

**2014 Lexington County
Penny for Progress Commission
Meeting #001 Meeting Minutes**

Date/Time: October 3, 2013 / 10 A.M.

Place: Lexington County Council Chambers

Reference: Lexington County Penny for Progress Commission Master Plan for the 2014 General Election in Lexington County, South Carolina

Project No.: 13175-0032

Members Attending:

Mike Crapps
Sammy Hendrix
Frank Shumpert

Lee Bussell
Jimmy Shealy
Larry Stroud

Also Attending: Jeff Anderson, County Attorney; Diana Burnett and Kim Stutts with Lexington County Council; Jamie Frost, Kyle Clampitt, Ryan Slattery, Rebecca Breland, Will Witcher and Steve Whaley from Alliance Consulting Engineers, Inc.; citizens of the county and representatives of the media.

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

Note: The following meeting proceedings can be viewed in its entirety on the Lexington County Video Portal at www.lex-co.sc.gov.

1. Introduction

- a. Overview of Alliance Consulting Engineers, Inc. as an extension of the staff and brief explanation of our role
- b. Introduction of Ryan Slattery, Jamie Frost, Kyle Clampitt, Lexington County Council staff, Jeff Anderson, and Penny for Progress Commission
- c. Jeff Anderson provided an overview of the process
 - i. Meetings will be webcast
 - ii. Commission is a public body and must comply with the Freedom of Information Act



1. Not part of the county, but act as a separate entity
- iii. Role of the Commission
 1. Establish the projects for the ballot
 2. Prioritize the projects on the ballot
- iv. Establishment of the amount of the tax
 1. Will be determined by the Penny for Progress Commission upon receipt of the latest information from the South Carolina Department of Revenue in Spring 2014
- v. Schedule
 1. Establish ballot by June then submit to County Council
 2. County Council will then vote at three (3) meetings whether to place the ballot on the November 2014 General Election ballot
- vi. Role of Alliance Consulting Engineers, Inc. in the initial months
 1. Vet the project submissions
 2. Provide cost estimates and layouts as needed
 3. Review cost estimates and layouts as needed
 4. Conduct workshop meetings throughout the County
- vii. Future Penny for Progress Commission Meetings
 1. To occur at 10 a.m. on the first Thursday of each month through June with the exception of January 2014
- viii. Role of Jeff Anderson
 1. To provide legal insight as to the process and as counsel for the Penny for Progress Commission
- d. Ryan Slattery of Alliance Consulting Engineers, Inc. provided an overview of the Informational Packet
 - i. Vote on items in Section 8
 - ii. The Informational Packet includes:
 1. Capital Project Sales Tax Act
 2. Freedom of Information Act
 3. Contact information
 4. Example ballots
 5. Tax information from South Carolina Association of Counties (SCAC) data (to be updated from South Carolina Department of Revenue information)
 6. Items which are exempt from this tax
 7. Example project questionnaire and scoring summary



2. Election of Chairman and Vice-Chairman
 - a. Mr. Crapps as Chair 6-0
 - i. Mr. Bussell made a motion, seconded by Mr. Stroud.
 - b. Mr. Hendrix as Vice-Chair 5-0
 - i. Mr. Shumpert made a motion, seconded by Mr. Bussell.
3. Approval of Minutes from September 13, 2013 Meeting
 - a. Minutes approved 6-0
 - i. Mr. Bussell made a motion to approve the minutes, seconded by Mr. Shealy.
4. Subcommittee – Appointment of Advisory Board
 - a. No action item just an overview of the individuals on the list
 - b. Request on the individuals listed to act as a catalyst for the Penny for Progress Commission and support efforts of commissioners as opposed to an appointed body
 - c. Volunteers to Assist the Penny for Progress Commission
 - i. Mr. Randy Halfacre – Municipal
 - ii. Mr. Mike Taylor – Chamber
 - iii. Ms. Elizabeth Taylor – Recreation
 - iv. Mr. Randy Gibson – Recreation
 - v. Mr. John Fechtel - Transportation
5. Draft documents
 - a. Questionnaire and Submission Checklist
 - i. What is the process of vetting a project submission?
 1. Determine eligibility
 2. Confirmation of source of Operation & Maintenance budget
 3. Identify concerns with the site (ownership, costs, environmental characteristics)
 4. Determine ownership of the property/site
 5. Potential longevity of the facility to be constructed
 - ii. Ballot will only include the capital costs to construct the facility, not those to operate and maintain
 - iii. Questionnaire has been successfully used to vet and score projects in the past in multiple counties



iv. Questionnaire and Submission checklist approved 6-0 by Penny for Progress Commission

1. Mr. Stroud made a motion, seconded by Mr. Bussell.

b. Scoring Criteria Worksheet

i. Provides the municipalities/entities with the knowledge of how the projects will be scored and ranked

ii. Overview of the scoring sections

iii. This form will be not be sent to County Council, but will instead be used by the Commission to assist in ranking the projects

iv. The scoring criteria matches up with the requirements of the questionnaire

v. Mr. Hendrix asked if the municipality/entity would have an opportunity to rebuttal if project submission is not sufficient.

1. The municipality would be able to respond to the Commission's comments/requests, but there is no way to go back and forth on the scoring.

2. When would the request for information take place?

a. Entity/municipality would get the opportunity upon request of the Commission.

3. What is the limit of the questions that can be asked?

a. There is no limit to the scope or quantity of the questions to be asked by the Commission.

vi. Mr. Crapps asked if a form can be modified if needed.

1. Modification was not recommended after issuance of the scoring criteria.

vii. Mr. Shumpert asked if the commission can request additional information on a project.

1. Mr. Slattery said additional information may be requested, but the form may not be modified and should be sent out "as is".

viii. Mr. Crapps suggested the body take more time to reflect on scoring

1. Action was delayed until next meeting.

c. Letter to Municipalities/Entities

i. Mr. Slattery provided an overview of reasons for the Penny for Progress Commission, duties of the commission, overview of exempt items from



the tax, lists deadline for project submittals, eligible projects, invitation of municipalities/entities to participate in the process

- ii. The letter is to be issued to the public entities/municipalities throughout Lexington County
 1. Mr. Slattery stated that areas that are not incorporated would be submitted through the County.
 2. Mr. Hendrix asked about how such entities would be notified.
 - a. Notification tools would include the Website, workshops, Facebook, Twitter
 - b. Commissioner Hendrix was concerned on how to get the word out to the County, and Mr. Stroud said this matter would be discussed in the letter.
 - c. Mr. Slattery added that there should be a time period built in to address the scoring. Mr. Hendrix asked what would happen if the committee received a project before it was ready to score. Mr. Slattery suggested that after 2 months, if the project still was not ready, that those entities should be contacted for additional information. Mr. Stroud inquired if there would be a questionnaire to obtain the needed information, and Mr. Slattery agreed that would help obtain the needed clarification.
 - d. Mr. Slattery explained that the deadline in the current schedule is January 30, 2014 for project submittals and during this period the Commission could address rebuttals.
- iii. Chairman Crapps suggested the addition of verbiage in the letter to explain the process for unincorporated areas; the removal of the subcommittee references; and the request of a legal review of the letter
 1. Mr. Slattery indicated the changes would be made and distributed to Mr. Anderson and the commissioners.
- iv. Mr. Hendrix asked if the Commission would possibly hold a public hearing to discuss this program?
 1. Mr. Slattery stated that typically this is done by eligible entities or municipalities, but Commission is well within their rights.
- v. Delayed vote, but recommended that the Commission should approve within the next week

d. Schedule



- i. Commission meetings were decided to be scheduled the first Thursday of each month at 10 a.m. in the Lexington County Council Chambers except January 2014.
 - ii. Additional meetings will take place in April/May 2014
 - 1. The questionnaire and checklist, scoring criteria and draft letter should be approved in the next two weeks to remain on schedule
 - iii. Website for the Penny for Progress Commission to be presented in November 2013
 - iv. December is a public forum meeting with no particular action items at this time
 - v. No meeting in January

 - vi. February will be the first meeting when the final number of project submittals is known, and statistics of the number, type and location of the project submissions will be provided and recommended to the County Council for approval.
 - vii. Scoring of projects will occur in April/May 2014
 - viii. June 5, 2014 – Commission to approve the ballot (if on schedule)
 - ix. No questions on the schedule
6. Meeting time and dates
- a. First Thursday of each month at 10a.m. at Lexington County Council Chambers
 - i. October 9, 2013 (special called meeting in Committee Room)
 - ii. November 7, 2013
 - iii. December 5, 2013
 - iv. February 6, 2014
 - v. March 6, 2014
 - vi. April 3, 2014
 - vii. May 1, 2014
 - viii. June 5, 2014
 - b. The dates were accepted by the commission voted 6-0 .
 - i. A motion to accept the meeting dates was forwarded by Mr. Bussell and seconded by Mr. Hendrix.
7. Solicitation of the projects
- a. Synopsis of Alliance Consulting Engineers, Inc.'s role – Goal is to get out submittal information via letter approximately two weeks after the approval of the letter and scoring criteria to eligible entities within Lexington County.



8. Process for Project Submittal
 - a. Each municipality/entity will submit their projects in a ranked format, with a score of 1-10 for least to most important, respectively.
 - b. Mr. Hendrix asked if there was any limit on the number of submittals. Mr. Slattery said there was no limit.
9. Eligible entities/projects
 - a. Review of previously discussed items
10. Outreach to the eligible entities will occur through:
 - a. Workshops
 - b. Issuance of letter to eligible entities
 - c. Website (linked to county and municipality sites)
 - d. Social media
11. Action items for next meeting
 - a. Approval of letter to eligible entities and scoring criteria
12. New business
 - a. Open for public comment
 - i. None
13. Mr. Crapps made a motion to adjourn, seconded by Mr. Hendrix at 11:12a.m.

