUORUM PRESENT



In accordance with the Freedom of Information Act, a copy of the agenda was sent to radio and TV stations, newspapers, persons requesting notification, and was posted on the bulletin board located in the lobby of the County Administration Building.

MEMBERS PRESENT: Philip Simoneaux, Malcolm Gordge, Jack Oliver, Virginia Sanders, Hayes Mizell, Murry Coleman, Councilman Norman Jackson and Councilman Paul Livingston

OTHERS PRESENT: Tony Edwards, Michelle Onley, Brenda Parnell, Roger Sears, Janelle Ellis, Rob Perry, Ismail Ozbek and Shawn Salley

CALL TO ORDER

The meeting was called to order at approximately 5:30 p.m.

CITIZEN'S INPUT

No one signed up to speak.

COUNCIL ACTIONS

Mr. Perry stated Council gave approval to the following resurfacing and greenway contracts at the May 2nd Council meeting:

- a. Resurfacing Package I: LCI-Lineberger Construction, Inc.; 5.06% SLBE goal; total award of \$834,489.61.
- b. Resurfacing Package J: LCI-Lineberger Construction, Inc.; 4.86% SLBE goal; total award of \$528,216.60.
- c. Resurfacing Package K: LCI-Lineberger Construction, Inc.; 5.0% SLBE goal; total award of \$477,426.85.
- d. Resurfacing Package M: C. R. Jackson, Inc.; 2.27% SLBE goal; total award of \$3,019,622.76.

- e. Three Rivers Greenway Project: AOS Specialty Contractors, Inc.; 5.9% SLBE goal; total award of \$6,525,059.70.

AUDIT UPDATE

Mr. Elliot McNeish with Elliott Davis gave a brief overview of the draft audit findings. The audit report will not be final until Administration formally accepts the findings by signing a Representation Letter.

Indirect Cost Allocation

Criteria: Method for applying accounting estimates that are subjective and significantly affect the recognition of costs by project should be specified in the Accounting Procedure Manual.

Recommendation:

- The Accounting Procedure Manual should be revised to include a specific approach for allocating indirect costs to individual projects.
- Expenditure by project should be adjusted for indirect costs in a manner consistent with the approach to be specified in the Accounting Procedure Manual
- The allocation and recording of indirect costs by project should be performed as frequently as necessary to ensure that County Council is receiving timely updates on actual expenditures-to-date.

Monitoring and Reporting of Program Expenditures

Criteria: Sufficient internal controls should include regular monitoring and reporting of actual expenditures-to-date by project versus estimated costs-to-complete for each project.

Recommendation: That status reports to County Council include a comparison of actual expenditures-to-date by project to the estimated costs-to-complete by project as reflected in Appendix A. The cost reflected in Appendix A should be adjusted as necessary for items such as change orders, re-directing funds between projects, and a construction cost index.

Reconciliation of Program Expenditures

Criteria: Sufficient internal controls should include regular reconciliation of total expenditures per the County's general ledger to supporting subsidiary ledgers.

Recommendation: Total expenditures per the County's general ledger be reconciled to the PDT general ledger on a monthly basis, to ensure that all program activity is being accounted for. This process will also serve to confirm legitimate reconciling items such as timing differences and expenditures incurred directly by the County. It will also help to ensure that improper transactions and errors are identified.

The members present expressed their support of the audit findings.

SMALL LOCAL BUSINESS ENTERPRISE PROGRAM

The OSBO Update was included in the agenda packet.

THE COMET

Ms. Ann August, Interim Director, gave a brief overview of her first 3 weeks at the COMET.

PDT UPDATE

DESIGN:

- ✦ Atlas Road – revised 95% Complete Plans submitted to SCDOT this month
- ✦ Bluff Widening Phase 2 – Options to reduce project cost, bury utilities, and lighting to be presented to Transportation Ad Hoc
- ✦ Garners Ferry/Harmon Intersection – 30% Complete Plans under review by PDT
- ✦ Greene Street Phase 2 – revised 95% Complete Plans submitted to SCDOT this month
- ✦ Clemson Road Widening – 100% Final Construction Plans under review by SCDOT
- ✦ Polo Road Shared-Use Path - Right-of-Way acquisition is underway
- ✦ Submitted SCDOT permits for Grand, Marion, and Two Notch Sidewalk projects

CONSTRUCTION:

- ✦ Construction continues on Clemson/N. Springs intersection
- ✦ Resurfacing Package H continues
- ✦ Bluff Widening Phase I is underway with drainage and sidewalk complete adjacent to fairgrounds
- ✦ Shop Road Extension Phase I has substantially completed clearing and grubbing
- ✦ North Main Street road construction has begun
- ✦ Jefferson and Franklin sidewalks are nearing completion

MISC.:

- ✦ Hard copies of the April 2017 Monthly Progress Report were distributed.

TRANSPORTATION DEPARTMENT UPDATE

Transportation Program advertised the Transportation Improvement Contract 1 on May 5th. The package includes 19 dirt roads, Caper's Avenue sidewalk and Resurfacing Packages L and N. The bids are scheduled to be opened on June 5th.

Transportation Penny Advisory Committee
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APPROVAL OF MINUTES

No action was taken due to lack of quorum.

ADJOURN

The meeting adjourned at approximately 6:28 p.m.

NEXT SCHEDULED MEETING: JUNE 26, 2017 – 2020 HAMPTON STREET