



Transportation Penny Advisory Committee Meeting
Monday December 22, 2014 5:30 pm
4th Floor Training Room
2020 Hampton Street, Columbia SC 29202

Agenda

- 1. Call to Order:** Hayes Mizell, Chairman
- 2. Approval of Minutes**
 - October 27, 2014: [Pages 2 - 3]
 - November 24, 2014: [Pages 4 - 6]
- 3. Citizens' Input**
- 4. Blythewood Projects** [Pages 7 - 8]
- 5. TPAC's Role in Richland Penny Program** [Pages 9 - 14]
- 6. Other Business**
- 7. Next Scheduled Meeting:**
 - Monday, January 26, 2015 @ 5:30 PM – Lower Richland High School
- 8. Adjourn**

**TRANSPORTATION PENNY ADVISORY COMMITTEE MEETING
MONDAY, OCTOBER 27, 2014
2020 HAMPTON STREET, 4TH FLOOR CONFERENCE ROOM**



**Richland County
TRANSPORTATION PENNY**

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: Hayes Mizell, James Faber, Carol Kososki, Paul Livingston, Todd Avant, Derrick Huggins, Natalie Britt, Elise Bidwell, Virginia Sanders, Bill Wiseman, Bob Brown and Jennifer Bishop

OTHERS PRESENT: Chris Gossett, Shawn Salley, Tony Edwards, Justine Jones, Tony McDonald, Quinton Epps, Ismail Ozbek, Rob Perry and Michelle Onley

CALL TO ORDER

The meeting was called to order at approximately 5:34 p.m.

APPROVAL OF MINUTES

September 22, 2014 – Mr. Huggins moved, seconded by Mr. Faber, to approve the minutes as distributed. The vote in favor was unanimous.

CITIZENS' INPUT

No one signed up to speak.

UPDATE FROM SLBE PROGRAM

- ✿ SLBE Division has been placed in the Office of Small Business Opportunity Department
- ✿ The website at this point is limited to the SLBE Program
- ✿ The updated website will be more interactive and provide more information
- ✿ The tracking system will track the dollars awarded, the demographic categories, etc. of the SLBE participants. A report will be compiled with all of this information and provided to County Council and the TPAC.

- ✿ The SLBE has moved into new office space in the Health Department Building. The grand opening of the office will be in early November.
- ✿ There are currently 2 Full Time employees and 1 temporary employee.
- ✿ There are currently 35 firms that have been certified
- ✿ Reviewed qualifications for participants

**DIRT ROAD PROGRAM AND ON CALL ENGINEERING SELECTION LIST
(INFORMATION ONLY)**

Mr. Gossett stated that the Dirt Road Program and On Call Engineering selections were made by Council. Currently the negotiations are ongoing with all of the firms.

GREENWAY RANKING

Administrative Correction for Gills Creek – Mr. Gossett stated that the Gills Creek Rankings have been corrected after a meeting was held with the stakeholders.

Ms. Kososki thanked the Transportation Department for their work on this matter. Ms. Kosoki also requested that the stakeholder meetings continue.

Ms. Kososki stated that the committee needs to begin identifying and tracking easements and mitigation banks.

Mr. Gossett stated that the Program Development Team is currently updating the cost estimates and scopes for the projects.

STATE OF THE PENNY

January 26, 2015 – Lower Richland High School – The committee agreed to hold the State of the Penny at Lower Richland High School on January 26, 2015 at 6:30 PM.

OTHER BUSINESS

There was no other business.

REMINDER—NEXT MEETING: MONDAY, NOVEMBER 24, 2014 AT 5:30 PM

ADJOURN

The meeting adjourned at approximately 6:05PM.

**TRANSPORTATION PENNY ADVISORY COMMITTEE MEETING
MONDAY, NOVEMBER 24, 2014
2020 HAMPTON STREET, 4TH FLOOR CONFERENCE ROOM**



**Richland County
TRANSPORTATION PENNY**

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: Hayes Mizell, Carol Kososki, Elise Bidwell, Virginia Sanders, Trevor Bowers, Dorothy Sumter, Jennifer Bishop

OTHERS PRESENT: Chris Gossett, Tony Edwards, Tony McDonald, Quinton Epps, Rob Perry and Michelle Onley

CALL TO ORDER

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

APPROVAL OF MINUTES

October 27, 2014 – There was not a quorum present; therefore, approval of the minutes was not taken up at the meeting.

CITIZENS' INPUT

No one signed up to speak.

UPDATE FROM SLBE PROGRAM

- ✿ December 8th, 6:00-8:00 PM, Council Chambers: SLBE Public Outreach Meeting
- ✿ Office of Small Business Opportunity was opened on November 19th
- ✿ On-line application process is now available

PDT UPDATE

- ✿ PDT Office is located at 201 Arbor Lake Drive in the Fontaine Business Center. There is presently 25 members of the project staff working from this office and the Construction and Inspection staff will also be housed here.

Transportation Penny Advisory Committee

November 24, 2014

Page Two

- ✿ The project scopes from the original study have been validated and will be posted on the website in the near future.
- ✿ Cost estimates have been updated by category and will also be posted on the website in the near future.
- ✿ The project have been ranked by category and approved by Council at the October 7, 2014 meeting. The rankings are on the website.
- ✿ Two public meetings have been held.
- ✿ One meeting was held in Southeast Richland County (Southeast Regional Neighborhood Plan) on September 25, 2014. About 40 residents attended. Comments were received and compiled. A meeting with Councilman Jackson will be held in the near future to discuss the comments. The public displays are on the website.
- ✿ The other meeting was held at the intersection of Kennerly and Coogler in Northwest Richland County.
- ✿ Postcards were sent to residents and businesses in a ½ mile radius, HOAs were contacted, and media alerts were implemented.
- ✿ A Utility Coordination Manual to identify and relocate utilities impacted has been drafted. The manual is currently being reviewed by local utility companies.
- ✿ The Right-of-Way Process Manual can be utilized on both Penny Program projects and other Richland County projects.
- ✿ The Procurement Manual will outline the process for procuring future contracts.
- ✿ Project Controls have been implemented including Project Tracking, Cost Tracking, Scheduling and Budgeting and Reporting.
- ✿ Framework for public involvement is nearly complete. The website went live on November 14th. A Speaker's Bureau request form is included on the website to request a member of the PDT or County Staff to come to speak to their group. Thus far 3 requests have been received.
- ✿ Two separate resurfacing packages have been prepared and bids were received on November 20th.
- ✿ Dirt Road "Package E" was prepared and bids were received on November 4th for 4 roads located in Lower Richland and Construction Management and Inspection for "Package D" is being performed on 3 roads located in the Northeast.
- ✿ There are 6 Design/Build Intersections: Kennerly/Coogler, Broad River/Rushmore, Farrow/Pisgah, Clemson/North Springs, North Springs/Risdon, and Summit Ridge/Summit Parkway. The Request for Qualifications will be advertised in Mid-December and award of the contract will take place in Spring 2015.
- ✿ Finalizing 5-year County Transportation Improvement Program (CTIP); anticipate Council approval in early 2015. *TPAC requested a timeline presentation of this program.*
- ✿ Review 522 miles of existing County roads and develop a management system for planning and managing improvements.
- ✿ Resurfacing program will be implemented to distribute \$40 million in funding.
- ✿ Dirt Road Paving Program has been selected and negotiations are ongoing. Program will be implemented to distribute \$45 million in funding.
- ✿ Shop Road Phase I is currently being designed and construction is anticipated to begin in Fall 2015.

- ✿ Green Street Phase I is being designed and advertisement for bid is anticipated in Mid-December and construction beginning in Spring 2015.
- ✿ Hardscrabble Road is being developed by SCDOT and is scheduled for Fall 2015 letting.
- ✿ North Main Street is moving into final construction plan design and a portion is scheduled to go to construction in late 2015
- ✿ Bikeways Program's \$22 million of funding will be evenly distributed over 9-10 years.
- ✿ Neighborhood Program will construct 7 separate Neighborhood Plans with an anticipated \$63 million in funding. Southeast Richland is scheduled to begin construction in late 2015.
- ✿ Greenways Program's \$21 million in funding will be evenly distributed over 9-10 years.
- ✿ Sidewalks Program's \$27 million in funding will be evenly distributed over 9-10 years.

PDT was requested to participate in the State of the Penny to outline the milestones.

Ms. Nicole Smith gave a brief overview of the website. (www.richlandpenny.com).

Facebook and Twitter are being utilized for public outreach.

OTHER BUSINESS

Ms. Sanders inquired as to what purpose the TPAC serves and what information members are to be conveying to the public.

Ms. Sanders suggested that Franklin Lee make a presentation to the committee.

Ms. Sanders sees TPAC as a "rubber stamp".

Ms. Bidwell stated she was told by a Council member that the members of TPAC were chosen to represent Council.

Ms. Bidwell feels that the doors have been closed. The project management teams have been selected, the money has been voted for, the bonding is taking place and Rob and Chris have been brought on board. There isn't a lot of room for advocacy for the TPAC committee.

Mr. Mizell stated that the committee needs to be prepared to propose a concrete vision to Council for consideration.

REMINDER—NEXT MEETING: MONDAY, DECEMBER 22, 2014 AT 5:30 PM

Staff is to poll committee members to get a consensus on scheduling a meeting for December 22nd.

ADJOURN

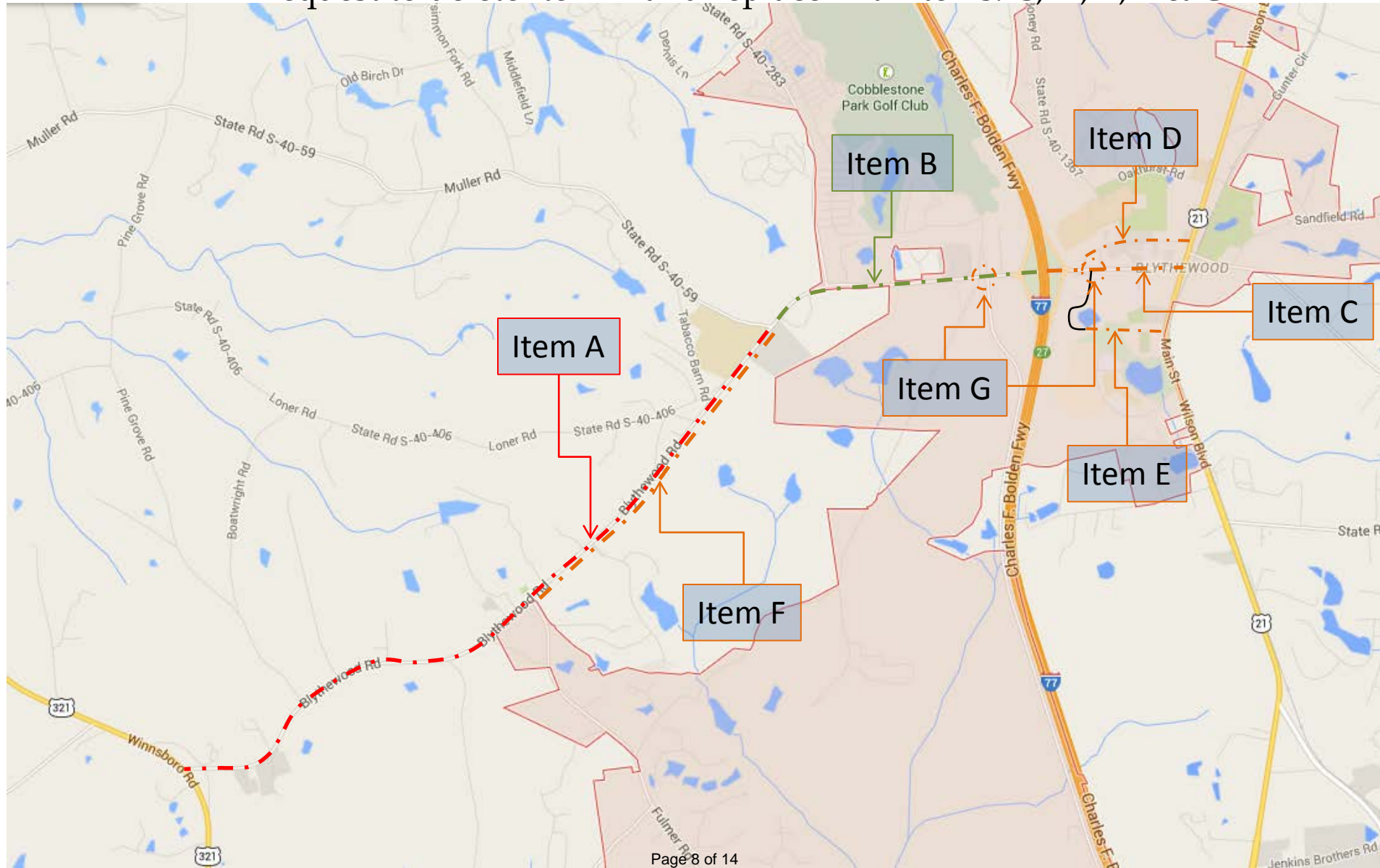
The meeting adjourned at approximately 6:35PM.

BLYTHEWOOD HIGHWAYS Town Plan compared to Richland County TPAC - March, 2014

Ref	Segment	Distance - m	Cost/m	Total \$M	Comment	Nett \$M
A	B'wood Rd from Winnsboro Rd to Syrup Mill	3.38	6.21	21.0	3-lane: on list, not required	-21
B	Blythewood Rd from Muller Rd to I-77	0.88	9.09	8.0	5-lane: on list, required	0
C	Blythewood Rd from I-77 to Main	0.29	10.4	3.0	5-lane: not on list, required	3
D	McNulty from Main to Blythewood Rd	0.35	6.21	2.2	3-lane: not on list, required	2.2
E	Creech Rd extension to Main	0.29	6.21	1.8	3-lane: not on list, required	1.8
F	Blythewood Rd from Fulmer to Syrup Mill	1.72	6.21	10.7	3-lane: not on list, required	10.7
G	Traffic Circles at B'wood Road and Creech, and B'wood Rd and Cobblestone	n/a	n/a	3	Not on list, required Difference	3
	-0.3					

Town of Blythewood

Request to delete Item A and replace with items: C, D, E, F & G



**RICHLAND COUNTY, SOUTH CAROLINA
TRANSPORTATION PENNY ADVISORY COMMITTEE
RULES OF PROCEDURE**

ARTICLE I - ORGANIZATION

Section 1 – Membership

The Transportation Penny Advisory Committee shall consist of fifteen members. The members shall be appointed by Richland County (7 members), City of Columbia (3 members), Town of Arcadia Lakes (1 member), Town of Blythewood (1 member), Town of Eastover (1 member), City of Forest Acres (1 member), and the Town of Irmo (1 member). The initial appointments shall be staggered, as per Attachment A. Each member appointed thereafter shall serve a five year term.

Members shall not serve more than two (2) consecutive terms; provided, however, that upon service of two (2) consecutive terms a member may be eligible for reappointment after one day of non- service. Notwithstanding any other provision, members may continue to serve until such time as an advertisement has appeared in the local newspaper and a successor has been duly appointed.

Richland County Council Chairman shall appoint two Council members to serve as Honorary Members. Such members shall have the right to speak at any meeting, but shall not have the right to make a motion nor vote on any item and shall not be counted for purposes of a quorum.

Section 2 – Officers

The officers of the Committee shall be a Chairman, Vice-Chairman, and Secretary elected for one-year terms at the first meeting of the Commission each calendar year.

Section 3 – Chairman

The Chairman shall be a voting member of the Committee and shall:

- a) Call meetings of the Committee;
- b) Preside at meetings and hearings;
- c) Act as spokesperson for the Committee;
- d) Sign documents for the Committee; and

- e) Represent the Committee before County Council to address any concerns or questions that the Council may have. In the event that the Chair cannot attend a required County Council meeting, the Vice-Chair shall attend in his/her stead.
- f) Perform other duties as determined by the Committee and County Council.

Section 4 – Vice-Chairman

The Vice-Chairman shall exercise the duties of the Chairman in the absence, disability, or disqualification of the Chairman. In the absence of the Chairman and Vice-Chairman, an acting Chairman shall be appointed by the members present.

Section 5 – Secretary

The Secretary shall coordinate with the Administration, Public Information Office, and the Clerk to Council to ensure that:

- a) Adequate public notice of the meetings is provided;
- b) Proper public record of the meetings is made;
- c) Minutes of the meetings are produced in a timely manner; and
- d) Other such duties as may be periodically requested by the Committee are completed.

Section 6 – Removal of Officers

Commission officers may be removed for cause from office prior to the expiration of their term by the political entity appointing such member.

ARTICLE II – FUNCTIONS, DUTIES, AND POWERS

Section 1 – Authority

The Transportation Penny Advisory Committee shall have such powers, duties, and responsibilities as proscribed by the Richland County Council.

Section 2 – Functions, Duties, and Power

The function of the Committee is to review, comment on, and provide recommendations on the Transportation Penny to Richland County Council. The Committee shall have the powers and duties proscribed by the Richland County Council, as follows:

- a) The Committee shall provide a recommendation on any modification to the projects list not consistent with the generic description of the project(s) (ie, the addition of new projects not currently on the projects list; etc.). Any modifications to the projects list consistent with the generic description of the project(s) shall not require a recommendation of the TPAC (ie, minor revisions to a project on the projects list not impacting the overall scope of the project).
- b) The Committee shall recommend any reordering of the prioritization (if applicable) of the projects list.
- c) The Committee shall provide quarterly reports to each respective jurisdiction from which they are appointed.
- d) The Committee will review the proposed Scope of Services for the Request for Proposals (RFP) for the Program Management Team and make recommendations as needed.
- e) The Committee will make recommendations for a financial review of the Transportation Penny as needed. (Note: A financial audit will be undertaken annually.)
- f) The Committee is authorized to make recommendations to the CMRTA Board, and to any other governing body with regards to the Transportation Penny.
- g) The Committee shall perform all other additional duties as assigned by the Richland County Council.

ARTICLE III – MEETINGS

Section 1 – Time and Place

The Committee shall meet on the third Monday of each month. An annual schedule of regular meetings shall be adopted, published, and posted on the Richland County Calendar as soon as practicable after the first meeting of each calendar year. Such annual schedule shall be mailed to: 1) anyone who has requested notice, 2) the local news media, and 3) other news media that have requested notice. Special called meetings may be called by the Chairman, with the concurrence of at least two members, upon 24 hours' notice, posted and transmitted to all

members and local news media. Meetings shall be held at the time and place stated in the notices, unless a room conflict occurs, and shall be open to the public. If a room conflict occurs, the new place of the meeting will be clearly identified for interested parties.

Section 2 – Agenda

The Chairman shall work with the Transportation Director to create an Agenda prior to each meeting. Such Agenda shall include, at a minimum, any items directed to the Committee from County Council. The Agenda shall be forwarded to Secretary and the Clerk of Council for publication and dissemination to the Committee and the public.

Section 3 – Quorum

A quorum of the Committee shall consist of eight (8) members. A quorum shall be present before any business requiring a vote, other than rescheduling the meeting, is conducted.

Section 4 – Rules of Order

Robert’s Rules of Order shall govern the conduct of meetings, except as otherwise provided by these “Rules of Procedure”.

Section 5 – Voting

- a) A member must be present to vote.
- b) Each member shall vote on every motion, unless recused as described in Section 6, below.
- c) All actions requiring a vote by the Committee shall require a majority vote. A vote on a motion resulting in a “tie-vote” shall mean that the motion fails.

Section 6 – Conflict of Interest

Pursuant to the requirements of Section 8-13-700 of the South Carolina Code of Laws, each member who is required to take an action, or make a decision, that affects an economic interest of herself/himself, a member of his/her immediate family, an individual with whom he/she is associated, or a business with whom she/he is associated shall recuse himself/herself by notifying the Chairman and asking that the Chairman note the recusal in the minutes of the meeting.

Section 7 – Freedom of Information Act

The Committee is a public body as defined by Section 30-4-20(a) of the South Carolina Code of Laws (Freedom of Information Act) and shall conform to the requirements thereof.

Section 8 – Procedure for Discussion

The following procedure shall be employed during the Committee meeting:

- a) The Chairman shall have the right to limit discussion on any agenda item, except that reasonable opportunity should be provided to all wishing to speak and that redundant comments should be minimized;
- b) Any citizen wishing to speak before the Committee shall sign in before the meeting, providing name, address, and item on the Agenda on which he/she would like to speak. Citizens may only speak on an item on the Agenda and shall be limited to two minutes per person;
- c) When the Commission discussion has concluded, the Chairman or a Committee member may call the question and the vote shall be taken in public.

Section 9 – Executive Sessions

Subject to the requirements described below, the Committee may choose to go into an executive session, i.e., a private meeting off the public record:

- a) Pursuant to the requirements of Section 30-4-70 (2) of the South Carolina Code of Laws, any such executive session shall be limited to:
 - 1) Receipt of legal advice where the legal advice relates to a pending, threatened, or potential claim, or other matters covered by the attorney-client privilege; or
- b) Before going into executive session, the Committee shall vote to go into session in public. If the vote is positive, the Chairman shall announce the specific purpose of the executive session.
- c) No action shall be taken in executive session, except to adjourn and return to public session.
- d) Committee members shall not commit to any course of action nor poll the members regarding a proposed action while in executive session.

Section 10 – Attendance

If a Committee member misses 50% of the Committee meetings within one calendar year, the Chairman shall notify the County Council Chairman in writing, of such absences. The County Council Chair shall notify the appropriate appointing party. Section 2-328 of the Richland County Code of Ordinances shall not apply to this Committee as it is not wholly appointed by the Richland County Council.

Section 11 – Minutes

- a) The Clerk of Council shall record all meetings of the Committee on audio-tape that shall be preserved, at a minimum, until Committee final action is taken on all matters presented and any relevant reconsideration period has elapsed.
- b) The Secretary, with the assistance of the Clerk of Council, shall prepare minutes of each meeting for approval by the Committee at the next regular meeting.

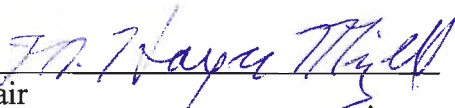
ARTICLE IV – RULES ADOPTION & AMENDMENT

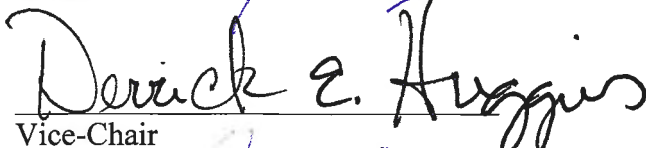
Section 1 – Adoption

These rules were adopted by vote of a majority of the members of the Transportation Penny Advisory Committee at a regular public meeting on June 17, 2013 and are effective immediately.

Section 2 – Amendment

These Rules may only be amended at a regular meeting of the Committee by a majority vote of the members of the Committee.


Chair


Vice-Chair


Secretary