



MEMORANDUM

TO: MAYOR SULKA AND MEMBERS OF TOWN COUNCIL
FROM: Kim Jones, Director of Engineering & Public Works
SUBJECT: Engineering & Public Works Consent Agenda
DATE: August 11, 2015
CC: Marc Orlando, Town Manager

CAPITAL IMPROVEMENTS PROGRAM (CIP) UPDATES

OLD TOWN IMPROVEMENTS

May River Road Streetscape (Final Phase): Conceptual Design Phase

- Town Staff met with contractor to discuss scope of services.
- Town Staff is reviewing the scope of services the contractor provided.

Calhoun Street and Adjacent Area Study: Conceptual Design Phase

- Town Staff is still working with a company to develop 3D views of possible improvements.

PUBLIC SAFETY

1. Community Safety Cameras

- All SCE&G and Bluffton Electric prep work is completed.
- WildFire is installing the remaining cameras and building the network.
- Next Steps: Anticipate project completion by August 25th.

2. Bluffton Police Department Substation: Construction Phase

- Monument sign has been completed.
- Entrance doors are labeled with respective department names.
- Gutters on the main building have been installed.
- Shutters were donated by Grayco, painted, and installed.
- Security system for main building and shed is complete.
- An Open House is scheduled for Tuesday, August 25th.

STORMWATER

1. May River Watershed Action Plan Wetlands Restoration: Conceptual Design Phase

- Property owners have authorized the placement of monitoring wells at the site.
- Coordinating with the consultant on updating the scope of services to reflect the revised schedule.
- Next Steps: Install monitoring equipment and begin collecting stream and groundwater flow data.

2. New Riverside Pilot Project (319 Phase 1 Grant): Operations & Maintenance Phase

- Weekly water quality sampling and inspections on-going.

3. Pine Ridge BMP Retrofit (319 Phase 2 Grant): Engineered Design Phase

- Baseline data collection ongoing.
- Town Staff updated Pine Ridge POA on the project progress and timeline.
- Town Staff held final study and design review meeting with consultant.
- Next Steps: Consultant to complete Engineered Design. Town will update Property Owners Association on design and submit plans for permitting.

4. Verdier Cove Drainage Basin: Operations & Maintenance Phase

- Performed 4 stream gauge readings in Bluffton Park for the Verdier Cove monitoring.
- Town Staff conducts routine inspections weekly to ensure the historic flow patterns are maintained during Bluffton Park – Red Cedar construction activities.
- Town Staff is coordinating with Beaufort County Stormwater Management to ensure development by the Jazz Corporation does not unintentionally impact this drainage.

SEWER & WATER

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

- Bids for the sewer work were received and the lowest bidder was selected.
- Next Steps: Contract will be approved in Executive Session at Town Council's August meeting; project scheduled to commence in September 2015.

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

- Easement letters have been sent to the individual property owners.
- Have received 2 acceptance letters.

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

- Final design for Phase 5A and 5C are in progress.

- Met with commercial property owner to discuss an alignment of sewer to benefit both parties. Follow up meeting scheduled in order to address concerns of developer.

4. Jason Street Sanitary Sewer: Engineered Design Phase

- Met with BJWSA, to negotiate a MOU that will formalize a partnership between BJWSA and the Town to complete this project.
- BJWSA has agreed to contribute \$200,000 in funding for this project. It has been approved by their board and included in their CIP project funding.
- Town Staff will schedule an Open House meeting with residents once details are worked out with BJWSA.

5. Toy Fields: Construction Phase

- An on-site meeting is scheduled for August 6, 2015 with the Toy Fields residents and representatives from BJWSA, JS Construction, and Town Staff. The purpose is to have a “meet and greet” with the community and go over the details of the project and clarify any questions or concerns.
- Construction is expected to commence around the second week of August 2015.
- Diaz will be the liaison between the community and contractor/BJWSA.

PARKS

1. Oyster Factory Park: Conceptual Design Phase

- **Dock**
 - The design engineer is currently working on re-designing and the re-permitting process. This process is anticipated to take between 2-3 months.
 - A Town Council reviewed the Oyster Factory Park Master Plan Update at a Workshop on July 21, 2015. The Master Plan Update will direct the final design for the parking lot, walkways, and overall layout of the Park.
 - Courtesy Dock and Observation Deck construction is anticipated in Feb/March 2016.
- **Parking Lot**
 - The Oyster Factory Park Parking construction project will align with the updated Master Plan; Town Staff is working with the design firm to make changes to the initial design and re-submit the project for permitting. (see above)
- **Garvin House**
 - Town Staff submitted construction drawings to finalize State Historic Preservation Office (SHPO) grant request. SHPO representative has a few comments that need to be addressed by consultant, prior to approval of the plans.
 - Funding for Phases 1 and 2 of the project has been

approved in FY 2016 budget.

- Engineering Staff has prepared Invitation for Bid documents following completion of an independent review of the construction costs and structure use evaluation.

2. DuBois Park: Construction Phase

- Construction is currently underway and is expected to be completed by the first week of August 2015.
- Existing park amenities remained operational and in use throughout the project.
- Greenbug system has been incorporated into the irrigation system as a natural insect repellent and control.
- Bluffton Covenant and Greenbug informational signs will be installed.

PATHWAYS

1. Goethe/Shults Pathways: Engineered Design Phase

- Town Staff is awaiting a scope of services for the modifications for sidewalk design.

DIVISION/STAFF UPDATES

Engineering

- John Hutchinson was promoted to Manager of Capital Improvement Program to oversee the Town's CIP Projects.
- Mattox continues to provide administrative support to the Engineering Department, including Disaster Preparedness, Master Services Agreements, Capital Improvements Projects which include activities such as posting notices, change orders, amendments, addendums, processing invoices, budget tracking, property research, and ensures our department's existing Vendors & Contractors are in compliance with valid Liability of Insurance.
- Mattox continues to support Sergeant Epstein with Stormwater, Engineering & Public Works monthly vehicle mileages and preventative maintenance.

Stormwater

- GIS Analyst and Stormwater Technician position vacancies have been filled with start dates for both positions being mid-August.
- **Ditch Maintenance –**
 - Ritchie coordinated with Public Works on ditch maintenance standards.
 - Stormwater coordinated with Public Works and IT regarding mapping for ditch maintenance performed by Town.
 - Public Works began maintenance on Buck Island area drainage to May River and anticipates completion by late August.

- Public Works continues to perform ditch maintenance and responded to drainage issues around Town created by the heavy rain.
- **July Stormwater Inspections –**
 - On-site walkthroughs to discuss proper erosion and sediment control practices at -
 - Cypress Ridge Phase 5B Development with DR Horton, Hutton Landscaping, & Lather Construction to discuss proper erosion and sediment control practices,
 - Bluffton Park Phase B-3E with Southern Coastal Homes, and
 - Palmetto Pointe Phase 2 with Landmark 21 and construction managers.
 - 3 Illicit Discharges investigations
 - 93 Erosion & Sediment Control Inspections
 - 42 Failed & were Re-inspected, resulting in
 - 1 Notice to Comply,
 - 2 Notices of Violation, and
 - 3 tickets issued by Officer DiFalco.
- **July Septic System Maintenance Assistance –**
 - 1 Septic Clean out.
 - An MSA contract for septic repairs and clean-outs was re-bid and executed with Degler Waste Services.
- **July Data Collection –**
 - Baugher collected July data readings for the Pine Ridge 319 grant project.
 - Baugher and Connor installed Level Loggers in Pine Ridge 319 grant project to monitor the water levels of the ponds.
 - Baugher conducted a site visit with Beaufort County to receive data for the headwaters of the Okatie River.
- Ritchie attended Stormwater Implementation Committee and the Stormwater Utility Board meeting where Beaufort County's consultant presented the findings of the Stormwater Rate Study.
- Ritchie and Baugher attended meeting along with Stormwater Staff from Beaufort County and Hilton Head Island with SCDHEC regarding MS4 update and timeline for permit issuance.
- Lewis attended online webinar: Working with Schools for Waterways Education.
- Lewis is preparing for the fall Beach Sweep/River Sweep. Students from the Academy of Career Excellence will be participating.
- Lewis published Letter to the Editor thanking volunteers & partners for contributions to the spring cleanup and citing litter reduction efforts being made by the Town. This was a requirement for the Palmetto Pride Community Pride Grant.
- Jones, Ritchie, and Connor participated in MASC Old Town Walking Tour.

- Jones, Ritchie, Hutchinson and Lewis participated in quarterly WAPAC meeting.
- Ritchie and Baugher participated in a meeting regarding format for DRC reports and comments.

Public Works

- **July Town Trash & Recycling Program –**
 - 61 New trash carts and recycling bins delivered.
 - 6,275 Total Town of Bluffton residences served.
 - 331 Responded to Customer Service calls.
- **July Work Requests Completed –**
 - 25
- Public Works is continually monitoring the irrigation and overall health of the Live Oak Tree and newly planted landscape at Tom Herbkersman Commons.
- Public Works completed following SCE&G as they trimmed the vegetation from the power lines in Old Town.
- Wiggins continues to work with Jones, Wildfire, and SCE&G on the Wildfire camera system.
- Wiggins attended the Solid Waste & Recycling Board meeting at Beaufort County.
- Wiggins is working with Hodge on the Calhoun Street bollards.
- Wiggins is working on installing new fans and lights around the exterior of the Rotary Center.
- Public Works crew has been working on ditch maintenance issues around Town.
- Olson worked late getting the backup generator repaired at the LEC which averted a possible Town wide server shutdown.
- Public Works crew is in the height of the mowing season trying to keep up with the park, trail, and roadside maintenance.
- Olson worked on several miscellaneous repairs to our Facilities.

Attachments:

- 1. May River Update***
- 2. SCDHEC Shellfish Monitoring Data for the May River**

**** Attachments noted above include the latest updates in bold and italic font.***

**May River Update
August 11, 2015**

ACTIVITY	STATUS
May River Retrofit Project (Hampton Hall)	Staff met with Hampton Hall to update project status, discuss easement acquisition, answer any questions, and discuss a path forward. <i>This project is on hold until data is collected from May River 319 Grant Phase II to assess the efficacy of this project approach.</i>
May River Watershed Model	Preliminary 2002 Palmetto Bluff Duck Pond Drainage area watershed model complete. Completed New Riverside BMP model for comparison to field observations. Nodes and conveyances collected at Pine Ridge in support of the retrofit project and the Watershed Model. <i>2013 Pine Ridge model in support of retrofit project and the Watershed Model underway.</i>
May River 319 Grant - Phase I May River Watershed Pilot Project	Weekly water quality testing ongoing.
May River 319 Grant - Phase II	Baseline data collection ongoing. Town interviewed the finalists and has awarded a design contract to the Thomas & Hutton team. Preliminary Irrigation Study and design complete. <i>Town Staff updated POA. Town Staff held final study and design review meeting with consultant.</i>
May River Watershed Action Plan Wetlands Restoration: Conceptual Phase	Adjacent and offsite survey work has been completed. Survey work is completed for site characteristics and topography. A work authorization for wetland and subsurface hydrology evaluation has been submitted to the Town and forwarded to the property owners. <i>The placement of monitoring wells has been approved by the property owners. The work authorization is being updated to reflect the revised project schedule.</i>
Additional Funding Opportunities	The Town submitted a full application for a third 319 Grant on 5/4/15. <i>The Town was not awarded funding this grant cycle, but was encouraged to submit for the next 319 Grant cycle, which is potentially in late 2015.</i>

	19-19				19-19A				19-19B				19-19C				19-24				19-16			
	2012	2013	2014	2015	2012	2013	2014	2015	2012	2013	2014	2015	2012	2013	2014	2015	2012	2013	2014	2015	2012	2013	2014	2015
	Fecal Coliform (MPN)																							
December	79.0	7.8	11.0		79.0	7.8	7.8		49.0	7.8	11.0		49.0	7.8	23.0		33.0	1.8	33.0		11.0	4.5	13.0	
November	13.0	11.0	49.0		2.0	17.0	33.0		2.0	17.0	17.0		4.5	2.0	33.0		2.0	13.0	31.0		1.7	13.0	6.8	
October	110.0	13.0	17.0		49.0	13.0	7.8		6.8	70.0	4.5		26.0	13.0	6.8		23.0	2.0	4.5		11.0	4.5	2.0	
September	33.0	33.0	27.0		33.0	17.0	17.0		13.0	7.8	2.0		7.8	13	4.5		9.3	7.8	4.5		2.0	6.8	2.0	
August	49.0	11.0	49.0		23.0	2.0	49.0		4.5	23	33.0		33.0	9.2	70.0		2.0	9.2	46.0		4.5	1.8	17.0	
July	23.0	6.8	17.0	17.0	13.0	4.5	7.8	7.8	13.0	7.8	1.8	6.8	2.0	2.0	1.8	11.0	2.0	1.7	2.0	2.0	4.5	1.7	1.8	4.5
June	NS	1600.0	NS	33.0	NS	920.0	NS	46.0	NS	1.7	NS	11.0	NS	1.7	NS	14.0	NS	11.0	NS	4.5	NS	7.8	NS	11.0
May	11.0	46.0	33.0	NS	17.0	13.0	33.0	NS	13.0	7.8	9.2	NS	11.0	7.8	49.0	6.8	1.7	4.0	7.8	6.8	7.8	2.0	2.0	23.0
April	17.0	1700.0	130.0	1.8	33.0	40.0	79.0	33.0	13.0	2.0	170.0	17.0	4.0	1.7	240.0	17.0	23.0	1.7	23.0	13.0	13.0	2.0	13.0	17.0
March	49.0	79.0	23.0	170.0	33.0	49.0	33.0	130.0	33.0	17.0	11.0	49.0	23.0	22.0	13.0	17.0	AS	22.0	6.8	13.0	7.8	2.0	4.5	6.8
February	49.0	350.0	110.0	13.0	17.0	46.0	33.0	14.0	7.8	79.0	79.0	1.8	4.5	49.0	79.0	1.8	17	17.0	33.0	7.8	17	7.8	13.0	2.0
January	6.1	23.0	49.0	79.0	4.0	17.0	79.0	79.0	2.0	23.0	13.0	49.0	4.5	13.0	11.0	33.0	2.0	4.5	7.8	17.0	1.7	4.5	2.0	7.8
Additional Samples																	7.8							
Additional Samples																	6.8							
Average Annual GeoMean	28.8	49.6	35.4	23.7	18.7	20.3	25.5	34.6	9.3	12.2	13.0	13.3	9.6	7.1	21.2	10.9	6.1	5.5	11.8	7.5	5.7	3.9	4.8	8.0

NS = No Sample
AS = Additional Samples

