



2022 Colleton County Capital Projects Sales Tax Commission Meeting Minutes - #002

Date/Time: November 17, 2021, at 6:00 pm

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

Attendees: Jimmy Syfrett –*Chairman of Commission*
Bill Houston –*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*
Ross Oakley – *Thomas and Hutton (T&H)*

Meeting Items:

- A. Call to Order
 - a. Chairman Syfrett Called the Meeting to Order
- B. Summary of Project Submittal and Evaluation Process
 - a. Ross Oakley discussed the letters that were sent to the Municipalities and Colleton County along with the Project Initiation Forms.
 - i. Each project submitted will need the Project Initiation Form completed and can include backup information, including, but not limited to project narrative, cost estimates, exhibits, photographs, etc.
 - ii. Thomas & Hutton is available to assist with Cost Estimates and Exhibits to accompany a Project Submittal prior to being submitted to the Commission
 - b. Projects will be evaluated and ranked using the Evaluation Form
- C. Review of Communication with Colleton County and Municipalities
 - a. Ross Oakley discussed previous communications with the County and Municipalities. Letters were sent out on the following dates:

- i. July 23, 2021
 - ii. July 27, 2021
 - iii. October 12, 2021 (by mail with follow-up email)
 - b. To date Thomas & Hutton has been contacted by Colleton County and the Town of Edisto Beach
 - c. Thomas & Hutton will follow up via email as a reminder that projects may be submitted prior to the January 24, 2022 deadline and that Thomas & Hutton is available to assist with estimates and supporting exhibits.
 - d. The Commission will also try to get the word out in their respective communities
- D. Review of Projects Submitted to date
- a. No projects have officially been submitted to the Commission to date
- E. Review of the process through November 2022
- a. Future Meetings were discussed
 - b. Deadline to submit final selected projects to Colleton County Council is May 25, 2021
 - c. Project Submittals are due by January 24, 2022; however, it is strongly encouraged to submit prior to the deadline to allow time for project estimating assistance, if needed.
 - d. After projects are submitted, those that need assistance will be completed by the February Commission Meeting.
- F. Establish CPST Commission Meeting Dates and Times
- a. Subsequent Commission Dates are as follows:
 - i. January 26, 2022
 - 1. Meeting to review by name the projects submitted by the deadline
 - 2. Time/Location: 6:00 PM at 403 E Washington Street
 - ii. February 23, 2022
 - 1. Meeting to review projects in detail with estimated costs and back-up information
 - 2. Commission will discuss and review the Evaluation Form and Process
 - 3. Time/Location: 6:00 PM at 403 E Washington Street
 - iii. March 2, 2022
 - 1. Meeting to allow for County and Municipal Leadership and/or Staff to present projects to the Commission
 - 2. Time/Location: 6:00 PM in County Council Chambers
 - iv. March 15, 2022
 - 1. Meeting to tally final project scoring and ranking of projects
 - 2. Time/Location: 6:00 PM in County Council Chambers

v. April 13, 2022

1. This meeting date is a placeholder, as needed

G. Establish Public Outreach Meeting Dates, Times, and Locations

a. Public Outreach Meetings will be held after Final Project Ranking and approval by County Council. Commission Meetings are also open to the public.

H. Public Comment

a. NO Comments

I. Adjourn

a. Chairman Syfrett adjourned the meeting at 7:30 pm