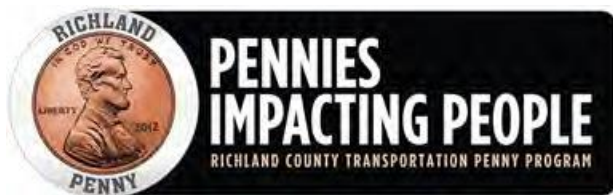


**TRANSPORTATION PENNY ADVISORY COMMITTEE MEETING
FRIDAY, FEBRUARY 12, 2016
201 ARBOR LAKE DRIVE, COLUMBIA, SOUTH CAROLINA**



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, Trevor Bowers, Carol Kososki, Natalie Britt, J. T. McLawhorn, Bill Wiseman, James Faber, Murray Coleman, Derrick Huggins, Frank Anderson, Paul Livingston and Dorothy Sumter

OTHERS PRESENT: Jim Manning, Seth Rose, Rob Perry, Shawn Salley, Michelle Onley, Tony Edwards, Cheryl Patrick and Michelle Onley

CALL TO ORDER

The meeting was called to order at approximately 8:33 AM

ADOPTION OF THE AGENDA

The agenda was adopted unanimously.

CITIZENS' INPUT

No one signed up to speak.

DISCUSSION OF EXISTING AND REVISED TPAC ROLE AND RESPONSIBILITIES

- Mr. Mizell suggested having future appointees to sign a “no conflict” statement
- Mr. Wiseman suggested independently contracting an auditing firm for a financial and performance audit to insure compliance with the goals and objectives of the program.
- Ms. Kososki stated Item #9 should read: “Direct the County Administrator, relevant County departments, and the Program Development Team to cooperate with the TPOC and any staff/consultants the TPOC retains to assist the TPOC in fulfilling its purpose and executing its responsibilities. This includes overall financial reporting for the entire penny program.
- Mr. Faber stated the committee needs a staff person to help the committee understand how the funds are being distributed equally.

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- Mr. Faber questioned the current job duties of TPAC – “Any modifications to the projects list not consistent with the generic description of the project(s) shall require a recommendation of the TPAC. (i.e. the addition of new projects not currently on the projects list; etc.).
- If there were residual funds and a project was introduced to utilize those funds or any changes are made to existing projects, those changes would have to come to TPAC before any action could be taken on them
- Mr. McLawhorn inquired how the Transportation Penny could be utilized to assist the residents with repairing the dams that were damaged by the historic flooding event.

Mr. Mizell’s Proposed Changes:

1. Change the name of the current “Transportation Penny Advisory Committee” (TPAC) to the “Transportation Penny Oversight Committee” (TPOC).
2. Establish that the broad purpose of the TPOC is to:
 - a. Provide independent, citizen-based oversight of Transportation Penny implementation;
 - b. Ensure fiscal and programmatic integrity, ethical *and equitable* implementation, and accountability of the Transportation Penny; (*Wiseman – Does this language encumber the committee with legal liability?*)
 - c. Review, comment on, and make recommendations to Richland County Council on Transportation Penny matters before they are considered by Council;
 - d. Ensure transparency of Transportation Penny implementation, and inform the public of implementation progress and problems.
3. Establish that the process for appointing and removing TPOC members, and the structure and organization of the TPOC, will be the same as for the TPAC.
4. Appoint future TPOC members who have either transportation mode, business, *community* or professional experience that enables them to assist the TPOC in fulfilling its purpose and executing its responsibilities. Ensure that persons seeking appointed to the TPOC have the commitment and time to serve diligently.
5. Establish that the person serving as Chair *or Chair’s designee* of the TPOC will be a non-voting member of Richland County Council’s Ad Hoc Transportation Committee. Delineate the Chair’s role and responsibilities as the liaison between the TPOC and the Ad Hoc Transportation Committee.
- ~~6. Establish that no TPOC member can serve more than three consecutive one year terms as TPOC Chair.~~
7. Delineate specific responsibilities of the TPOC Chair, Vice-Chair, ~~and Secretary.~~

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8. Provide that the TPOC has the authority and funding to retain an independent staff person or consultant, and other technical assistance necessary for the TPOC to function effectively. Individuals and/or private organizations the TPOC retains will be solely accountable to the TPOC and serve at its pleasure. *(The TPOC will make the final decision on who will be appointed; follow Procurement process; Council decision on where funding would come from to pay for the staff and/or consultant.)*
9. Direct the County Administrator, relevant County departments/offices, and the Program Development Team to cooperate with the TPOC and any staff/consultants the TPOC retains to assist the TPOC in fulfilling its purpose and executing its responsibilities. *(Rose – coordinate timing of when items come to Council [i.e. similar to Planning Commission]; Mr. Perry would be liaison between County staff and the TPOC staff)*
10. Delineate the responsibilities of the TPOC to include:
 - a. meet at least once each month and as often as necessary to fulfill the TPOC's purpose and execute its responsibilities;
 - b. conduct public meetings and hearings to obtain information and perspectives necessary for the TPOC to fulfill its purpose and execute its responsibilities;
 - c. recommend any modifications to the Transportation Penny projects list not consistent with the generic description of the project(s) (i.e. 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 TPOC (i.e. minor revisions to a project on the projects list not impacting the overall scope of the project);
 - d. recommend any reordering of the prioritization (if applicable) of the Transportation Penny projects list;
 - e. annually review and make recommendations regarding the Comprehensive County Transportation Improvement Program;
 - f. ~~review all proposed contracts to be paid from Transportation Penny revenue. Report any problems, issues, or discrepancies to the Richland County Internal Audit Committee or Council, as applicable.~~
 - g. review monthly expenditure reports provided by the County and/or the Program Development Team to ensure compliance with the Transportation Penny ordinance. At any time, request copies of all monthly invoices for Penny expenditures. Refer any potential discrepancies to the Richland County Internal Audit Committee for review and report; *-- would be assigned to the TPAC staff person*
 - h. retain an independent auditor who is a certified public accountant to conduct an annual financial compliance audit of all expenditures from Penny revenue, if the County has conducted an independent audit, review such audit and present the TPOC's comments to Council;

- i. review and comment on drafts of proposed major County and Program Development Team public information documents intended to communicate to the public the plans, status, and results of Transportation Penny implementation, including financial reports.
- The staff person would be an independent staff person that is hired by the Transportation Penny Advisory Committee.
- The bids do not go to the Program Development Team. They go directly to the County Procurement Department and not opened until the bid opening.
- Bid openings are open to the public.
- Potential whistleblower hotline ???

OTHER BUSINESS

There was no other business.

NEXT MEETING: MONDAY, FEBRUARY 22, 2016 AT 5:30 PM

ADJOURN

The meeting adjourned at approximately 10:22 AM