



MINUTES CAPITAL PROJECT ADVISORY COMMITTEE

Wednesday, June 15, 2011, 10:00 a.m.
Oconee County Administrative Offices
Conference Room, 415 S. Pine Street, Walhalla, SC 29691

No Recording was made of this meeting.

MEMBERS

Mr. Paul Corbeil, County Council, Chairman
Mr. Scott Moulder, County Administrator
TBD, Infrastructure Advisory Commission
Mr. David Mead, At Large Member
Mr. John Rau, At Large Member

Mr. Ryan Honea, Planning Commission
Ms. Kendra Brown, Finance Director
Mr. Lake Julian, Facilities Director
Mr. Art Holbrooks, Planning Director
Ms. Elizabeth G. Hulse, Clerk to Council/Secretary

The Capital Project Advisory Committee met Wednesday, June 15, 2011 at 10:00 AM in the Conference Room, 415 South Pine Street, Walhalla, SC with all Members (except Mr. David Mead) present, Executive Administrative Assistant and Elizabeth Hulse, Committee Secretary. Mr. Bobby Williams attended as the Infrastructure Advisory Representative for this meeting only.

Press: Pursuant to the Freedom of Information Act, notice of the meeting, date, time, place of meeting and agenda were posted on the bulletin board at the County Administrative Offices, 415 South Pine Street, Walhalla, SC, and the County Council website [www.oconee.org/council]. In addition it was made available *[upon request]* to the newspapers, radio stations, television stations and concerned citizens.

Member of the press present: Carlos Galarza - Daily Journal.

Call to Order:

Mr. Corbeil called the meeting to order at 10:00 a.m.

Approval of Minutes:

Mr. Moulder made a motion, seconded by Mr. Rau, approved 8 - 0 - 1 [Mr. Honea abstained as he was not present at the meeting] to approve the minutes from the May 18, 2011 meeting as presented.

Adoption of Model Rules for Parliamentary Procedure

Mr. Moulder made a motion, seconded by Mr. Rau, approved unanimously to adopt the South Carolina Associations Model Rules for Parliamentary Procedure.

Overview of History / Creation of Ordinance 2010-14

Mr. Corbeil reviewed with the group the history and the formation of this Committee. He noted that the purpose of the committee is to improve the process and provide the Planning Commission and County council with the best information available to make informed decisions.

Review of Documents:

Mr. Corbeil opened the floor for discussion of the proposed forms and scoring sheet. Mr. Rau outlined briefly his suggestions outlined in his letter to the Planning Director [copy filed with these minutes]. Discussion followed.

Mr. Rau suggested the formation of a sub committee to review the process. Mr. Corbeil asked Mr. Moulder to coordinate this subcommittee with Mr. Rau and be prepared to report back at the July 29, 2011 meeting. Mr. Rau also suggested that this committee score a past project utilizing our process as a test.

Review of Capital Projects List:

Mr. Corbeil distributed two revised lists, one by department, the other by budget year [both copies filed with these minutes] for the committees review. Discussion took place regarding items that could be considered [1] routine annual asset replacement [regardless of amount], and [2] projects with dedicated millage; and the appropriateness of including them on this committees list for review. The committee agreed unanimously to remove these items from their list for consideration noting that they are items for the Administrator's review and recommendation. A detailed review of the list took place and items were identified for removal.

Mr. Moulder suggested in preparation for the next meeting that the existing scoring sheets be sent to the appropriate departments in order to obtain more detailed information regarding each project. Ms. Brown noted that some information may be available in her department for projects requested in FY 2012. Mr. Moulder and Ms. Brown agreed to compile information on remaining projects for the next meeting.

Planning Commission Recommendations / Revised Form:

Ms. Brown provided the committee a copy of the Planning Commission Recommendations: Draft Priority Listing of Capital Projects for FY 2011-2012 noting that she had added a column noting the County CIP Plan year. Discussion followed.

New Business:

No New Business was addressed at this meeting.

Old Business:

No Old Business was addressed at this meeting.

Public Comment:

Mr. Corbeil noted as time remained that the floor would be opened for public comment. No comments were received.

Adjourn:

Mr. Honea made a motion, seconded by Mr. Rau, approved unanimously to adjourn the meeting at 10:43 a.m.

Respectfully Submitted,


Elizabeth G. Hulse
Secretary