



Transportation Penny Advisory Committee  
February 26, 2018 – 5:30 PM  
4<sup>th</sup> Floor Conference Room  
2020 Hampton Street, Columbia 29204

COMMITTEE MEMBERS PRESENT: Virginia Sanders, Frank Anderson, Malcolm Gordge, Jennifer Paolucci, Karim Johnson, Tiajuana "Tia" Evans, Jack Oliver, Richard Brown and Phillip Simoneaux

OTHERS PRESENT: Michelle Onley, Angela McCallum, Tony Edwards, John Thompson, Nathaniel Miller and Jamelle Ellis

COUNCIL MEMBERS: Paul Livingston, Dalhi Myers and Yvonne McBride

**CALL TO ORDER** – Mr. Phillip Simoneaux called the meeting to order at 5:30 PM

**APPROVAL OF MINUTES: November 27, 2017** – Mr. Anderson moved, seconded by Ms. Sanders, to approve the minutes as distributed. The vote in favor was unanimous.

**ELECTION OF VICE CHAIR** – Ms. Sanders nominated Mr. Gordge for the position of Vice Chair.

Mr. Gordge nominated Mr. Simoneaux for the position of Vice Chair.

Mr. Gordge stated he appreciated the nomination by Ms. Sanders, but he had so many other commitments that he does not have the time to devote to the position.

Ms. Sanders withdrew her nomination of Mr. Gordge.

Mr. Simoneaux was unanimously elected Vice Chair.

**PUBLIC COMMENT** – No one signed up to speak.

#### **OFFICE OF SMALL BUSINESS OPPORTUNITIES UPDATE**

**Executive Summary:** This report is submitted pursuant to Ordinance(s) 049-13HR and 058-16HR to ensure that the OSBO team provides support to the County to ensure that the SLBE community has equal opportunity to participate in County contracts for all six (6) Industry Categories: Construction Services, Professional Services, Non-Professional Services, Engineering Services, Architectural Services and Wholesale Operations.

**Purpose:** 1. Ongoing Ordinance Management; 2. Improve Methodology; and 3. New Methodology

Transportation Penny Advisory Committee  
February 26, 2018

Problem Statement: 1. Business development need to be established for SLBE community. 2. Incentives need to be established to encourage enrollment and re-certification.

Office of Small Business Opportunity Cross Functional Team: Mr. Nathaniel Miller, Transportation Contract & Budget Manager, was added to the team.

Contract Participation: January 1, 2012-February 9, 2018:

Payments to SLBE Certified - \$33,688,307.23  
Payments to Uncertified Firms - \$85,955,332.77  
Total - \$119,543,540.00

Manager's Assessment resulted in the following Action(s):

**Manager:** Focus on Collaboration on Training and Business Development for the SLBE community

- I. Partnership Collaboration: Emphasis on Training
  - ❖ Office of Business Opportunity, OBO
  - ❖ SCDOT, Disadvantage Business Enterprise, DBE
  - ❖ South Carolina Office of Small Minorities, SCOSM
  - ❖ South Carolina Small Business Development Center, SCSBDC
  - ❖ South Carolina Business One Stop, SCBOS
  - ❖ Small Business Administration, SBA
  - ❖ 1 Million Cups – Wednesdays
  - ❖ Columbia Chamber
- II. Developing OSBO Office Standard Operator Procedures

**Business Development:**

- I. OSBO Website Highlights ([rcgov.us/OSBO](http://rcgov.us/OSBO))
- II. Highlighted Articles
  - ❖ Richland County Renaissance
    1. Residents Provide Input, Ask Questions at Richland Renaissance Community Meeting
    2. Columbia Place Mall Roll Out
    3. Columbia Chamber's "Chamber Conversations"
    4. Business Owners Reminded to Renew Business License
  - ❖ Firm's Featured Stories
    1. Professional Residential & Commercial Services – LLC – District 2 (Emerging Firm)
    2. Mizzell & Associates, LLC – District 6
- III. Post a forecast of upcoming skilled based workshops on website, Workshops & Events
  - ❖ Mentor Program
    1. Dirt Road Workshops
    2. Industry Standards
    3. Nine (9) Month Series

Transportation Penny Advisory Committee  
February 26, 2018

4. Workshop Schedule Release, February 28
  5. Workshop Start date, March 28 (Tentatively – Pending Mentor’s schedule)
- ❖ Mike Armstrong, Mentor – In discussion
    1. Other Candidates Contacted to Serve as Mentors
      - a. McClam & Associates
      - b. The Lane Construction Corporation
      - c. Midlands Technical College
      - d. Tri-County Technical College
  - ❖ Internal Workshops
    1. Bid Express
    2. Small Business Compliance and Legal Issues
    3. Contract Compliance Payment Reporting (B2G) – also was offered to the small business organizations
  - ❖ External Workshops
    1. Resume Building—Richland County Public Library (RCPL)
    2. Find & Keep the RIGHT Employees – Willis HR Advisory Group
    3. Sales and Use Tax Seminars – SC Department of Revenue
    4. Tax Workshop (Free) – SC Department of Revenue
  - ❖ Literature
    1. 21 Strategies for Becoming a Wealthy Entrepreneur (Recommended by RCPL)

**Financial Resources Coordinator:**

- I. Consulting with B2GNow Engineer (Ongoing); tracks contracts, participation, utilization
  - ❖ Establish best practice of NAICS codes structure to more accurately capture capabilities of B2GNow software resulting in simulating specific project requirements
  - ❖ Identified utilization feature in B2GNow that will standardize the goal setting process, eliminate redundancy in data entry, and increase accuracy in payment reporting; went from 3 hours to set a goal to 3 – 5 minutes to set a goal
- II. Revised Contract to comply to Ordinance 049-13HR and 029-14HR
  - ❖ Ordinance 049-13HR, Division 7, Small Business Enterprise Procurement Requirements (c) Definitions, Centralized Bidder Registration System (CBR), from here forward known as B2GNow
    1. Ordinance 049-13HR, Sect. 2-640, Program Objectives and General Responsibilities
      - a. Payments made to prime and subcontractors will be entered for the month in which the work was completed and verified as prompt payment if applicable
      - b. Ordinance 049-13HR, Division 9; Sect. 2-648 Prompt Payment (a) Performance by a prime contractor in accordance with the provisions of its Richland County contract entitles prime contractor to enter payment from the County in a prompt manner; information is being added to the contracts to assist with reconciliation
      - c. Prime Contractors and Subcontractors will be required to register and confirm payments into CBR/B2GNow as a condition of engaging in business with the County

2. Collaborated with Procurement to revise contract to comply to ordinances 049-13HR and 029-14HR
3. Provided Workshop, Contract Compliance Payment Reporting
4. Communicated to firms of ordinance compliance
5. Communicated to Project Development Team, PDT of ordinance compliance

III. SLBE Contract Provisions of Solicitations

- ❖ Created a listings of Procurement and Transportation, on website, Contract Opportunities
- ❖ Created Bid Express on OSBO website, Bid Express

**Certification & Compliance:** Purge of certification directory; firms were given 18 months to certify; many firms did not want to certify

I. Projects

- ❖ Completed B2GNow software maintenance; synced B2GNow and SLBE Directory
- ❖ Decreased the SLBEs requiring re-certification number from 22 to 4
- ❖ Completing flow charts and written procedures
- ❖ Collaborating with RCPL to assist with certification
- ❖ Streamlining the SLBE certification process via B2GNow
- ❖ Setting up proficient reporting parameters via B2GNow; Adding Industry Categories
- ❖ Certification January 15 – February 15
  1. Certified 4 New Firms
  2. Re-certified 2 existing
- ❖ Identified 6 firms as candidates for reinstatement of certification using the Renaissance project as an incentive; many of these are construction vertical (plumbers, electricians, etc.)
- ❖ Developing strategies to increase SLBE County Certifications

II. Incentives for Certification

- ❖ Utilizing the Renaissance project as an incentive to restore accreditation to the SLBE Certification Program
  1. Soliciting the SLBE re-certification (3 – 9 months pass certification date – no longer in B2GNow) candidates
  2. Utilizing generic letter for recruitment for recertification
  3. Focusing on certifying businesses in Columbia Place Mall

Mr. Simoneaux inquired about the process for firms that are not compliant with posting payments.

Ms. McCallum stated the ordinance is clear. They must enter the payment and if they do not they could be placed on probation for a year.

The process to ensure the prime is paying the sub is that once the prime is paid they will enter it. The sub will know the prime has received the payment and they have 7 days to remit payment to the sub. The prime has 3 times to be late.

For each 30 day interval beyond 37 days that payment to subcontractor is late, subcontractor shall be entitled to an interest penalty fee equal to 5% of the late balance. There are additional costs that will occur if the subs are not paid promptly.

All of the data collection has been digitized in compliance with the ordinances.

## **TRANSPORTATION PROGRAM UPDATE**

Dr. Thompson stated the public meeting for Blythewood Road Widening will be Thursday, March 22 at Mueller Road Middle School, 5:00 – 7:00 PM. The public meeting for Clemson/Sparkleberry Intersection will be Monday, April 30 at Spring Valley High School, 5:00 – 7:00 PM.

### a. Preconstruction Update

- Clemson Road: Plans are 99% Complete. Right of Way Certificate is complete, Utility Agreements complete (except for City of Columbia). The PDT was authorized to start the design of the City of Columbia waterline which will take approximately 3 months at which construction authorization may be requested of SCDOT. Tentative advertisement scheduled for July 2018.
- Atlas Road: Addressing comments from 95% Complete Plan review. Right of Way acquisition nearly complete. Anticipate advertising for construction in 4<sup>th</sup> Quarter of 2018, dependent upon Railroad permits and City of Columbia utility designs.
- Southeast Richland Neighborhood: Submitted 95% Complete plans to SCDOT and OET is addressing comments. Right of Way acquisition underway nearly complete, 2 tracts remaining. Anticipate advertising for construction in 2<sup>nd</sup> Quarter of 2018.
- Greene Street Phase 2: Design remains at approximately 99% complete. Right of Way acquisition continues, which is anticipated to be complete late 2<sup>nd</sup> Quarter of 2018. Anticipate advertising for construction in 3<sup>rd</sup> Quarter of 2018.
- Blythewood Road Widening: Received 65% complete plans from OET in early January and submitted to SCDOT.
- Broad River Road Widening: OET contract approved by Council, design work pending County Finance encumbering funds; 30% complete design completed; 2 year design process
- 3 Major Intersections: 70% Plans submitted to SCDOT for review for Garners Ferry/Harmon, North Springs/Harrington, and Screaming Eagle/Percival. Comments received 1-12-18 and OET addressing comments. Anticipate beginning right-of-way acquisition in 2<sup>nd</sup> Quarter of 2018.
- Resurfacing Package N (24 roads) and Sidewalk Package S7 (Marion Street, Bratton Street and Grand Street: Sidewalk Package S7 received a satisfactory bid but award to the contractor is pending County Finance encumbering funds. Magnolia School, pedestrian intersections, a resurfacing package and a couple dirt road packages ready for bid. The dirt road packages were separated so the small ones will be eligible for the Sheltered Market Program. Resurfacing Package N did not receive favorable bids and therefore has been recommended for rejection.

### b. Construction Update

- Shop Road Extension Phase I: Work on the floorless culvert is nearing completion. It is expected that the contractor will begin the concrete paving in late January in an effort to meet an interim deadline of March 31, 2018 to provide access to China Jushi.
- North Main Street Widening: SCE&G's duct bank is 80% complete. The Joint Use Duct Bank is 40% complete. Sewer rehabilitation is 75% complete. Water relocation is 50% complete.
- 3 Rivers Greenway: Construction is underway. 10,000' out of a total of 15,000' of concrete pathway has been constructed. Work has begun on the boardwalks. There are 10 – 12 individual bridges for boardwalks. Approximately 6 of them has been constructed. In the next couple of weeks the largest

portion of the boardwalk, the Mill Race Rapids, which is going to be a 900 ft. long elevated boardwalk to allow access to the river.

c. Council Approvals

- Council approved bonding in the amount of \$250 Million for the Transportation Program
- Atlas Road tracts for condemnation
- Revising the termini for Blythewood Road to the original referendum termini (I-77 to Syrup Mill Road)

d. Miscellaneous

- Shared-Use Pathways (SUP): Multiple projects have 10' wide concrete pathways to accommodate bicyclists and pedestrians. SCDOT has indicated they will only maintain pathways on roadway widening projects only. Richland County to determine path forward on other projects with pathways (Alpine, Polo)
- City of Columbia Utility Issue: It has been determined that Richland County Transportation Program will fund 100% of the City of Columbia utility relocations associated with the Program.
- Widenings Cost Estimates Above Referendum Amounts: PDT staff presented to the Transportation Ad Hoc Committee options for modifying the Widenings category to adjust or defer projects such that the total cost is within the referendum amount. A further presentation to full Council is recommended in order to further develop a portion of the widenings.

Mr. Beaty stated the Spring will be busy with work already in construction. There are still some budget issues be looked at in regards to how quickly the BAN can be issued. Then we will be able to program how much can be advertised and how much of that bond money can be used. He does not know exactly which projects will be put out to construction but they are developing them as fast as they can.

Dr. Thompson stated the BAN has not been issued because the County is awaiting a decision from the Supreme Court. He is not sure of the timeline of when the decision will be received.

Mr. Simoneaux inquired if not issuing the BAN had the potential to stop things in its tracks for a while

Dr. Thompson stated there is \$40 Million in the budget. He walked into an agency about 6 weeks ago where we encumbered a lot of money for a lot of different projects. His understanding was that there was this idea you have \$1.07 Billion in the budget, so we had a phantom budget. The \$1.07 Billion is for 22 years. We were tapping the reserve. He stated he has been with 3 different jurisdictions and you do not tap the reserve for just anything. Now we had to clean the mess up. We have cleaned up about \$20 – 30 Million. We are in the midst of deobligating another \$30 Million, so we can move forward with the projects.

Mr. Simoneaux requested Dr. Thompson to explain what deobligating means.

Dr. Thompson stated when we are going to work on a certain project we have to do a purchase order, so we have to be able to obligate the funds. In the accounting world we encumber the funds. Some of the projects may be 4 -5 years, so to encumber all of the funding and tie up the funding for multiple years means we will not be able to do anything on other projects. We are focusing on how much we will use in the fiscal year. Then in the next fiscal year we will obligate or encumber the additional funds we will need for that fiscal year.

Mr. Simoneaux inquired if that meant reordering or reprioritizing projects.

Dr. Thompson stated the priority list was set by Council, so we are not going to change that. We are going to obligate only the amount of funding needed. He stated he does not believe the PDT had to submit a budget to the County Administrator in the past. This year the PDT sent their budget to the County Administrator. This year we have a budget SCDOT. We have a budget from the City of Columbia, which is assisting them with fiscal discipline and sticking to the budget and referendum.

Mr. Gordge stated Blythewood Phase II was listed on the financial summary sheet, but is not listed in the Program Update because it is not active yet. He inquired as to when the project should become active.

Mr. Beaty stated they hope to work with the Transportation staff and the Finance Team to see how much they can get started this calendar. The PDT has submitted a draft request, but they have to work through the budgeting process to see which roads can be started. Ideally, they will get started on all of the remaining widenings, at least the design, in this calendar year.

Mr. Gordge stated Blythewood Town Council will be discussing Phase II at their upcoming retreat. What might be helpful is for us to prioritize the 4 – 5 projects and let the PDT know what is most pressing and most valuable to the community.

Mr. Beaty stated that would be beneficial. The PDT could develop the draft scope of work based on the input. In case anyone is curious, Blythewood Phase II is approximately 5 mini-projects that were previously identified. We haven't started designing yet. The 5 individual projects were not put into any particular order; therefore, the Town of Blythewood may request they be developed in a particular order.

Ms. Paolucci inquired about how many phases there are in the Three Rivers Greenway.

Mr. Beaty stated there was going to be a 2<sup>nd</sup> phase, but it is all going to be done within the original referendum amount; therefore, the remaining funding will not be enough to construct a 2<sup>nd</sup> phase. A decision will have to be made as to what to do with the remaining funds in the Three Rivers Greenway designated amount. It could be used for additional design moving forward. It could be used to cover any shortages in other areas of the program, but that will ultimately be a Council decision.

Ms. Paolucci inquired about the planning that went into what was included in Three Rivers Greenway Phase I. Most of the City of Columbia Fire Department activities for swift water occur in this area, which means all of the equipment is here and usually where the rescues are. She inquired if there has been pre-planning with them or was any consideration given to how they will get their tools into the river in a rescue event.

Mr. Beaty stated they have coordinated extensively with the City. In addition to the greenway, there is going to be a parking lot constructed, a bathroom facility at the North end of the project, and at the parking lot there is going to be a bathroom/City Ranger station constructed. Then separately there is going to be a rescue building built towards the existing bridge within the Zoo. The project is scheduled to be completed late Summer/early Fall.

**THE COMET PROGRAM UPDATE** – Ms. August introduced Luis Ortiz Sanchez a planner with the COMET and the “bus stop guru”. She presented a handout of bus stops that have been completed, bus stops that are going to be worked on, and benches that are going to be installed. When Mr. Sanchez initially came there were over 100 bus stops that needed to be relocated, put back up, etc.

One of the things they have been looking at in the last few months is the amount of monies they actually get from the Penny. They realized the funding is going to run out in 13 years, based on the amount of money they are receiving on a monthly basis. So what they did was say, they have a set amount of funding they are going to be receiving. They operate a certain number of hours per year. They needed to go back and readjust hours of operation. They are currently operating approximately 192,000 service hours per year. The Board approved 187,650 hours per year, which means they have to readjust some services in order to get down to that number. It does not mean they are going to eliminate services. It means they are going to adjust them. They are looking at statistics, in terms of the number of people who are riding after 9:00 – 10:00 PM. They realized they had buses out until 11:00 PM – 12:00 AM, with no one on them. They also realized early in the morning they might need additional buses to go out starting at 5:30 AM vs. 6:30 AM. They are looking at putting services in the Northwest area of the County and more services in the Northeast. They are talking about an express route to Killian Road, Clemson Road, Hardscrabble Road and Summit Parkway. The Board will be taking this up on Wednesday, February 28<sup>th</sup> at Noon.

They are looking at updating the fare boxes. The fare boxes currently in the buses are over 15 years old. The fare boxes should be changed out every 10 – 12 years. The new boxes are called FastFare. People with proximity cards will be able to use the proximity card then they enter the buses. The COMET has partnerships with School District 1 and Palmetto Health. Their passes can be used to pay.

Ridership is still growing. She believes it is because of the new buses with the USB ports and Wifi. Ridership in January 2013 was 114,470 and in January 2018 it was 220,849.

The vehicles are fueled by diesel and propane. The propane vehicles have the lowest cost per mile. Most of the propane vehicles are on the smaller routes.

The Board will likely be selecting a new Executive Director at the February 28<sup>th</sup> meeting; therefore, next month will be Ms. August last month presenting to the TPAC Committee.

The passes for the new fare boxes can be purchased at the transit center, school districts, and Midlands Technical College.

#### **OTHER BUSINESS**

- Next Scheduled Meeting: March 26, 2018 – 2020 Hampton Street

**ADJOURN** – The meeting adjourned at approximately 6:38 PM