

**PROPOSED 2014 SPLOST TRANSPORTATION IMPROVEMENT PROGRAM
CITIZENS PROJECT SELECTION COMMITTEE
SEPTEMBER 16, 2013 MEETING NOTES**

Meeting began at approximately 6:05pm, in the DOT Central Operations and Maintenance Training Room, with Jon Abercrombie with Common Focus facilitating.

Members Present: Marlin Knapp, Scott Hilton, Jerry Oberholtzer, Renee Byrd-Lewis, Laurie McClain, Curt Thompson, Art Sheldon, Davida Baker, Alan Kaplan

Alternates Present: Billy Wise, Jim Kwater, Greg Cantrell, Jacqueline Frazier, Tommy Loggins, Daniel Jardine, John Winters

Alternates Absent: Jody Everette, Glenn Park

Staff Attendees: Kim Conroy, Alan Chapman, David Tucker, John Ray, Vince Edwards, Lewis Cooksey and Amanda Reed

Facilitator: Jon Abecrombie

I. Welcome and Introductions

Kim Conroy welcomed and thanked everyone for attending the meeting. He provided a brief overview of the meeting expectations. The Committee made introductions.

II. Code of Ethics Video

Kim Conroy gave a brief statement regarding the Code of Ethics and the video prepared by Gwinnett County was shown to the Committee.

III. Organizational Issues

A. Role and Function of Committee Members and Alternates

Jon Abercrombie provided the role and function of the Committee. A handout was provided to the Committee regarding the role and function.

Role and Function of Committee Members and Alternates

Members:

- Each Member will be responsible for attending the meetings. Should they not be available to attend, each will be responsible for arranging with their Alternate to attend. Each Member and Alternate is responsible for notifying the County staff if they are not able to attend.
- Each Member has one vote
- Only the Member or the Alternate (when covering for the absent Member) can vote

Alternates:

- Attend each meeting
- Alternates can take part in topic/project discussions
- Alternates cannot vote unless they are filling in for the absent Member

General Public:

- The general public will be able to provide comment during the "Public Comment" portion of each meeting. A sign-in sheet along with written comment cards will be provided for the public at each meeting.

County staff:

- Will provide meeting set up, meeting notes (minutes), organizational materials and any requested information
- CPSC meeting information will be posted to the County's Website
- Coordinate any public comment through sign-up sheets
- Handle comment cards, website and relay received information to Committee

B. Ground Rules

Jon Abercrombie provided some ground rules and no discussion was held. Kim did clarify the quorum number (5 out of the 9 constituent groups represented by Member or Alternate).

IV. Presentation of Information

A. Overview of Project Categories and Descriptions

Alan Chapman presented information on each of the project categories and descriptions. Discussions were held on the project categories.

B. Project Category Allocations

Kim Conroy presented the initial allocations from four of the previous SPLOST programs. An initial allocation worksheet was presented to the Committee for their use in working on the category allocations for the proposed 2014 SPLOST. Discussions were held on the initial category allocations both minimum and maximum level and program expectations.

Kim asked the Committee to work on their individual recommendations and with their individual constituent groups before the next meeting. The worksheet and draft project lists were provided to all Committee Members and Alternates at the end of the meeting.

A 10-minute break was held.

V. Next Steps

A. Election of Officers

Jon Abercrombie led the discussion on the election of the Chairman and Vice-Chairman. He welcomed anyone wishing to participate in the role of Chair to stand. Initially five members indicated that they would like to participate. Jon asked the group to converse during the break and seek input, etc.

The Committee decided to hold a separate vote for those choosing to seek the position of Vice-Chair. Three Committee members were interested in seeking the role and gave a statement. Those running were Scott Hilton (Homeowner – District 2 (Howard), Art Sheldon (Environmental) and Curt Thompson (Civic).

The Committee held a written vote and selected Scott Hilton as the Chairman of the Committee.

Two Committee members were interested in seeking the role. Renee Byrd-Lewis and Alan Kaplan indicated they were interested. Renee provided her statement and Alan deferred the role to Renee. Jon then asked the two Committee Members who were not selected as Chair if they would like to seek the role of Vice-Chair. Curt Thompson indicated he did not wish to participate (run) and Art Sheldon indicated he would like to seek the role of Vice-Chair. The Committee held a written vote and selected Renee Byrd-Lewis as the Vice-Chair.

B. Housekeeping/Communications

David Tucker gave a brief overview of the webpage established for the CPSC and the email for the public to provide information. The email address is 2014CPSC@gwinnettcounty.com.

C. Next Meeting

Jon Abercrombie led the discussion with the Committee on scheduling their next meeting. The Committee agreed to schedule their next meeting at 6:00pm on Monday, September 30, 2013, at the Gwinnett Justice and Administration Center in the Conference Center. The purpose of the meeting will be to finalize the category allocations for the proposed 2014 SPLOST.

VI. Public Comment

Public Comment period was open for those who signed up. Two citizens expressed interest in providing comment. They were Pat Lowery and Sam Campbell and were given three minutes each to speak to the Committee.

VII. Adjourn

Kim Conroy expressed his appreciation for the Committee's time and participation at the meeting. The meeting adjourned at approximately 8:55pm.

Handouts provided to Committee:

Agenda, Project Descriptions, Role and Function of CPSC, Initial Category Allocation worksheet and Draft Project List.