

**TRANSPORTATION PENNY ADVISORY COMMITTEE MEETING
MONDAY, MAY 23, 2016
RICHLAND PENNY PROGRAM DEVELOPMENT TEAM OFFICE
4TH FLOOR CONFERENCE ROOM**



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, Murray Coleman, Trevor Bowers, J. T. McLawhorn, Virginia Sanders, Dorothy Sumter, Philip Simoneaux, Derrick Huggins, Natalie Britt, James Faber, Councilman Norman Jackson,

OTHERS PRESENT: Rob Perry, Tony Edwards, Shawn Salley, Michelle Onley, Brenda Parnell, Tony McDonald, Daniel Driggers, Beverly Harris, and Kristen Hutto

CALL TO ORDER

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

CITIZEN'S INPUT

Ms. Marcia Johnson spoke regarding the CMRTA bus service.

UPDATE ON COUNCIL ACTIONS

Mr. Perry outlined the Council actions as follows:

- a. Atlas Road Widening Project – Norfolk Southern R. R. agreement
- b. Atlas Road Widening Project – CSXT R. R. agreement
- c. Bluff Road Widening Project – Tri-Party R. R. agreement
- d. Three Rivers Greenway Project – IGA with the City of Columbia
- e. Pineview Road Widening Project – Executive Summary and Proposed Typical Sections
- f. Shop Road Widening Project – Executive Summary and Proposed Typical Sections
- g. Shop Road Extension Phase I Project – Contract modification with CDM Smith
- h. North Main Street Widening – Time Sensitive Project
- i. Mill Creek Mitigation Bank; approximately 2 ½ years to get passed by the US Corp of Engineers; SCDOT has requested to buy credits from the County
- j. Resurfacing Projects; CTC approved \$1.4 million; bring back options to Council
- k. TPAC: Role and Responsibility; job description for staff person for TPAC
- l. Motion by Mr. Jackson – No action was taken

Ms. Sumter stated the Bluff Road area road construction was not well coordinated with the County and SCDOT.

AUDIT UPDATE

Mr. Driggers stated Council has approved the scope of the audit. An engagement letter has been signed and they have begun the process of interviewing individuals.

Mr. McLawhorn inquired if the audit was consistent with what the DOR has requested.

Mr. Driggers stated Council is encouraging the audit. The audit includes items that DOR looked at, but not only those items.

Mr. Mizell stated he and Ms. Kososki will be speaking with the auditors. If anyone has any thoughts they would like conveyed, please communicate them with either one of them.

Mr. Jackson stated there will be a Special Called meeting tomorrow to discuss the next steps in relation to the DOR.

THE COMET

No report was given.

PDT UPDATE

Mr. Beatty stated there is a public information meeting on June 9th for the Clemson Road Widening at Spring Valley High School.

- There are seven (7) Summer Interns were recently selected.
- Atlas Road Widening is almost to the point where right-of-way acquisition will begin.
- Bluff Road Phase I will be advertised for construction soon. The plan is to begin construction as soon as the Carolina football season has completed.
- North Main Street Widening is to be advertised in July; begin construction in late Summer/early Fall
- Shop Road Extension Phase – will be advertised in the next several months
- Three Rivers Greenway – approximately 8 weeks away from advertisement
- Lincoln Tunnel Greenway – completed in late July; ribbon cutting in mid-July
- 6 Design Build Intersections – work has begun; groundbreaking was held a few weeks ago

- Greene Street Phase I – Anticipated completion by late July/early August
- Riverbanks Zoo Pedestrian Bridge is still ongoing
- Sidewalks – Ribbon cutting was held on one of the sidewalk projects recently

Mr. Beatty stated it has been reported that the Program Development Team has been operating without the required business licenses in the City and the County for the past two (2) years. This report is not a completely accurate statement. The Program Development Team is led by a joint venture, which is a legal entity, of ICA Engineering, MB Kahn and Brownstone. Each of the firms has, and continues to have, business licenses within the County and the City of Columbia. Up to this point, they have been operating and maintaining separate business licenses. The income from the Transportation Penny Program was reported separately when the business licenses were renewed. Since the Program Development Team maintains a separate office, they have been advised by the City of Columbia they needed to procure a business license in the joint venture's name. Approximately \$5,000 in fines was paid for not having the business license in the joint venture's name for 2014 and 2015. Those funds were paid out of the individual firm's accounts and not the Transportation Penny funds. The County has not required an additional business license.

Mr. McLawhorn inquired if the contractors utilized by the PDT have an ongoing apprenticeship training program.

Mr. Beatty stated if there is Federal funding received and the project meets certain criteria then there is an on the job training program required. The North Main Street project should qualify for on the job training. As far as the other projects, it is not mandated to have a training program.

Mr. McLawhorn inquired about how a training program could be incorporated utilizing county funding. He believes there will be an influx of transportation related jobs in the near future; therefore, this would be a win-win situation for everyone involved.

SMALL LOCAL BUSINESS ENTERPRISE PROGRAM

Ms. Parnell stated the report has been updated to address the issues raised at the last meeting.

Ms. Kososki expressed her continued concern in regard to the overruns.

Mr. Mizell stated the public perception is a matter that needs to be addressed.

Ms. Sanders inquired how overruns are handled by the Transportation Department.

Mr. Perry stated the program that produces the report for the OSBO Office is not the financial control report for the County. The intent of the SLBE report is to track the SLBE subcontract participation. There have been no overruns on the pre-construction or construction contracts. There were two (2) instances where Council was requested to increase the contract.

The OSBO Office and the Transportation Department need to communicate more effectively.

It is actually good when a subcontractor has been given more work than the original contract specified. It means the prime contractor not only met the goal, but exceeded the goal.

are ready to go to design teams (Dirt Road and the 5 On-Call), County staff assigns the projects to those teams.

APRIL 2016 PROGRESS REPORT

Received as information.

STATUS OF KOSOSKI MOTIONS OF APRIL 25, 2016

Received as information.

STATUS OF MIZELL MOTIONS OF APRIL 25, 2016

Received as information.

APPROVAL OF MINUTES

April 25, 2016 – Mr. McLawhorn moved, seconded by Ms. Sumter, to approve the minutes. The vote in favor was unanimous.

TPAC STAFF POSITION

Mr. Mizell stated the TPAC made recommendations to County Council. Council forwarded the recommendations to the Transportation Ad Hoc Committee for action. At the Transportation Ad Hoc Committee meeting, it was recommended the TPAC Committee have an employee assigned to assist them. In order to hire said employee a position description must be drafted.

Mr. Mizell appointed a subcommittee consisting of Ms. Britt, Mr. Coleman, and Mr. Simoneaux to develop a recommendation to assist Mr. Perry and the HR department with drafting a job description. The recommendation will not come back to the TPAC Committee prior to be forwarded to the Transportation Ad Hoc Committee for vetting.

Ms. Sanders expressed concern with no seeing the recommendations/draft job description prior to it being taken up by the Transportation Ad Hoc Committee.

Recommendations from committee for job description:

- Research and analytical skills
- Social/economical impact of penny

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- Define Part-Time
- Who will the employee report to?
- Does the employee relay information (i.e. Chair or Committee as a whole)?
- Look at established models
- Financial/budget management skills, program management skills, and audit skills
- Track Council Actions

NEXT MEETING: MONDAY, JUNE 27, 2016 AT 5:30 PM

ADJOURN

The meeting adjourned at approximately 6:43 p.m.