

County Transportation Committee Meeting Agenda

Location: Howard Auditorium, 1610 Hawkins Street, Georgetown SC 29440

Date: Wednesday, September 22, 2021

Time: 5:00 PM

I. Determination of Quorum and Call to Order/CTC Chairman Tom Marchant

II. Public Comments

III. Review/Approval of Georgetown County CTC Documents

- a. Georgetown County Transportation Plan
- b. Georgetown CTC Program Statements: July and August

IV. Review/Approval of Fees associated with CTC Self-Administration

- a. \$30,000 fee, renewable every three years

V. New Business: SCDOT Roads to be submitted to be approved for resurfacing:

- S-180 Jackson Village Rd. \$1,192,912.00
- S-451 Archer Rd \$140,188.00
- S-538 Forest Av \$268,797.00
- S-177 Forest Ave. \$28,447.00

Total = \$1,630,344

VI. Adjournment

County Transportation Committee Meeting Minutes

Location: Howard Auditorium, 1610 Hawkins Street, Georgetown SC 29440
 Date: Thursday, July 15, 2021
 Time: 3:00 PM
 Present: CTC Members: Claude Bibb; Sammy Grayson; Jimmy Greene; Wesley Hooks; Glen Insley; Tom Marchant
 Staff: Ray Funnye; Janet Combs; Sabrina Todd
 Absent: Bill Hills, Timmy Britt

I. Determination of Quorum and Call to Order

II. Public Comments

- a. None

III. Review/Approval of Georgetown County CTC Documents

a. Georgetown County Transportation Plan

- i. Glen Insley made a suggestion to abbreviate the draft, removing unnecessary photos and descriptive verbiage about Georgetown County. Discussion ensued. Ray Funnye stated that his office will revise the document and that an abbreviated version will be distributed to members for review and comment prior to the next meeting.

b. Georgetown County CTC Bylaws

- i. Glen Insley made a suggestion to withdraw Section VI (No member shall receive compensation for his/her services.) from the CTC Bylaws completely. Discussion ensued.
- ii. A motion was made that the CTC Bylaws be approved with Section VI stricken. The motion was seconded and passed.

IV. Review/Approval of Fees associated with CTC Self-Administration

a. Annual (recurring) Administrative Support Fee: (\$5,000.00)

- i. Discussion ensued and Glen Insley made a motion to approve the annual Administrative Support fee. The motion was seconded and passed.

NOTE: Subsequent to the meeting, it was determined that annual CTC administrative support could not be funded as initially conceived; a revised plan was drafted and will be on the September 22 meeting agenda for review and approval.

V. New Business: SCDOT's annual Market Area Contract

- a. Glen Insley stated his goal was to get this matter into the public record; that we will get better pricing results through this bulk program. Glen Insley summarized the program and Ray Funnye concurred with his summary.
- b. Chairman Tom Marchant stated that he neglected to include on the agenda the election of a Vice Chairman. He entertained a motion for Vice Chairman.
 - i. Mr. Insley nominated Mr. Jimmy Greene for Vice Chairman. There were no other nominations; Mr. Greene was elected unanimously.

VI. Next Meeting Date: Wednesday, September 22, 2021

VII. Adjournment: The meeting adjourned at 3:43 PM



CTC

County Transportation Committee

TRANSPORTATION PLAN

REVISED

3:54 pm, Sep 08, 2021

OVERVIEW:

The County Transportation Committee (CTC) program distributes funding collected through the sale of gasoline to all South Carolina's counties, and each County has a Transportation Committee that manages the funds. The Georgetown CTC was created by the Georgetown County Legislative Delegation in compliance with the SC Code of Laws Section 12-28-2740. To identify maintenance and improvement needs and to appropriate the distribution of the funds, the Georgetown CTC recognizes the need to establish criteria to evaluate projects under its jurisdiction and to guide the effort to distribute CTC monies in a responsible manner. The CTC's goal is to accomplish this with reasonable and fair objectives in mind while remaining consistent with the State's CTC rules and regulations. This transportation plan has been prepared to serve as a guide for the management of the Georgetown CTC funding. In fulfilling its duties, Georgetown CTC will seek to identify, prioritize, and allocate funds for roadway and transportation projects which will effectively serve the needs of Georgetown County.

The Georgetown CTC is composed of seven members appointed by the Georgetown County Legislative Delegation. The Legislative Delegation may increase this number or replace members at their discretion in accordance with SC Code of Laws Section 12-28-2740 (Paragraph B). The Georgetown CTC shall function separately of the Legislative Delegation; however, the Delegation is not prohibited from making project recommendations to the CTC. There are no set term limits for the committee membership. A Chairman and a Vice-Chairman shall be elected from among its membership every two years. Regular meetings will be held as determined by the majority vote; however, the Chairman has the authority to call special Committee meetings and to call meetings when requested to do so in writing by a majority of the Committee members. In the event that the Chairman is not able to carry out his duties, the Vice-Chairman will act as Chairman. All meetings of the Georgetown CTC shall be conducted in accordance with Roberts Rules of Order and in accordance with the most recent approved Committee By-Laws; all meetings shall be open to the public and held in facilities that will allow members of the public easy access.

A majority vote of all members of the Georgetown CTC shall be required on matters of financial expenditures for projects approved by the Committee.

The intention of the Georgetown CTC is to cooperate and work closely with the appropriate Georgetown County administrative staff, the County Council, the local Grand Strand Area Transportation Study Committee (GSATS), municipalities within the county, and SCDOT to **improve as many roadways as possible** with the funds allocated.

ADMINISTRATION:

The Georgetown CTC will operate on a fiscal year from July 1 to June 30 the following year and will do so in a fiscally sound and stable manner and shall not operate in a deficit.

The Georgetown CTC has elected to administer its C Fund Program. The program will be administered in compliance with the requirements of the SC Code of Laws Section 12-28-2740 including specific requirements related to allocation of funds, procurement, and reporting. Through an agreement with Georgetown County government, the County will provide program financial accounting and reporting, and will receive and disburse funds for city/county/state road projects. Georgetown County shall establish a CTC funds financial account separate and apart from any other funds associated with any governmental function. Funds received and dispersed shall be subject to reviews at any time by the Committee, the County, and the SCDOT.

PROGRAM PRIORITIES:

SCDOT maintains a pavement evaluation and management system to assess road conditions in Georgetown County subject to its responsibility that also establishes a project prioritization process. **The process that ranks road improvement projects includes** the pavement quality index, the international roughness index, the average daily traffic counts, the percent patching, the average daily truck traffic counts, the state freight network location, the strategic corridor network location, the roadway functional classification and the state safety program roadway location. Once eligible road project candidates are identified, additional points are awarded by field engineers based on the roadway's relative condition, corridor continuity, connectivity, and contractibility. The State's system includes the Interstate Systems, the National Highway Systems, and Primary as well as Secondary roads. The Georgetown CTC has been informed on this evaluation system and the coordination between SCDOT officials at the State, District, and local levels as to the implementation of that evaluation system. The Georgetown CTC finds the objectives of the system adequate and acceptable.

Georgetown County follows a set of standards and prioritizes road improvements based on condition, traffic volume, and need. Georgetown County provides staff and equipment to maintain the County dirt and paved roads. The County prioritizes the maintenance of their roads based on improving community access, business or economic development and constructing access to recreational sites, etc. Criteria to evaluate the requests also include items such as annual maintenance cost, number of homes and businesses located on the road being reviewed, traffic counts, connectivity, school bus and public transportation routes, emergency vehicle ingress and egress, etc. The Committee has reviewed the County's method of priority setting and finds the methods and approaches to be meritorious.

Georgetown County staff has developed a detailed process including the establishment of a standardized “Improvement Priority Criteria Table” so citizens can submit a petition to have a road evaluated and improved. This process is described on the County’s website and allows citizens an opportunity for the County Transportation Committee to hear and act upon citizen’s requests. The process takes into consideration multiple tangible roadway criteria that are rated by the County staff through an objective and quantifiable point system for the CTC’s consideration for funding. Every property owner on the road must agree that he/she wants the road to be improved and is willing to give the necessary right-of-way for the improvements.

In the context of these established planning and assessment processes, the Georgetown CTC must analyze its supervision of CTC funds. The Committee must do so regarding the character of traditional CTC projects, the expanded range of uses for such funds, and the existing federal, state, and local planning processes. The Committee still must take into consideration other criteria such as their available funding to accomplish projects of varying scope, length, and magnitude.

PRIORITIZING PROJECTS:

The CTC will continue to utilize funding on a countywide transportation network that will consist of the SCDOT’s secondary road system and the County and Municipal government’s road systems. The needs and demands on the CTC funds far exceed the available funding. Therefore, the Committee will continue to choose purposefully to exclude roadways for funding that are considered US and Primary routes unless specific requests or extenuating circumstances arise.

The CTC will attempt to adopt target funding levels as follows, though this is subject to change:

PROJECT TYPE	TARGET FUNDING LEVEL
State Resurfacing Projects	1/3 of Annual Allocation
County Projects	2/3 of Annual Allocation

In addition, a minimum targeted uncommitted balance of \$100,000 shall be achieved and reserved for emergencies, unforeseen or unexpected meritorious project requests, possible project cost overruns, or project contingencies.

Due to limited funding and continual deterioration of the existing local government and State secondary road systems, the Georgetown CTC will consider the repair and rehabilitation of these systems as its primary priority. Projects considered for funding under this classification typically will include, but will not be limited to, the resurfacing of state and county roads and the resurfacing and rocking of local roads. Unforeseen circumstances may arise that could warrant a modification to this priority such as a new roadway construction project required for safety.

The Georgetown CTC will accept County project requests throughout the year from Committee members, citizens, local governments, or other interested parties. Petition requests from citizens are due on April 1st of each year—petitions received after April 1st of each year will be held until the following year. Project requests will be evaluated for eligibility and prioritization. Projects will be selected based on the targeted funding level for the category and overall prioritization without regard to project location.

SCDOT shall submit a list of State roads to be improved from their resurfacing prioritization list to the CTC along with a cost estimate for each road for funding consideration each year by April 1st of each year. The reason for this deadline is so that the projects may be included with the SCDOT's annual Market Area Contract, thus taking advantage of potential volume-based construction cost savings. The cost for the work on this list should approximately equal the funding target level. In addition, SCDOT may also provide each year a one-year “look ahead” prioritized list of resurfacing candidates with estimated costs of improvements and appropriate rating score. The CTC will utilize this list for its future prioritization and planning purposes.

The CTC will review these lists along with other potential project candidates submitted to the Committee throughout the year. The CTC will evaluate each project request and discuss publicly the individual merits of the projects and the other intangible factors that would be subject to individual CTC-member's discretion and scrutiny. Through this procedure, the CTC will generate and fund a singular list of prioritized projects that coincides with the Transportation Plan budgetary and funding allotments as previously presented. The intent of this singular list is to provide a coherent strategy for improving transportation quality in Georgetown County.

The CTC-selected state resurfacing projects are to be submitted to the SCDOT to be included as a part of the state's overall resurfacing contract in the market area. By linking the CTC funds to the state's contract, the CTC will be able to take advantage of lower competitive bid prices on single larger scale multi-jurisdictional contracts. The CTC will work closely with SCDOT to ensure the duplication of work on the same route is avoided. All approved projects shall be qualified to meet SCDOT Standard Specifications for Highway Construction and SCDHEC Storm Water and Sediment Reduction regulations.

Prior to the passage of the Roads Bill Legislation (Act 40) in 2017, the proceeds from 2.66 cents per gallon of the user fee on gasoline were appropriated for the CTCs throughout the state. Act 40 amended the SC Code of Laws Section 12-28-2740 (The C Fund Law) increasing the CTC's portion incrementally from 2.66 cents per gallon in 2017 to 3.99 cents per gallon in 2021. The provisions of Act 40 required the increase in proceeds to the CTCs to be used exclusively for repairs, maintenance, and improvements to the state highway system. Georgetown CTC's yearly minimum expenditure requirement on state roads as of July 1, 2021, is 33.3% of the Committee's apportionment of funds based on a biennial averaging of expenditures.

LOCAL AGENCY PROJECT ADMINISTRATION:

Projects administered by local agencies must follow state CTC Program requirements including adherence to the South Carolina State Procurement Code. Failure to meet those requirements may result in loss or delay of reimbursements.

DESIGN AND CONSTRUCTION STANDARDS:

CTC -funded projects designated as SCDOT projects will be performed by SCDOT. All work will be designed and constructed in accordance with the SCDOT Standard Specifications for Highway Construction, and any other applicable standards adopted by the SCDOT. CTC-funded projects designated as Local projects will be designed and constructed in accordance with Georgetown County’s roadway and drainage design and construction standards.

EQUAL CONSIDERATION:

A goal of the CTC is to meet the transportation needs of the entire county, including municipalities. Consideration will be given to the distribution of prioritized projects countywide. The CTC will not utilize an allocation or quota system among the Districts because of the necessity to consider such factors as population, traffic counts, environmental impact, right-of-way acquisition, number of households served, and similar considerations.

REVISIONS TO PLAN:

The Georgetown CTC reserves the right to review and revise the County Transportation Plan. A review may be initiated by a member of the Committee in order to address desired revisions or in response to legislative changes made in the CTC Program. Changes, additions, or deletions will be forwarded to SCDOT for appropriate action.

GOAL:

The CTC’s goal is to provide the citizens of Georgetown County with the safest and best roads possible with the Committee’s allocated funding.

Adopted by the Georgetown County Transportation Committee

On _____

By: _____
(Chairman)

Date: _____

Georgetown CTC

PROGRAMMING REQUEST

Project Information

Description of Work: \$30,000 Fee/Renewable every 3 years: Miscellaneous costs to include Roadway project feasibility, Cost estimates, ROW Acquisition, Scheduling, Preparation of reports and analyses, Material and labor management, and Review of/preparation of all communications with local authorities and internal staff on project prioritization and progress. Management of project budgetary tools, including coordination at the state and local level to monitor quality control and track invoices. Oversight and documentation of field inspections; interim payments, and delay-of-work justifications.

Estimate of Project Cost: \$30,000
(Renewable every 3 years)

Date of Project Request: 7/1/2021

Governmental Entity Responsible for Project Administration: Georgetown County Public Services

Project Contact Person: Ray C. Funnye, Director of Public Services

Phone Number: (843) 545-3325

Address: 108 Screven Street, PO Drawer 421270, Georgetown SC 29440

Other Applicable Information: N/A

Georgetown CTC Chairman's Authorization: _____

Date of Authorization: _____