

MINUTES OF CAPITAL PROJECTS SALES TAX COMMISSION MEETING

5:30 PM, January 04, 2024

HOWARD EVENT CENTER

The meeting began at 5:30 pm.

In attendance:

Commission members in person:

Mark Hawn Reed Tiller

Robert Crenshaw Gary Cooper

Ashley Nelson

Commission members present via Teams (virtual):

None

Commission members not in attendance:

Harris Chewning

Also present:

Jim Hipp – Facilitator for the Commission

Walt Ackerman – Georgetown County staff liaison for the Commission

Members of the Press present:

Charles Swenson – Coastal Observer

Jim Hipp opened the meeting and suggested that the first order of business needed to be the selection of a Chairperson by the Commission members.

Mark Hawn was nominated by Ashley Nelson and seconded by Robert Crenshaw.

Following a brief discussion:

MOTION was made by Nelson and seconded by Crenshaw to elect Mark Hawn as Commission Chair.

Motion passed 5-0.

The Chair then proceeded with the Agenda. Walt Ackerman suggested that the Commission needed to amend the Agenda to incorporate approval of the minutes from the December 18, 2023 meeting.

MOTION was made by Hawn and seconded by Nelson to AMEND the Agenda to include approval of minutes from the December 18, 2023 meeting.

Motion passed 5-0.

After a review of the minutes of the December 18, 2023 meeting:

MOTION to approve minutes of December 18, 2023 meeting made by Crenshaw, seconded by Hawn.

Motion passed 5-0.

The Commission held a lengthy discussion on the information that would be required for submitting a project proposal. These included:

- NAME OF ENTITY SUBMITTING PROPOSAL AND DESCRIPTION OF SERVICE AREA.
- FULL PROJECT DESCRIPTION.
- PROJECT NEED AND BENEFIT – IDENTIFY TARGETED BENEFICIARIES AND ASSESS THE SEVERITY OF NEED.
- FULL PROJECT COST IN DOLLARS WITH DATE AND SOURCE(S) OF MOST RECENT COST ESTIMATE.
- CURRENT STATUS OF PROPOSED PROJECT PLANS AND/OR DESIGN AND SOURCE OF THE PLANS/DESIGNS. ARE SUCH PLANS/DESIGNS AVAILABLE TO THE COMMISSION FOR REVIEW?
- IS THE PROPOSED PROJECT INCLUDED IN OR IDENTIFIED IN A CAPITAL IMPROVEMENTS PLAN, STRATEGIC PLAN AND/OR STRATEGIC GOALS STATEMENTS, ETC.? IF SO, IDENTIFY THE PLAN AS REFERENCE.
- WHAT IS THE PROPOSED PROJECT TIMELINE? ARE THERE KEY COMPONENTS THAT ARE IMPACTING THIS TIMELINE?
- IDENTIFY THE PROJECT MANAGER OR RESPONSIBLE PARTY OR INDIVIDUAL AND/OR CONSULTING ENGINEER, ARCHITECT AND OTHER SO RELATED PARTIES OR INDIVIDUALS.
- IDENTIFY ANY AND ALL SOURCES OF ADDITIONAL FUNDS OTHER THAN THE CPST NEEDED TO COMPLETE THE PROPOSED PROJECT. WHAT IS THE AVAILABILITY OR STATUS OF SUCH NEEDED FUNDS?
- DO REAL PROPERTIES AND/OR RIGHTS OF WAYS/EASEMENTS NEED TO BE ACQUIRED IN ORDER FOR THE PROPOSED PROJECT TO BE COMPLETED? IF SO, HAVE THESE PROPERIES BEEN INDENTIFIED AND WHAT IS THE CURRENT STATUS OF ANY ACQUISITION?
- DESCRIBE WHY THIS PROJECT SHOULD BE INCLUDED IN THE COUNTY WIDE SALES TAX REFERENDUM AND EVALUATE THE PROBILITY OF VOTER SUPPORT FOR THE PROJECT.

Discussion continued surrounding the project submissions, how the internet portal would work and the need for preliminary estimate submissions.

The Commission agreed that in order to prevent an entity from spending significant time and money developing a project that the Commission may or may not consider, that it would be helpful if submitters could submit an initial proposal concept and cost estimate and receive feedback from the Commission before committing significant resources. It was agreed by the Commission that they would support early feedback if asked but would not be required to do so.

The Commission discussed the need for an evaluation grading/scoring matrix that could be used to rate and rank projects for formulation of the ballot question. This task will be taken up at future meetings.

The Commission discussed a few key items that should be noted in project proposals. These include:

- Projected future maintenance cost
- Projected future operations cost
- The entity's strategy for continued maintenance and operations
- Project sustainability
- Estimated useful life of the project
- Environmental impact
- Alignment with strategic and capital plans
- Public perception
- Societal acceptance

The Commission held discussion about timelines and the short turnaround on project review. It was suggested that projects could be reviewed by each member prior to meetings in order to expedite the process.

Future meeting schedules and locations were discussed. A change of location in the prior schedule was requested, as a member had a conflict. The venue change was agreed to.

- The Commission decided to schedule the next three meetings as follows:
 - January 25, 2024, 5:30 pm – Andrews Library
 - February 1, 2024, 5:30 pm – Carvers Bay Library
 - February 8, 5:30 pm – Waccamaw Library
- Meeting was adjourned at approximately 6:59 pm via motion by Tiller, second by Crenshaw.