



## 2022 Colleton County Capital Projects Sales Tax Commission Meeting Minutes - #001

**Date/Time:** July 15, 2021, at 6:00 pm

**Location:** Colleton County Economic Development Conference Room  
403 East Washington street  
Walterboro, SC 29488

**Attendees:** Jimmy Syfrett – *Newly Elected Chairman of Commission*  
Bill Houston – *Newly Elected Vice Chairman of Commission*  
Mark Walling – *Commissioner*  
Clarence Wiggins – *Commissioner*  
Holland Maness – *Commissioner*  
Spencer Witkin (by phone) – *Commissioner*  
John Stieglitz – *Colleton County Capital Projects Director*  
Alan Linkous – *Howell, Linkous, & Nettles LLC*  
John Culbreath – *Thomas and Hutton (T&H)*  
Katie McCoy – *Thomas & Hutton (T&H)*

### Meeting Items:

- A. Call to Order and Introductions
  - a. John Stieglitz requested all present introduce themselves.
  - b. T&H introduced and is retained by the County to aid the Commission in the process of compiling projects for their consideration.
  - c. Mr. Stieglitz recused himself after the above as he will be representing Colleton County in their projects.
- B. Election of Chair of CPST Commission
  - a. Jimmy Syfrett nominated by Bill Houston
  - b. Nomination seconded by Mark Walling
  - c. Unanimous approval
- C. Election of Vice Chair of CPST Commission
  - a. Bill Houston nominated by Jimmy Syfrett
  - b. Nomination seconded by Holland Maness
  - c. Unanimous approval

D. Presentation by Alan Linkous

- a. Review of State Capital Sales Tax Statute (SC Code Section 4-10, Article 3)
- b. Discussion
  - i. List of eligible projects included in Section 4-10-330 of SC Code
  - ii. No advertising to influence outcome of Referendum.
  - iii. Advertising of Meetings is acceptable to ensure community involvement.

E. Process of the CPST Commission, John Culbreath

- a. John Culbreath introduced T&H and what their role will be to commission.
- b. Discussion of Process for Project Submittal
  - i. CPST Commission Project Initiation Form
  - ii. Form to be filled in by submitting party to best of their ability.
  - iii. T&H to assist if needed based on what is submitted to T&H.
    - 1. T&H to fill in gaps on the form in discussions with Community prior to submitting to the full Commission.
    - 2. Discussion of flyers prior to community meetings to ensure the word is out and get attendance at the meeting (Further discussion on this once we receive initial round of projects)
- c. CPST Commission Evaluation Form
  - i. To be used by Commission in final evaluation and ultimately ranking the projects
- d. Draft Letter Request for Soliciting Projects from Eligible Communities within Colleton County
  - i. Commission to review DRAFT letter prior to submittal to the list of parties the letter will be sent.
- e. CPST Commission Master Plan Major Milestones Proposed Schedule with Responsibilities
  - i. Week of July 26, 2021 – Send letter to eligible entities.
  - ii. September 1, 2021 – CPST Commission Meeting #002
  - iii. September and October – Community meetings
    - 1. Discussion of possible locations
      - a. Bells Elementary, Walterboro Discovery Center, Edisto, Neyle's Community Center
      - b. Choose or minimize locations based on projects received from initial responses.
      - c. Conduct Meetings multiple meetings in one week if possible.
  - iv. March 1, 2021 – Project Proposals from Communities due in Final Form for review and evaluation by T&H and Commission.
  - v. March 7-April 30, 2022
    - 1. Commission meets and discusses projects to be included on ballot and allowable cost based on latest estimated income from CPST.

vi. May 9, 2022

1. Commission adopts and submits to County Council the form of referendum question or questions to appear on the ballot for approval by County Council.

f. Further Discussion

- i. Length of time to allow entities to respond with initiation forms for projects – Entities will have 30 days from receipt of letter to respond with projects.
- ii. Discussion of having final projects presented to the Commission in late March or April 2022 by the individual community representatives, meeting date and location to be determined.

F. Action Items

- a. Next meeting – September 1, 2021, Colleton County Economic Development Conference Room at 6:00 pm
- b. Finalize package to be sent to eligible entities, purpose community meeting locations
  - i. Send DRAFT letter to Commission for approval week of July 19<sup>th</sup>, 2021
  - ii. Send letter and Project Initiation Form to eligible entities – Week of July 26, 2021 with a submittal date of August 30<sup>th</sup>, 2021 on projects.
- c. T&H to be available to communities and commission as we move forward through process. Any and all questions can be sent to T&H for review and processing.

G. Public Comment

- a. NO Comments

H. Adjourn – 7:45 pm