



MEMORANDUM

TO: TOWN COUNCIL
FROM: Department of Engineering
SUBJECT: Department of Engineering Consent Agenda
DATE: October 11, 2016
CC: Marc Orlando, ICMA-CM, Town Manager

CAPITAL IMPROVEMENTS PROGRAM (CIP) & SPECIAL PROJECTS UPDATES

PATHWAYS

Goethe/Shults Sidewalks - Phase I: Engineered Design/Easement Phase

- Regulatory Permits have been approved.
- Working on different proposals for lighting with SCE&G.
- Sent Offer Letter packages to residents for easements on 7/14/16. Approximately twenty-seven (27) easements have been obtained to date.
- **Next Steps:**
 - Continue to follow up with residents to obtain easements through October.
 - Begin condemnation process in November, if required.
 - Working on Construction Documents and bid package.

SEWER & WATER

1. Buck Island-Simmons ville Sewer & Sidewalks (Phase 3): Construction Phase

- **Sewer:**
 - All sewer and all but two water services have been connected.
 - Change Order for manhole monitoring devices approved by CDBG and installed by Jordan Construction.
- **Sidewalk:**
 - Project was rebid and bids were received on 9/15/16.
 - Intent to award issued for JRC Specialty
 - Construction to start in October.
 - Reached an agreement with Palmetto Electric to install eight additional lights for the sidewalk between New Mustang and the southerly end of Toy Fields area.
- **Next Steps:**
 - Finalize contract documents with contractor for sidewalk.
 - Finalize contract with Palmetto Electric for lights and schedule work.

2. Buck Island-Simmons ville Sewer (Phase 4): Engineered Design Phase

- Received CDBG approval for Jordan Construction contract.
- Construction began on 9/16/16.
- **Next Steps:**
 - LMI qualification sheets/Landlord letters returned (10 submitted to date)

3. Buck Island-Simmons ville Sewer (Phases 5): Engineered Design Phase

- The engineer has made the changes requested by BJW&SA and resubmitted plans. BJW&SA approved on 10/5/16.
- DHEC/OCRM/SCDOT permit submittals have been made.
- **Next Steps:**
 - Appraisals and Acquisition of Easements.

4. Jason Street Sanitary Sewer: Engineered Design Phase

- Engineer sent plans to DHEC and SCDOT for review on 8/29/16.
- Bids advertised on 9/20/16 and due 10/7/16.
- DHEC/OCRM permit received.
- **Next Steps:**
 - BJWSA committee approval scheduled 10/14/16.
 - Pending approval by BJWSA Board 10/20/16.
 - Issue Notice to Proceed and start construction early November.
 - SCDOT Encroachment Permit (waiting on approval).
 - Finalize DHEC/OCRM permitting.

ROADWAY IMPROVEMENTS

1. May River Road Streetscape (Final Phase): Design Phase

- DHEC/OCRM permit application was approved 9/26/16.
- Preferred Materials is ready to start when we have final approval of the plans.
- Preferred Materials has executed contract and is now being routed for review and approval by Town.
- Have issued an Intent to Award.
- We cannot issue the Notice to Proceed until final approval received from SCDOT.
- Received tentative approval of the Design Exception Report, allowing us to use 11' lanes.
- Josh Tiller provided final landscape plans 9/28/16.
- RFP for Materials Testing and Inspection Services completed on 9/14/16 with two Proposals received. Review and final decision on selection pending.
- Easement status:
 - Signed - 33 of 38
 - Pending - 3 (1 owner, 3 parcels)
 - Issues - 2 (Condemnation - 1 owner, 2 parcels)
- **Next Steps**
 - Finalize Plans.
 - Set up meeting with SCDOT to address lighting situation.
 - Street Lights:

- Decision on lights south side of May River at west end.
- Working with SCE&G on Photometric plan that will meet AASHTO guidelines for submittal to SCDOT.
- Arrange on-site meeting with contractor and utility companies to verify conflicts with drainage inlets and piping.
- Prepare and submit maintenance agreements to SCDOT.
- Finalize donation agreement and related documentation for Marks' property.

2. Dr. Mellichamp Drive

- Conceptual planning work underway with Witmer, Jones, Keefer.
- Engineering Request For Qualifications (RFQu) was advertised the week of 7/25/16 for engineering, surveying and related services. Four firms responded to the RFQu.
- Town staff negotiated contract with Thomas & Hutton and is pending approval.
- Survey work underway and completed by 10/4/16.
- PARD grant application was approved for funding of additional parking improvements at MC Riley Sports Complex (\$89,900.00).
- **Next Steps:**
 - Meet with project stakeholders and Town Council to obtain input on conceptual layout.
 - Complete contract for Engineering services.

PUBLIC SAFETY

1. Wildfire Cameras.

- Contract with Wildfire and Bluffton Electric has been finalized.
- The dock and Garvin House cameras have been energized.
- SCE&G Pole Attachment Agreement was executed by Town and returned to SCE&G for their signature.
- Waiting on equipment and install timing for final schedule. Estimated to begin mid-October.
- Bluffton Electric and SCE&G will start first with Wildfire finishing up behind them.
- **Next Steps:**
 - Scheduling of work.

2. License Plate Reader (LPR)

- Working with BPD on the LPR camera to be located on a pole at the bridge for the New River (county line).
- Street light will be added to allow for color images.
- SCE&G has confirmed we can use the pole we want. SCE&G can provide a secondary power feed and add light.
- Will stay within original budget.
- **Next steps:**
 - Waiting on delivery of equipment (two weeks).
 - Installation.

HISTORIC DISTRICT IMPROVEMENTS

Historic District Lighting & Parking Signs

- **Calhoun Street Signs and Bollards**
- **Next Steps:**
 - SCDOT permit obtained.
 - Negotiate contract with signage fabricator to install parking signs in late October.
 - Ordered 14 additional bollards for Calhoun Street at the May River Road and Bridge Street intersections. Seven bollards in stock and the other seven must be back ordered (60 days to receive shipment).
- **Calhoun Street Infill Lighting**
- **Next Steps:**
 - Install conduit.
- **Bluffton Road Street Lighting**
 - Initial lease agreement has been executed with SCE&G and all new proposed street lights are ordered.
 - SCDOT permit approved for striping.
- **Next Steps:**
 - Obtain SCDOT approval for all lighting.
 - Install conduit.
 - Schedule striping per SCDOT permit.

PARK DEVELOPMENT

1. Parks and Recreation Improvements: DuBois Park - Construction Phase

- Received proposals from The Greenery and Ocean Woods for additional lighting.
- Received four preliminary estimates for a Shade Sail above swings.
- **Next Steps:**
 - Prepare Invitation to Bid and advertise for proposals in early 2017.

2. Oyster Factory Park: Construction Phase

- **Dock**
 - Loaner life jacket sign installed.
- **Next Steps:**
 - Install dock box for loaner life jackets.
- **Parking Lot**
 - Irrigation for future trees completed.
- **Next Steps:**
 - Install shade trees in parking islands; scheduled 10/4/2016
- **Garvin House**
 - Removed existing metal roof panels.
 - Installed plywood roof decking.
 - Installed ice and water shield at main roof and porches.
 - Exterior door and window trim installed.
 - 50% of exterior siding installed.
 - South Carolina Historical Marker application has been submitted.
 - Historical Narrative with CT House Histories in progress.

- **Next Steps:**
 - Deconstruct existing exterior fireplace.
 - Complete exterior siding.
 - Construct doors and windows.
 - Continue to document all construction through the County Channel.

TOWN FACILITIES

1. Buckwalter Place Multi-County Commerce Park

- A public-private partnership agreement was established among the Town of Bluffton, the Bluffton Public Development Corporation, and Southeastern Development Associates (formerly known as Blanchard and Calhoun Commercial) for continued public infrastructure investment supportive of the multi-county commerce park.
- Development permit issued.
- Mass grading began in June 2016.
- **Next Steps:**
 - Building pad.

2. Town Hall Redevelopment

- LS3P / Pearce Scott Architecture are under contract.
- Request for Proposals (RFP) for a Construction Manager (CM) at Risk was advertised on 8/26/16.
- Executed two pre-proposal meetings on 9/12/16 and 9/14/16.
- Toured existing Town Hall with 16 potential builders.
- Started the design process with senior staff and division heads.
- Received five proposal submittals for Construction Manager at Risk on 9/29/16
- **Next Steps:**
 - Staff evaluation and selection of CM at Risk proposals.
 - Continue Design Process with team.
 - Conduct user group meetings.

WATERSHED MANAGEMENT

1. Stoney Creek Wetlands Restoration: Data Collection & Analysis Phase

- Following receipt of the draft water budget including hydrology and hydraulics reports on 4/1/16, data collection in support of developing design alternatives was extended due to above average rainfall over the winter.
- Data collection continued for approximately two months into the “dry” season to measure the effects on the water table. This activity is in support of developing preliminary conceptual designs for property owner review/negotiations.
- Final Summary Memo including conceptual design options was received July 2016, staff provided review, final documents anticipated first week of October.
- Conceptual designs have been forwarded to the property owners for review.
- **Next Steps:**
 - Staff is coordinating with the property owners to review the conceptual designs. Date for meeting has not yet been set.

2. 319 Grant Phase 2 (Pine Ridge): Construction Phase

- Staff submitted a 319 Grant amendment request to extend the grant deadline to 1/30/17 and reallocate unspent funds. The remaining 319 Grant Phase 2 funds will be reallocated to purchase engineered bacteria removal media filter socks to be installed in the wetland ditch downstream from the New Riverside Pond to maintain bacteria removal efficiency, and to install littoral shelf plantings within ponds in the Pine Ridge Community.
- The grant amendment was approved by SCDHEC and the amended contract has been executed.
- Contractor will complete final inspection punch list items by the first week of October.
- **Next Steps:**
 - Purchase and install engineered bacteria removal filter socks.
 - Design and install littoral shelf plantings as needed.

3. 319 Grant Phase 3 (May River Preserve Pond)

- SCDHEC notified staff that the EPA has approved the grant application and the grant of \$231,350 has been awarded.
- Grant package is under review by EPA prior to forwarding to SCDHEC and the Town for execution.
- After receiving property access approval, pre-project water quality and flow monitoring has commenced.
- **Next Steps:**
 - Execute grant contract with SCDHEC.
 - Obtain easement for construction and maintenance from property owner.

4. Stormwater Utility Management Plan Update

- Beaufort County is the managing partner for this county-wide stormwater master plan update by Applied Technology & Management.
- A series of public meetings were held across the County to gather input for the Management Plan Update. The Bluffton meeting was held on 6/22/16.
- Following public input, staff is investigating with ATM if the May River Watershed Action Plan water quality model can be completed as part of the Management Plan Update. Contractor was to provide alternatives and cost-estimates to complete the Water Quality Model in August, but requested more data.
- Staff provided updated Best Management Practice locations throughout the watershed to the contractor to develop alternatives and cost estimates. Rough scope and budget estimates are anticipated the first week of October.
- **Next Steps:**
 - Staff will receive scope and budget estimates to complete the May River Watershed Water Quality Model from ATM and assess budget.
 - Staff will continue to participate in the county-wide effort to update the Beaufort County Stormwater Management Plan as needed.

DIVISION/STAFF UPDATES

Project Management

- Pat Rooney obtained Certified Erosion Prevention and Sediment Control Inspector (CEPSCI) certification.

Watershed Management

- In support of the Development Review process staff performed:
 - 14 Development Plan Reviews
 - 4 Development Surety Reviews
 - 6 Certificate of Construction Compliance Inspections
 - 4 Pre-Construction Meetings
 - 4 Pre-Clearing Inspections
 - 1 Post-Construction BMP
- **August Data Collection –**
 - Collected data from four monitoring stations at Stoney Crest Property.
 - Collected data from two monitoring stations at Pine Ridge.
 - Four in-stream flow/velocity measurements collected at our sampling locations in the headwaters of the May River.
- Watershed Management staff participated in the Stormwater Utility Board, Stormwater Implementation Committee, and MS4 and Water Quality Monitoring sub-committee meetings. These meetings allow the three MS4 permit holders/jurisdictions to partner on permit requirements including education and outreach and water quality monitoring.
- May River Watershed Management Plan Advisory Committee met 9/22/16.
- Watershed Management Division organized the Beach Sweep/River Sweep on 9/17/16.
- Kim Jones, Beth Lewis, Andrea Berry and Matthew Carey passed their Clemson University Post-Construction BMP Inspector course and will receive certifications. They join Bill Baugher and Sam Connor as Post-Construction BMP Inspectors.
- Lewis and Berry provided a presentation to the Marsh Association, an organization of POA Managers, regarding local stormwater and Low Impact Design (LID) opportunities for our local communities.
- Watershed Management staff presented and held a Q&A with residents of The Haven community with regards to the HOA's Stormwater Detention Ponds.
- Watershed Management staff attended the South Carolina Department of Natural Resources Communicating Climate Change Class on 9/7/16.
- Watershed Management staff attended Town Finance training on grant procedures and project management procurement protocols.

Public Works

- **Ditch/Drainage Maintenance –**
 - Performed weekly, street sweeping on Calhoun Street, Highway 46, Simmonsville Road, and Buck Island Road curbs and medians.
 - Performed routine maintenance on ditches and drainage features throughout the jurisdictional limits of the Town.
- On-going routine mowing of roadside ditches, main waterway ditch banks, Palmetto Bluff Pond and New River Trail.

- Performed inspection on the following ditches:
 - Brown's property ditch
 - Palmetto Bluff Pond
 - Arrow ditch (2,569 LF)
 - Red Cedar ditch (966 LF)
 - Buck Island Roadside ditch (15,926 LF)
 - Simmonsville Roadside ditch (13,792 LF)
- Removed approximately 15,000 lbs of storm debris from tropical storm Hermine.
- **Beautification Program –**
 - Eagles Field
 - Mow and rake the field
 - New fence has been installed
 - Playground is now open
 - Ongoing trash cleanup throughout Old Town
 - May River Road
 - Burnt Church Road
 - Highway 46
 - Simmonsville Road
 - Buck Island Road
 - Ongoing routine landscape maintenance
 - Town Hall new pine straw has been spread around the building.
 - DuBois Park new sod has been placed in thin areas.
 - Calhoun Dock
 - 1261 May River Road
 - 1264 May River Road
 - Oyster Factory Park new landscaping has been installed.
 - Law Enforcement Center
 - Buckwalter Park new pine straw has been installed.
 - Eagles Field
 - Rotary Community Center
 - Public Works Facility
 - Pritchard Park
 - Corner Park on Bruin Road and Pritchard Street, replaced crosswalk
- **September Town Trash & Recycling Program**
 - Total phone calls - 138
 - New services - 51
 - Trash pickups missed - 6
 - Recycle pickups missed - 3
 - Broken carts - 23
 - Missing carts and bins replaced - 7
 - Miscellaneous calls - 48
 - Total Town of Bluffton residences served – 7,030
 - Staff continues communications with Waste Management reviewing level of services and current monthly services.
 - August Work Requests Completed - 24

Attachments:

1. May River Watershed Action Plan Update*
2. SCDHEC Shellfish Harvesting Monitoring Data
3. Fecal Coliform Concentrations Trend Map
4. Erosion and Sediment Control Inspections
5. Illicit Discharge Investigations
6. Drainage Concerns
7. Septic System Maintenance Assistance
8. Citizen Request for Stormwater Services Heat Map
9. Headwater Infrastructure Capture Map
10. May River Watershed Action Plan Advisory Committee Agenda

* Attachment noted above includes the latest updates in *bold* and *italic* font.



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DATE: November 8, 2016
CC: Marc Orlando, ICMA-CM, Town Manager

CAPITAL IMPROVEMENTS PROGRAM (CIP) AND SPECIAL PROJECTS UPDATES

PATHWAYS

Goethe/Shults Sidewalks - Phase I: Engineered Design/Easement Phase

- Regulatory Permits have been approved.
- Working on different proposals for lighting with SCE&G.
- Sent Offer Letter packages to residents for easements on 7/14/16. Approximately 34 written offer letters have been obtained to date out of 51.
- **Next Steps:**
 - Continue to follow up with residents to obtain remaining 17 signatures through November.
 - Begin condemnation process in late November, if required.
 - Working on Construction Documents and bid package.

SEWER & WATER

1. Buck Island-Simmons ville Sewer and Sidewalks (Phase 3): Construction Phase

- **Sewer:**
 - Finalizing close out documentation with BJWSA.
- **Sidewalk:**
 - Contract with JRC has been approved.
 - Notice To Proceed has been issued with a start date of 10/26/16.
 - Construction scheduled for 30 calendar days.
 - Residents notified 10/20/16.
 - Press Release published on 10/21/16.
 - Finalized contract with Palmetto Electric to install eight additional lights for the sidewalk between New Mustang and the southerly end of Toy Fields area.
- **Next Steps:**
 - Installation of the sidewalk
 - Finalize schedule with Palmetto Electric to complete installation of lights.

2. Buck Island-Simmons ville Sewer (Phase 4): Construction Phase

- Received CDBG approval for Jordan Construction contract.
- Construction began on 9/16/16.
- **Next Steps:**
 - LMI qualification sheets/Landlord letters returned (10 submitted to date).

3. Buck Island-Simmons ville Sewer (Phases 5): Engineered Design Phase

- The engineer has made the changes requested by BJW&SA and resubmitted plans. BJW&SA approved on 10/5/16.
- DHEC/OCRM/SCDOT permit submittals have been made.
- **Next Steps:**
 - Obtain permit approval.
 - Appraisals and Acquisition of Easements.

4. Jason Street Sanitary Sewer: Engineered Design Phase

- Engineer sent plans out to DHEC and SCDOT on 8/29/16. Received comment from SCDOT on 10/17/16 to submit additional information after the bid. Permit must be finalized prior to the start of construction. Have addressed DHEC comments, returned and waiting on final approval.
- Bids original due back 10/7/16, delayed until 11/4/16.
- **Next Steps:**
 - BJW&SA Design Review Committee approval of bids 11/11/16.
 - Contract approval by BJW&SA Board expected 11/17/16.
 - Issue Notice To Proceed.
 - Obtain SCDOT Encroachment Permit.
 - Finalize DHEC/OCRM permitting.
 - Start Construction in December.

ROADWAY IMPROVEMENTS

1. May River Road Streetscape (Final Phase): Design Phase

- Contract with Preferred Materials has been executed.
- DHEC/OCRM permit application was approved 9/26/16. Final Plans and Notice of Intent (NOI) have been submitted. Waiting on issuance of permit.
- Town of Bluffton Public Project Application, response to comments received from Stormwater and Planning was submitted on 10/20/16.
- Project approved conditionally by Corridor Review Board approval at 10/26/16 Planning Commission meeting.
- 38 Total easements have been acquired.
 - 36 - Easements have been signed and recorded.
 - Two - Condemnation process - Right to Enter approved by Court (1 owner, 2 Parcels)
- Preferred Materials has requested utility locates to be done the week of 10/24/16. They will begin preliminary staking of drainage road crossing and curb inlets to determine conflicts with existing utilities.
- We cannot issue the Notice to Proceed until final approval received from SCDOT.
- Received tentative approval of the Design Exception Report, allowing us to use 11' lanes.

- Photometric plan for street lights was submitted to SCDOT on 10/25/16 with remaining response to comments on Encroachment Permit.
- Prepared and submitted maintenance agreements to SCDOT for sidewalks, landscape, storm drainage, and crosswalks, including in-road pedestrian sign on 10/26/16.
- RFP for materials testing and inspection services completed on 9/14/16 with two Proposals received. Review and final decision on selection pending.
- **Next Steps:**
 - Approved lighting and construction plans to be forwarded to landscape architect for final tree adjustments for street light locations and irrigation design.
 - Finalize the Preferred Materials contract change order.

2. Dr. Mellichamp Drive

- Conceptual planning work underway with Witmer, Jones, Keefer.
- Engineering Request For Qualifications (RFQu) was advertised the week of 7/25/16 for engineering services. Four firms responded to the RFQu.
- Town staff negotiated contract with Thomas & Hutton and is pending approval by Town Council.
- Survey work complete.
- PARD grant application was approved for funding of additional parking improvements at MC Riley Sports Complex (\$89,900.00).
- **Next Steps:**
 - Meet with project stakeholders and Town Council to obtain input on conceptual layout.
 - Complete conceptual site planning and start preliminary engineering services.

PUBLIC SAFETY

1. Wildfire Cameras.

- Bluffton Electric building mounting hardware and will be installing the hardware on the poles next week of 10/24/16.
- SCE&G is still working on restoring power and can't start making power connections until the week of 10/31/16 at the earliest.
- SCE&G has executed pole attachment agreement.
- **Next Steps:**
 - Completion of work.

2. License Plate Reader (LPR)

- SCE&G has installed the power feed.
- Street light will be added to allow for color images.
- Electrical contractor installed connector on pole 10/26/16.
- Will stay within original budget.
- **Next steps:**
 - SCE&G will connect power week of 10/31/16.
 - Schedule NDI equipment installation.

HISTORIC DISTRICT IMPROVEMENTS

1. Calhoun Street Signs and Bollards

- **Next Steps:**
 - SCDOT permit obtained. Purchase orders executed for signage and bollards.
 - Notify property and business owners of proposed signage and bollards improvements.
 - Fabricate signs for installation in mid-November.
 - Ordered 14 additional bollards for Calhoun Street at the May River Road and Bridge Street intersections. Seven bollards in stock and the other seven must be back ordered (60 days to receive shipment). Installation of first seven bollards in December.

2. Calhoun Street Infill Lighting

- **Next Steps:**
 - Install conduit.

3. Bluffton Road Street Lighting

- Initial lease agreement has been executed with SCE&G and all new proposed street lights are ordered.
- SCDOT permit approved for striping.
- **Next Steps:**
 - Obtain SCDOT approval for all lighting. SCDOT has requested additional photometrics documentation.
 - Install conduit.
 - Schedule striping per SCDOT permit.

PARK DEVELOPMENT

1. Parks and Recreation Improvements: DuBois Park - Construction Phase

- Received proposals from The Greenery and Ocean Woods for additional lighting.
- Received four preliminary estimates for a Shade Sail above swings.
- **Next Steps:**
 - Prepare Invitation to Bid and advertise for proposals in early 2017.

2. Oyster Factory Park: Construction Phase

- **Dock**
 - Loaner life jacket sign installed.
 - Installed dock box for loaner life jackets.
- **Parking Lot**
 - Irrigation for future trees completed.
 - Installed shade trees in parking islands.
- **Garvin House**
 - Removed existing metal roof panels.
 - Installed plywood roof decking.
 - Installed ice and water shield at main roof and porches.
 - Exterior door and window trim installed.
 - 50% of exterior siding installed.

- South Carolina Historical Marker application has been submitted.
- Historical Narrative with CT House Histories in progress.
- **Next Steps:**
 - Deconstruct existing exterior fireplace.
 - Complete exterior siding.
 - Construct doors and windows and install.
 - Continue to document all construction through the County Channel.

TOWN FACILITIES

1. Buckwalter Place Multi-County Commerce Park

- A public-private partnership agreement was established among the Town of Bluffton, the Bluffton Public Development Corporation, and Southeastern Development Associates (formerly known as Blanchard and Calhoun Commercial) for continued public infrastructure investment supportive of the multi-county commerce park.
- Development permit issued.
- Mass grading began in June 2016.
- **Next Steps:**
 - Building pad.

2. Town Hall Redevelopment

- LS3P / Pearce Scott Architecture are under contract.
- Request for Proposals (RFP) for a Construction Manager (CM) at Risk was advertised on 8/26/16.
- Executed two pre-proposal meetings on 9/12/16 and 9/14/16.
- Toured existing Town Hall with 16 potential builders.
- Started the design process with senior staff and division heads.
- Received five proposal submittals for Construction Manager at Risk on 9/29/16.
- Selection committee interviewed all five potential builders 10/16/2016.
- **Next Steps:**
 - Staff evaluation, selection, and contract negotiations with General Contractor.
 - Continue Design Process with team.
 - Conduct user group meetings.

WATERSHED MANAGEMENT

1. Stoney Creek Wetlands Restoration: Data Collection & Analysis Phase

- Final Summary Memo including conceptual design options are complete.
- Conceptual designs have been forwarded to the property owners for initial review prior to on-site meeting.
- **Next Steps:**
 - Staff is coordinating with the property owners to review the conceptual designs. Date for meeting has been set for 11/23/16.
 - Staff is coordinating with the design consultant to execute a contract for the design phase of the project.

2. 319 Grant Phase 2 (Pine Ridge): Construction Phase

- Staff submitted a 319 Grant amendment request to extend the grant deadline to 1/30/17 and reallocate unspent funds. The remaining 319 Grant Phase 2 funds will be reallocated to purchase engineered bacteria removal media filter socks to be installed in the wetland ditch downstream from the New Riverside Pond to maintain bacteria removal efficiency, and to install littoral shelf plantings within ponds in the Pine Ridge Community.
- The grant amendment was approved by SCDHEC and the amended contract has been executed.
- Contractor will complete final inspection punch list items by the first week of November.
- **Next Steps:**
 - Purchase and install engineered bacteria removal filter socks.
 - Design and install littoral shelf plantings as needed.

3. 319 Grant Phase 3 (May River Preserve Pond)

- SCDHEC notified staff that the EPA has approved the grant application and the grant of \$231,350 has been awarded.
- After receiving property access approval, pre-project water quality and flow monitoring has commenced.
- The grant contract has been approved by the EPA and forwarded to the Town for execution.
- **Next Steps:**
 - Execute grant contract with SCDHEC.
 - Obtain easement for construction and maintenance from property owner.

4. Stormwater Utility Management Plan Update

- Beaufort County is the managing partner for this county-wide stormwater master plan update by Applied Technology & Management (ATM).
- A series of public meetings were held across the County to gather input for the Management Plan Update. The Bluffton meeting was held on 6/22/16.
- Following public input, staff is investigating with ATM if the May River Watershed Action Plan water quality model can be completed as part of the Management Plan Update. Contractor was to provide alternatives and cost-estimates to complete the Water Quality Model in August, but requested more data.
- Staff provided updated Best Management Practice locations throughout the watershed to the contractor to develop alternatives and cost estimates. Rough scope and budget estimates are anticipated the first week of October.
- **Next Steps:**
 - Staff will receive scope and budget estimates to complete the May River Watershed Water Quality Model from ATM and assess budget in early November.
 - Staff will continue to participate in the county-wide effort to update the Beaufort County Stormwater Management Plan as needed.

DIVISION/STAFF UPDATES

Project Management

- Pat Rooney attended the National Association of Landscape Architects Convention.

Watershed Management

- In support of the Development Review process staff performed:
 - 14 Development Plan Reviews
 - 5 Development Surety Reviews
 - 4 Certificate of Construction Compliance Inspections
 - 1 Pre-Construction Meetings
 - 3 Pre-Clearing Inspections
 - 1 Post-Construction BMP
- **October Data Collection –**
 - Collected data from four monitoring stations at Stoney Crest Property.
 - Two in-stream flow/velocity measurements collected at our sampling locations in the headwaters of the May River.
- Watershed Management Division staff attended Continuing Education Training through Growth Management on 10/20/16.
- Watershed Management Division staff assisted with Hurricane Matthew preparation including but not limited to:
 - email to developers to ensure construction sites were secured,
 - work with Joy Nelson to incorporate pond and maintenance information into her storm preparation emails to Bluffton HOA's,
 - inspection of ditches,
 - secure Town equipment,
 - prepare employee office spaces, fuel and park Town vehicles in the appropriate place, and
 - staff inspected 48,236 lineal feet of ditches pre-Hurricane Matthew and 76,800 lineal feet post-storm.
- Watershed Management Division staff attended Carolina Clear Strategic Planning Meeting. This meeting achieved a priority list of pollutants and target audiences to be addressed through regional education and involvement. The outcomes of this will be formulated into a strategic outreach plan for the Lowcountry Stormwater Partners.
- Watershed Management Division staff met with the new Carolina Clear Water Resources Agent, Ellen Comeau.
- Jones presented the Town's research "Management Decision Implication Resulting from Analysis of Stormwater Best Management Practice Efficacy Across Temporal and Varying Spatial Scales" at the biennial SC Water Resources Conference.

Public Works

- **Ditch/Drainage Maintenance –**
 - Performed weekly street sweeping on Calhoun Street, Highway 46, Simmonsville Road, and Buck Island Road curbs and medians.

- Swept with the street sweeper and blew off with the turbine blower 24,533 linear feet of roadway in Old Town and collected approximately 21 cubic yards of vegetative debris from hurricane Matthew.
 - Removed approximately 22,500 pounds of large storm debris from hurricane Matthew from Old Town, Masters Way and McCracken Circle.
 - Performed inspection on the following ditches:
 - Brown's property ditch
 - Palmetto Bluff Pond
 - Arrow ditch (2,569 LF)
 - Red Cedar ditch (966 LF)
 - Buck Island Roadside ditch (15,926 LF)
 - Simmonsville Roadside ditch (13,792 LF)
 - Removed approximately 15,000 pounds of storm debris from tropical storm Hermine.
- **Beautification Program –**
 - Eagles Field
 - Mow and rake the field
 - New fence has been installed
 - Playground is now open
 - Ongoing trash cleanup throughout Old Town
 - May River Road
 - Burnt Church Road
 - Highway 46
 - Simmonsville Road
 - Buck Island Road
 - Ongoing routine landscape maintenance
 - Town Hall new pine straw has been spread around the building.
 - DuBois Park new sod has been placed in thin areas.
 - Calhoun Dock
 - 1261 May River Road
 - 1264 May River Road
 - Oyster Factory Park new landscaping has been installed.
 - Law Enforcement Center
 - Buckwalter Park new pine straw has been installed.
 - Eagles Field
 - Rotary Community Center
 - Public Works Facility
 - Pritchard Park
 - Corner Park on Bruin Road and Pritchard Street, replaced crosswalk.
 - **September Town Trash & Recycling Program**
 - Total Town of Bluffton residences served – 7,030
 - Staff continues communications with Waste Management reviewing level of services and current monthly services.
 - October Work Requests completed – 9
 - Total phone calls - 138
 - New services - 8
 - Trash pickups missed – 16
 - Recycle pickups missed – 6

- Broken carts – 16
- Missing carts and bins replaced – 5
- Miscellaneous and hurricane related calls – 87

Attachments:

1. May River Watershed Action Plan Update*
2. SCDHEC Shellfish Harvesting Monitoring Date
3. Fecal Coliform Concentrations Trend Map
4. Erosion and Sediment Control Inspections
5. Illicit Discharge Investigations
6. Drainage Concerns
7. Septic System Maintenance Assistance
8. Citizen Request for Stormwater Services Heat Map
9. Headwater Infrastructure Capture Map
10. May River Watershed Action Plan Advisory Committee Agenda
11. Beautification Committee Agenda

* Attachment noted above includes the latest updates in ***bold*** and ***italic*** font.

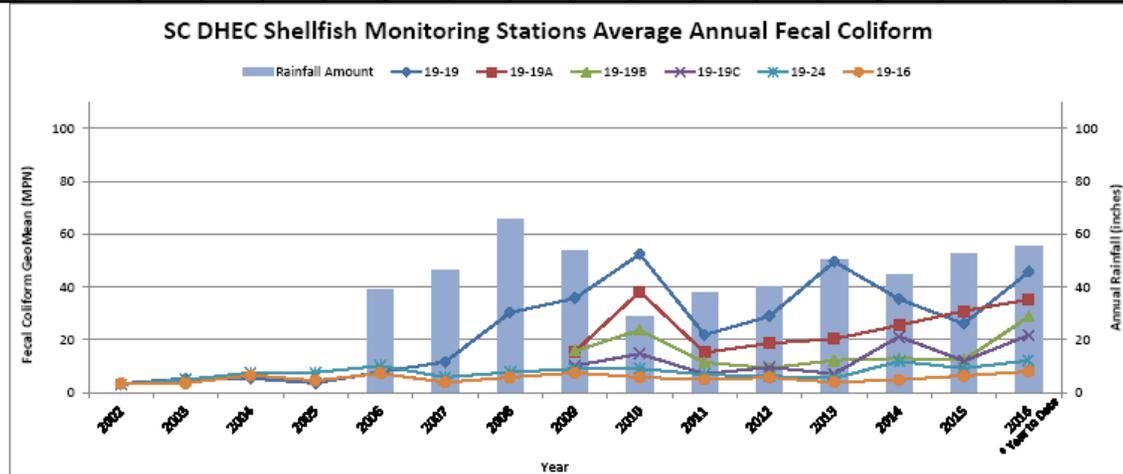
ACTIVITY - PROJECTS	STATUS
Septic Conversion to Sanitary Sewer	Buck Island/Simmons ville Road (BIS) Phases I and II are completed. Toy Fields is completed. Current project updates are included in Consent Agenda.
May River 319 Grant Phase I - New Riverside Pond	Weekly water quality testing on-going. A statistically significant reduction in fecal coliform bacteria concentration exists pre-pond versus post-pond. However, bacteria levels re-load to previous levels prior to discharging into the May River. This leads to management decisions with BMP placement as well as BMPs in-series to maintain bacteria reductions. An amendment to 319 Grant Phase 2 allows a portion of remaining funds to be reallocated to purchase and install Filtrexx bacteria removal media filter socks in the ditch downstream from the pond outfall to prevent bacteria re-load prior to discharging to the May River.
May River 319 Grant Phase II - Pine Ridge	Data collection ongoing. Current project updates are included in Consent Agenda.
May River 319 Grant Phase III - May River Preserve	This grant award of \$231,350 will be for construction of a shallow pond known as a Green Tree Reservoir. Current project updates are included in Consent Agenda.
Stoney Creek Wetlands Restoration: Conceptual Phase	Current project updates are included in Consent Agenda.
May River Watershed Water Quality Model	Preliminary 2002 Palmetto Bluff Duck Pond Drainage area watershed model complete. Completed New Riverside BMP model for comparison to field observations. Rose Dhu Creek sub-watershed "Existing Conditions" portion of the Headwaters Water Quality Model is underway. Current project updates are included in Consent Agenda under Beaufort County Stormwater Utility Management Plan Update.
ACTIVITY - POLICY	STATUS
May River Watershed Action Plan Update	To be completed as part of Jones' Ph.D. dissertation with direction and input from staff, the public, Water Quality Technical Advisory Committee, May River Watershed Advisory Committee, and Town Council during FY17 through FY18 in connection with Comprehensive Plan Update. Staff is investigating the possibility of applying for 319 Grant funding to outsource the update of the Action Plan. Initial applications submitted October 14th.

ACTIVITY - PROGRAMS	STATUS
Sewer Connection Program	In FY17 Council allocated \$200,000 for a Sewer Connection Program. Currently, the Neighborhood Assistance Program (FY17 funding of \$10,000) provides assistance to connect income-qualified individuals to existing sanitary sewer. The May River Watershed Action Plan Advisory Committee (WAPAC) reviewed the draft Public Sewer Connection policy August 17th. WAPAC adopted the policy September 22, 2016. Staff will continue to gather information on components of the policy to bring forward to Council for consideration.
Septic System Maintenance Program	FY17 funding is \$10,000. On-going assistance offered to Town residents in need regardless of financial status through Neighborhood Assistance Program.
Water Quality Monitoring Program	Bacterial "hot spot" and BMP efficacy monitoring continue within the headwaters. Proposed expansion of program to meet MS4 requirements under development. Source tracking monitoring efforts to identify potential locations of human sources of bacteria in development. Received TAC and WAPAC input. Staff will arrange for Microbial Source Tracking at 5 locations in oyster tissue, water column and sediment.
Sediment & Erosion Control Program	Sediment and erosion control inspections with escalating enforcement response continue.
Ditch Inspection/Maintenance Program	Continued coordination with SCDOT, Beaufort County and Town Public Works to inspect and maintain ditches within the Town's jurisdiction. Town is initiating an easement acquisition program.
Infrastructure Mapping/GIS	Data points continue to be collected as new development occurs to populate water quality model and meet MS4 requirements.
Public Outreach/Participation/Involvement	Outreach and involvement efforts continue through county-wide partnership with Carolina Clear as Lowcountry Stormwater Partners - Neighbors for Clean Water and through local cleanups and school classes. Initial strategic planning meeting held with educational partners on September 29th. A draft document for review by partners is anticipated by November 30th.
Development Plan Review Program	Staff supports development plan review process to ensure current BMPs for water quality and quantity are incorporated into new developments.
ACTIVITY - FINANCIAL	STATUS
Additional Funding Opportunities	The Town was awarded \$500,000 from SCDHEC as part of the FY2017 State Appropriation Act Water Quality Infrastructure Projects (Proviso 118.16) in support of public water/sewer and water quality improvement projects.

SCDHEC Shellfish Harvesting Monitoring Data

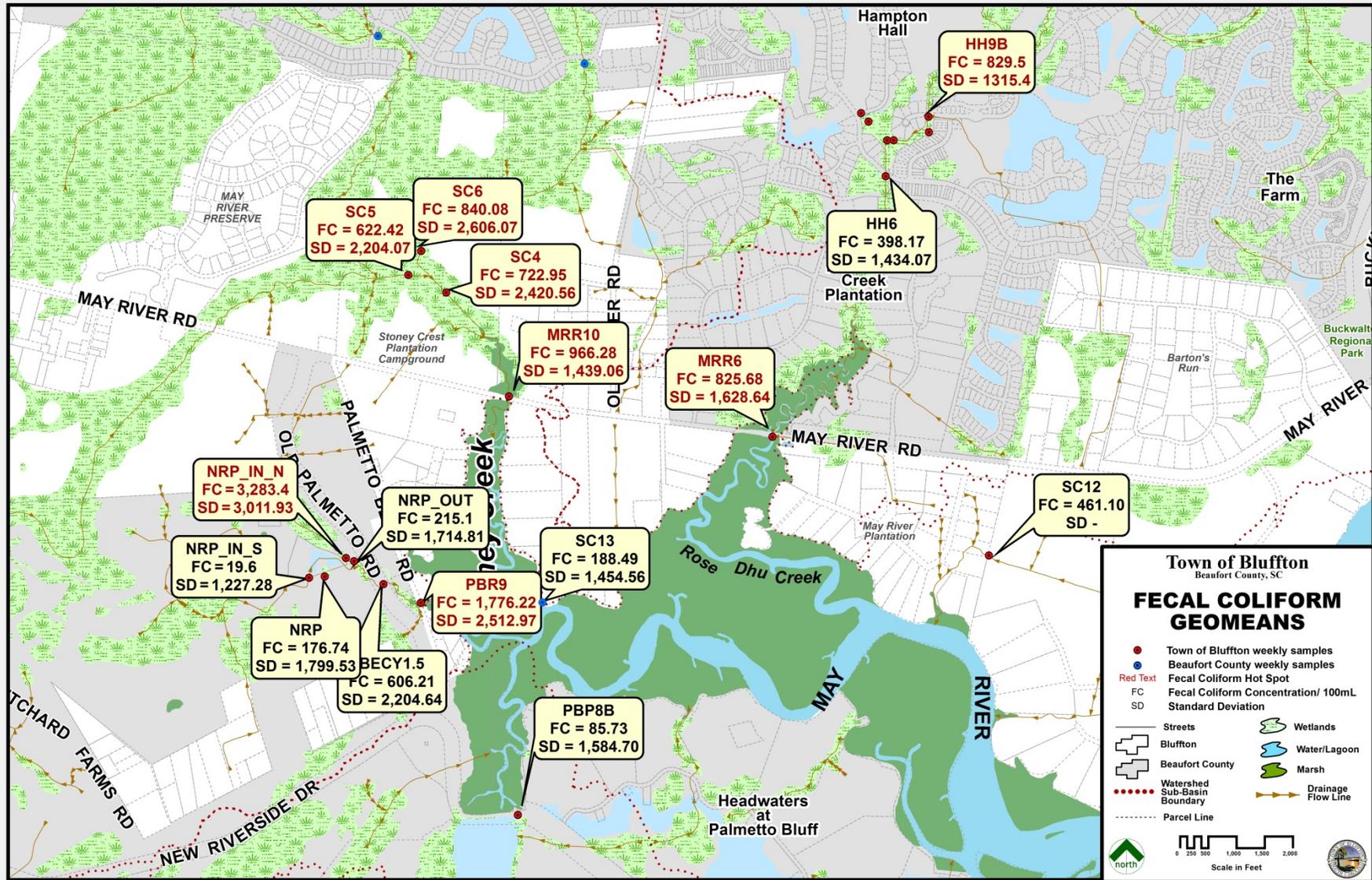
	19-19				19-19A				19-19B				19-19C				19-24				19-16			
	2013	2014	2015	2016	2013	2014	2015	2016	2013	2014	2015	2016	2013	2014	2015	2016	2013	2014	2015	2016	2013	2014	2015	2016
	Fecal Coliform (MPN)																							
December	7.8	11.0	110.0		7.8	7.8	33.0		7.8	11.0	27.0		7.8	23.0	7.8		1.8	33.0	6.8		4.5	13.0	4.5	
November	11.0	49.0	NS		17.0	33.0	NS		17.0	17.0	NS		2.0	33.0	NS		13.0	31.0	NS		13.0	6.8	NS	
October	13.0	17.0	23.0		13.0	7.8	49.0		70.0	4.5	4.5		13.0	6.8	23.0		2.0	4.5	7.8		4.5	2.0	4.5	
September	33.0	27.0	46.0	23.0	17.0	17.0	17.0	110.0	7.8	2.0	9.3	23.0	13	4.5	17.0	13.0	7.8	4.5	23.0	4.5	6.8	2.0	4.5	7.8
August	11.0	49.0	6.8	NS	2.0	49.0	17.0	NS	23	33.0	13.0	NS	9.2	70.0	13.0	NS	9.2	46.0	24.0	NS	1.8	17.0	4.0	NS
July	6.8	17.0	17.0	79.0	4.5	7.8	7.8	17.0	7.8	1.8	6.8	22.0	2.0	1.8	11.0	17.0	1.7	2.0	2.0	49.0	1.7	1.8	4.5	13.0
June	1600.0	NS	33.0	79.0	920.0	NS	46.0	130.0	1.7	NS	11.0	70.0	1.7	NS	14.0	110.0	11.0	NS	4.5	33.0	7.8	NS	11.0	23.0
May	46.0	33.0	NS	70.0	13.0	33.0	NS	23.0	7.8	9.2	NS	49.0	7.8	49.0	6.8	49.0	4.0	7.8	6.8	14.0	2.0	2.0	23.0	17.0
April	1700.0	130.0	1.8	23.0	40.0	79.0	33.0	23.0	2.0	170.0	17.0	13.0	1.7	240.0	17.0	13.0	1.7	23.0	13.0	7.8	2.0	13.0	17.0	1.8
March	79.0	23.0	170.0	33.0	49.0	33.0	130.0	33.0	17.0	11.0	49.0	33.0	22.0	13.0	17.0	17.0	22.0	6.8	13.0	11.0	2.0	4.5	6.8	7.8
February	350.0	110.0	13.0	23.0	46.0	33.0	14.0	17.0	79.0	79.0	1.8	13.0	49.0	79.0	1.8	11.0	17.0	33.0	7.8	6.8	7.8	13.0	2.0	1.8
January	23.0	49.0	79.0	110.0	17.0	79.0	79.0	33.0	23.0	13.0	49.0	49.0	13.0	11.0	33.0	17.0	4.5	7.8	17.0	7.8	4.5	2.0	7.8	17.0
Additional Samples																								
Average Annual GeoMean	49.6	35.4	25.0	45.8	20.3	25.5	30.9	35.2	12.2	13.0	12.3	28.8	7.1	21.2	12.0	21.7	5.5	11.8	9.2	12.1	3.9	4.8	6.4	8.0
** Truncated GeoMetric Mean	34.0	31.0	37.0	37.0	23.0	17.0	21.0	29.0	14.0	10.0	11.0	15.0	10.0	7.0	11.0	15.0	7.0	6.0	7.0	9.0	5.0	4.0	4.0	6.0
** Truncated 90th Percentile	172.0	207.0	205.0	105.0	119.0	82.0	95.0	85.0	61.0	40.0	51.0	67.0	43.0	29.0	55.0	67.0	26.0	21.0	30.0	30.0	17.0	13.0	13.0	20.0

NS = No Sample
AS = Additional Samples
** Town staff calculations utilizing DHEC statistics



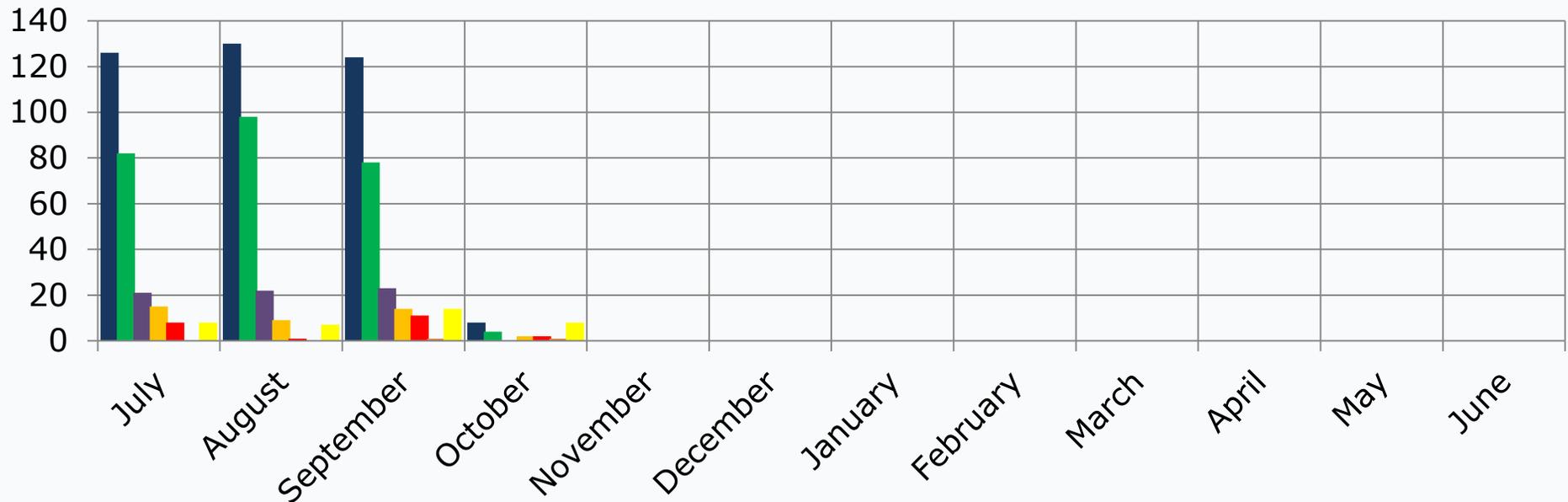
Attachment 3

Fecal Coliform Concentrations Trend Map



Erosion and Sediment Control Inspections

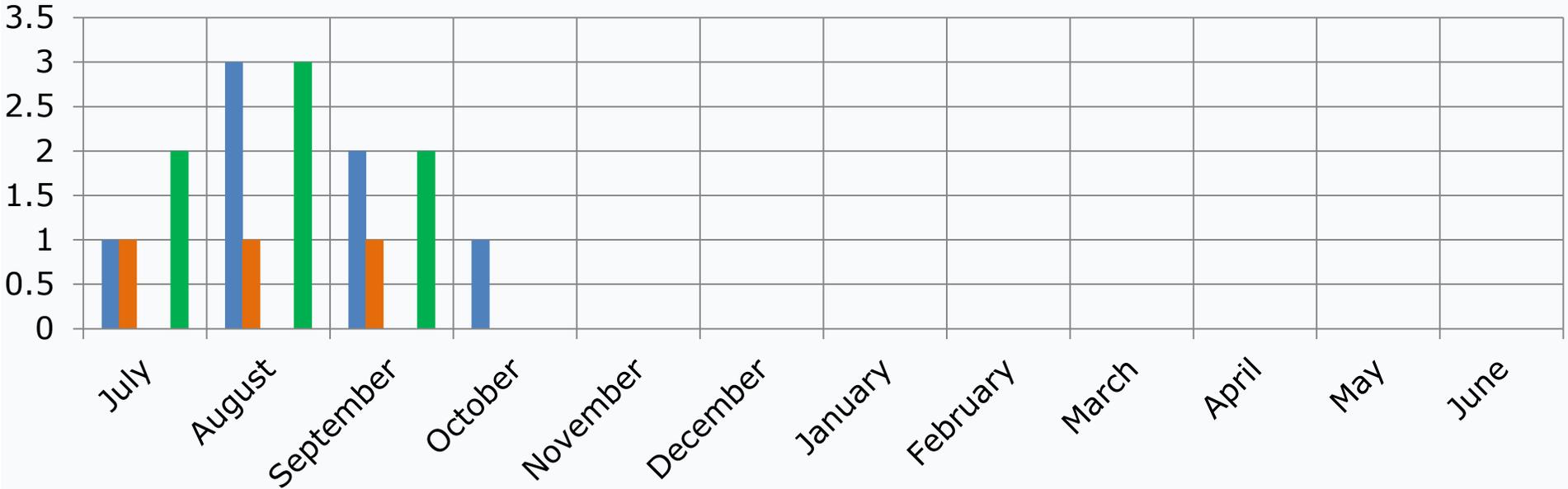
- Erosion & Sediment Control Inspections (E&SC)
- Number of 1st Notice To Comply (NTC)
- Number of Notice of Violation (NOV)
- Number of Erosion & Sediment Control Meetings
- Number of Inspections Passed
- Number of 2nd Notice To Comply
- Number of Fines for Notice of Violation



FY 2017 YTD	Number of Sediment & Erosion Control Inspections	Number of Inspections Passed	Number of 1st NTC Issued	Number of 2nd NTC Issued	Number of NOV Issued	Number of NOV Enforcement Actions	Number of E&SC Meetings
	388	262	66	40	22	2	37

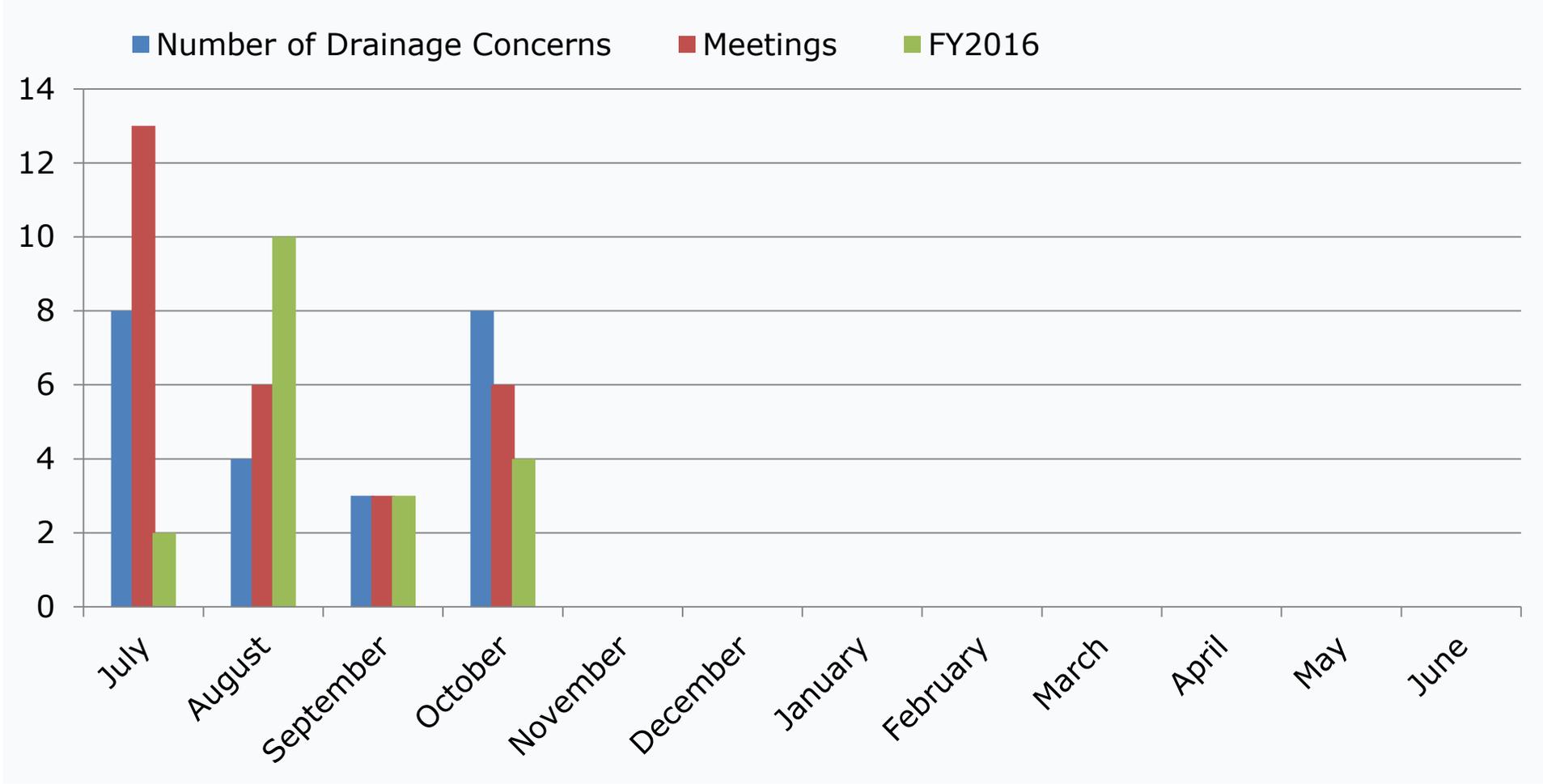
Illicit Discharge Investigations

- Number of Illicit Discharge Investigations
- Notice To Comply
- Meetings
- Notice of Violation Resulting in Fines
- Notice of Violation



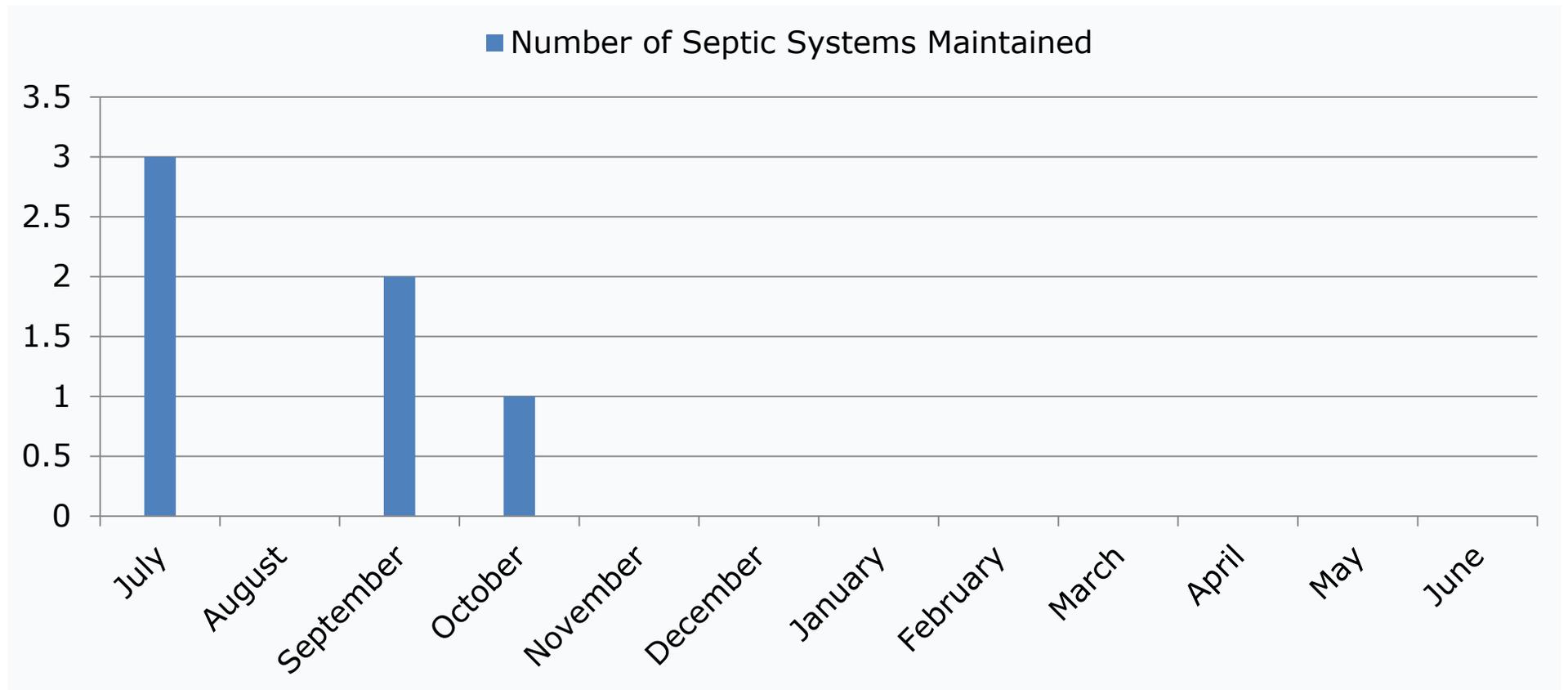
FY 2017 YTD	Number of Illicit Discharge Investigations	Number of Notices To Comply Issued	Number of Notices of Violation Issued	Number of NOV Enforcement Actions	Number of Meetings
	7	3	0	0	7

Drainage Concerns



FY 2017 YTD	Number of Drainage Concerns Investigated	Number of Meetings
	23	28

Septic System Maintenance Assistance

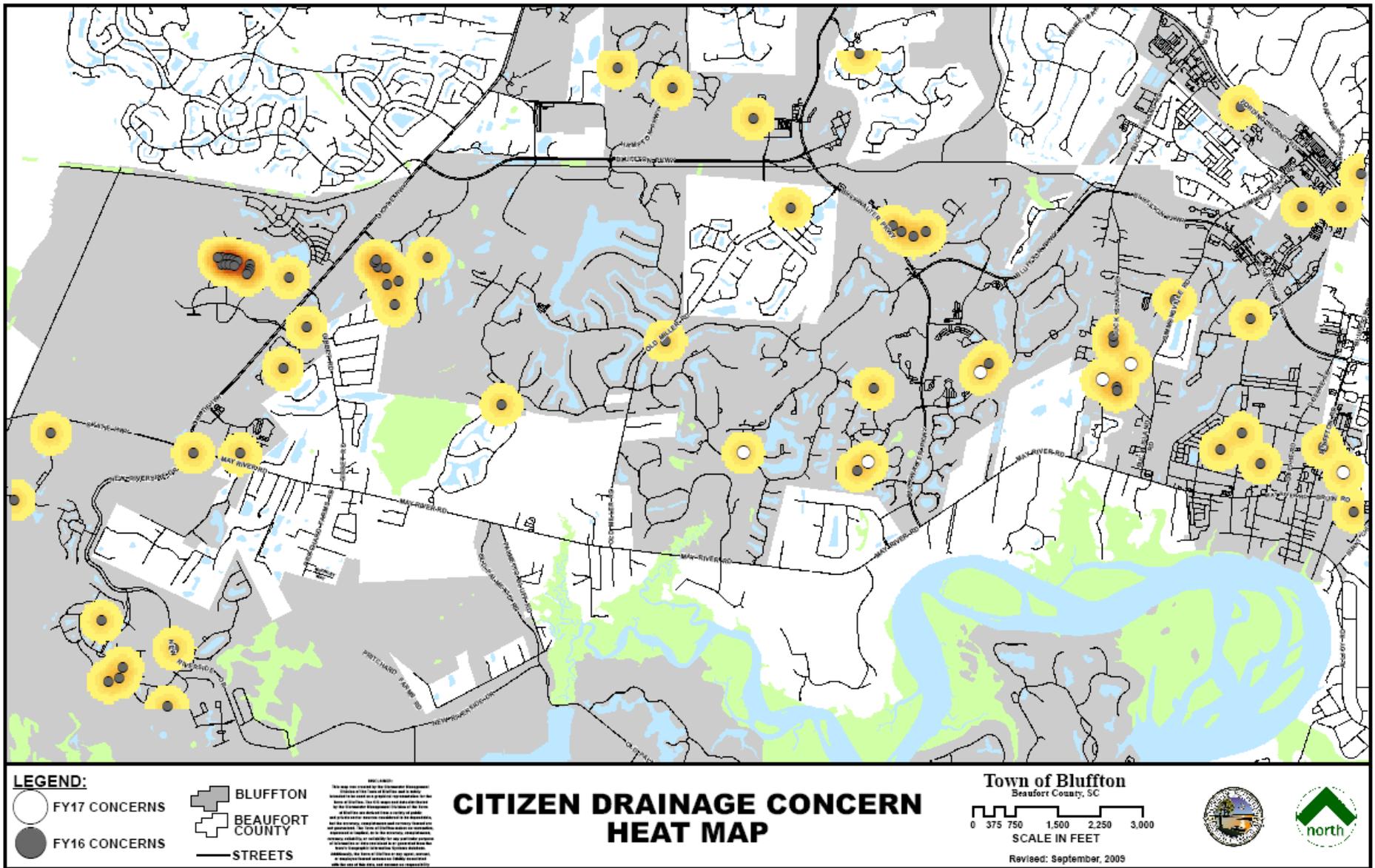


FY 2017 YTD	Number of Septic Systems Maintained
	6

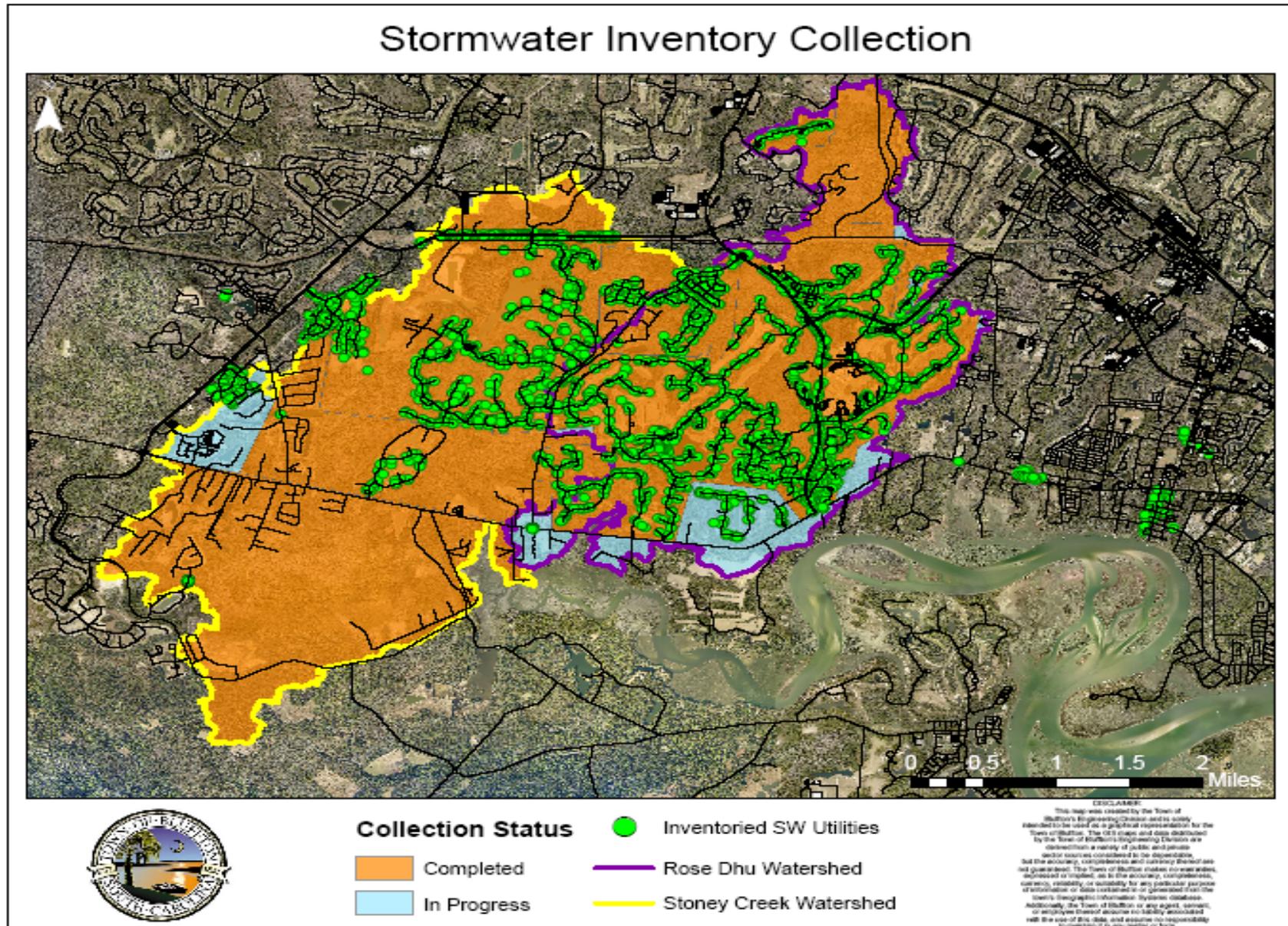
Requests for Septic System maintenance are down due to completed connections along Buck Island Road and Simmonsville Road as part of the Phase #3 BIS Sewer project.

Attachment 8

Citizen Request for Stormwater Services Heat Map



Headwater Infrastructure Capture Map





PUBLIC NOTICE

The May River Watershed Action
Plan Advisory Committee
Meeting scheduled for

Thursday, October 27, 2016, at 10:00 A.M.

Has been CANCELED

The next meeting is scheduled for
Thursday, December 1, 2016

If you have questions, please contact
Growth Management at: 843-706-4522



PUBLIC NOTICE

The Beautification Committee
Meeting scheduled for

Thursday, October 20, 2016, at 10:00 A.M.

Has been **CANCELED**

The next meeting is scheduled for
Thursday, November 17, 2016

If you have questions, please contact
Growth Management at: 843-706-4522