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**MINUTES**  
**CITIZENS TRANSPORTATION COMMITTEE**  
**SPECIAL CALLED MEETING**

Central Square Complex, 240 Pine Avenue, Room 380  
Albany, Georgia 31702

**October 2, 2012**

**PRESENT:** B. J. Fletcher  
Commissioner Gloria Gaines  
Dinorah Hall  
Lee Johnston  
Jason McCoy  
Dr. Peter Ngwafu  
Dr. Surendra Pandey

**ABSENT:** Dr. Charles Gillespie, Chairman  
Billy Merritt

**STAFF PRESENT:** Jennifer Newton, Transportation Planner  
Ginette Mills, Administrative Secretary, Sr.

**CALL TO ORDER**

Ms. Hall called the meeting to order at 2:02 p.m.

**INTRODUCTIONS**

Committee members were asked to give a brief overview of their professional background, and to comment on their interest in the Citizens' Transportation Committee.

Commissioner Gaines announced that this will probably be her last meeting as a CTC member. Ms. Hall commented that her expertise and input will be missed tremendously, and she hopes Commissioner Gaines will reconsider her decision.

**MEETING DAY/TIME AMENDMENT**

Ms. Newton stated that it has been pointed out that the CTC meetings have not been held according to the suggested bylaws. She noted that after the bylaws were approved, CTC members decided that they wanted to meet for a longer period of time and at a different time. Members unanimously approved the motion to schedule the meetings from 8:00 a.m. to 9:00 a.m., and the changes were implemented. Ms. Newton explained that because the changes occurred during her transition to the Planner position, the bylaws were never amended nor officially approved by the Policy Committee.

Ms. Newton opened the floor for discussion, and noted that this would be a great opportunity for the CTC to select a time and date that they feel is more convenient for members as well as citizens, even it means scheduling the meetings at 5:00 p.m. Ms. Newton noted that the next meeting will be held in Lee County during the first week of December. Members discussed several scenarios, and determined that the meetings should be held on Wednesday's from 9:00 a.m. to 10:00 a.m.

Dr. Pandey made a motion to amend the DARTS Bylaws as follows: The Citizens' Transportation Committee will typically meet on the (3<sup>rd</sup>) third Wednesday of the months of April, June, September and December from 9:00 a.m. to 10:00 a.m. Dr. Pandey also made a motion to schedule the next meeting on the (1<sup>st</sup>) first Wednesday of December in Lee County from 9:00 a.m. to 10:00 a.m. Dr. Ngwafu seconded the motions, and the motions were unanimously approved with the following votes:

Dr. Charles Gillespie	absent	Jason McCoy	yes
B. J. Fletcher	yes	Billy Merritt	absent
Commissioner Gloria Gaines	yes	Dr. Peter Ngwafu	yes
Dinorah Hall	yes	Dr. Surendra Pandey	yes
Lee Johnston	yes		

Dr. Pandey noted that the current bylaws state that the Chairperson and Vice Chairperson shall be elected annually to serve for a one year term, and not more than two consecutive terms. He pointed out that there is no provision for what happens when the Chairperson position becomes vacant. Dr. Pandey suggested that when the Chairperson's position becomes vacant, the Vice Chairman should move to the Chairperson's position. This will result in a smooth transition, and ensure that the CTC has an experienced Chairperson. It will also prevent the committee from potentially having a new person serve in those two positions every year. A discussion was held on Dr. Pandey's proposal as well as how positions were filled in the past. Members eventually agreed that they should just clean the slate and move forward.

Dr. Pandey made a motion to amend the DARTS Bylaws as follows: Following an initial election, the Vice Chairperson will become the Chairperson the following year, and a new Vice Chairperson will be elected each year. If the Vice Chairperson is unable to serve as the Chairperson the following year, the Chairperson and Vice Chairperson will be elected. If the Chairperson is unable to serve before his/her term expires, the Vice Chairperson will assume the position of the Chairperson. Dr. Ngwafu seconded the motion, and the motion was unanimously approved with the following votes:

Dr. Charles Gillespie	absent	Jason McCoy	yes
B. J. Fletcher	yes	Billy Merritt	absent
Commissioner Gloria Gaines	no	Dr. Peter Ngwafu	yes
Dinorah Hall	yes	Dr. Surendra Pandey	yes
Lee Johnston	yes		

Dr. Ngwafu requested further clarification on the election of a Vice Chairperson, and Ms. Newton replied that the CTC will elect someone to fill that position every year. During the discussion, it was determined that Ms. Hall would automatically become the Chairperson since the position is vacant. Commissioner Gaines requested clarification on the implementation of changes to the bylaws, and she questioned whether an election should take place during this meeting since the amended bylaws have not been officially approved by the Policy Committee. She suggested that Ms. Hall serve as Vice Chairperson until everything becomes official. Discussion continued on the current election process.

Dr. Pandey made a motion to nominate Ms. Hall as the Chairperson of the Citizens' Transportation Committee effective October 2, 2012. Ms. Fletcher seconded the motion, and the nomination was unanimously approved with the following votes:

Dr. Charles Gillespie	absent	Jason McCoy	yes
B. J. Fletcher	yes	Billy Merritt	absent
Commissioner Gloria Gaines	no	Dr. Peter Ngwafu	yes
Dinorah Hall	abstained	Dr. Surendra Pandey	yes
Lee Johnston	yes		

A Vice Chairperson will be elected after the amended bylaws are approved by the Policy Committee in December 2012.

## **REVIEW OF BYLAWS AND PURPOSE**

Ms. Newton opened the floor for discussion, and addressed questions regarding the current bylaws. She noted that the DARTS Policy Committee will vote on the amended bylaws in December 2012.

Commissioner Gaines inquired about the official name of the committee, and Ms. Newton confirmed that the official name is Citizens' Transportation Committee. Dr. Pandey provided a brief account of what occurred on the Citizens' Advisory Committee years ago when he served as the Chairperson.

## **METHOD OF PRESENTING INFORMATION TO TCC/PC**

Ms. Hall encouraged members to provide feedback and suggestions on what they feel will be the most effective way to present issues to the TCC and Policy Committees. After a brief discussion, committee members determined that becoming a standing agenda item on the TCC and DARTS Policy agenda will be the most effective method. At the end of each meeting, committee members will determine what needs to be reported or presented.

Ms. Hall also recommended that members review and become familiar with future transportation projects and the timeline of each project. This will enable the committee to develop plans for public outreach, receive feedback from the community, and report issues to the TCC and Policy Committees. Ms. Newton referenced the TIP and LRTP, and stated that she, Engineering, or GDOT would be able to address any questions.

## **SUGGESTED TOPICS FOR THE NEXT REGULAR MEETING**

A discussion was held on various evaluation tools that can be used to help identify projects that need to be discussed. Ms. Newton suggested reviewing the Engineering report, which contains City and County projects that are not listed in the TIP and are not paid for by GDOT. Commissioner Gaines suggested reviewing the list of Dougherty and Lee County SPLOST projects, which will help develop a complete scope of transportation programming and planning. Evaluation tools and public outreach will continue to be discussed at the next meeting. Members will also set objectives for the next fiscal year.

## **OPEN DISCUSSION**

A discussion was held on effective ways to reach the community, and the importance of public involvement throughout the entire transportation process. Ms. Newton commented on GDOT public meetings, and Commissioner Gaines commented on the importance of maintaining structured Neighborhood Watch Programs and Community Associations as primary communication tools.

The next meeting is tentatively scheduled for Wednesday, December 5, 2012, from 9:00 a.m. to 10:00 a.m. in Leesburg, Georgia.

## **ADJOURNMENT**

There being no further discussion, the meeting was adjourned at 3:06 p.m.