MEMORANDUM

TO: Mayor Sulka and Members of Town Council
FROM: James Ayers, Assistant Town Manager and Director of Engineering & Public Works
SUBJECT: Engineering & Public Works Update
DATE: July 8, 2014
CC: Anthony W. Barrett, Town Manager

CAPITAL IMPROVEMENTS PROGRAM (CIP) UPDATES

OLD TOWN IMPROVEMENTS
May River Road Streetscape (Final Phase): Design Phase
- Executed Participation Agreement received from SCDOT.
- First Status Update Report provided to SCDOT.
- Final comments received from SCDOT being addressed by Engineer.
- Awaiting approval to begin ROW acquisition.

Calhoun Street and Adjacent Area Study: Conceptual Phase
- Hands-On Public Workshop held June 14. Approximately 15-20 people participated, and input was helpful.
- Public Workshop provided feedback on accessing parking for Bridge Street and other nearby streets as well as work with churches on shared parking. Staff is already exploring these alternatives for parking.
- Staff Workshop is scheduled for July 10. The intent is to work with staff and consultants to formalize ideas revealed at Public Workshop.

STORMWATER
May River Watershed Action Plan Wetlands Restoration: Conceptual Phase
- An initial site visit with the consultant team was held on June 6th.
- Staff is working with the consultant team to define the first Work Authorization for wetland delineation, significant tree survey, and site survey work.

New Riverside Pilot Project (319 Phase 1 Grant): Operations & Maintenance (O&M) Phase
- Weekly water quality sampling and inspections on-going.
Pine Ridge BMP Retrofit (319 Phase 2 Grant): Conceptual Phase
- Awaiting responses to Request for Written Quotations for installation of flow monitoring equipment at project outfalls.
- Request for Proposals for irrigation design is being drafted.
- Quarterly report for grant update has been submitted to SC DHEC.

Verdier Cove Drainage Basin: Operations & Maintenance (O&M) Phase
- Performed 4 stream gauge readings in Bluffton Park for the Verdier Cove monitoring.

May River Watershed Sewer Master Plan: Conceptual Phase
- Staff has utilized the finalized study to:
  - Plan the design and estimate the cost of Jason Street and Able Street area for inclusion in the FY15 CIP Budget.
  - Investigate the feasibility of serving the proposed JC’s Cove annexation with sanitary sewer.
  - Assist Growth Management in the creation of an exhibit illustrating the availability of sewer for existing manufactured homes in Old Town.

SEWER & WATER
Buck Island-Simmonsville Sewer (Phase 3): Design Phase
- Appraisals for the project are underway.

Buck Island-Simmonsville Sewer (Phase 4): Design Phase
- The SC Department of Commerce awarded the Town of Bluffton a CDBG grant in the amount of $320,000 toward the completion of sewer and water improvements in Phase 4 of the Buck Island-Simmonsville Neighborhood.
- The engineering consultant has completed the preliminary design of the project. They confirmed that we will be able to serve the most northerly portion of the phase which included an additional 5 homes.
- The comment period for the Environmental Assessment was satisfied and the study has now been forwarded to the CDBG grant administrators as a part of the documentation to release the grant funds.

Toy Fields Sanitary Sewer: Construction Phase
- The bids for the project were received on June 4th, however, the pricing was higher than the budget.
- Discussions are currently underway with BJWSA and suppliers to come up with design alternatives that are more in alignment with our budget.

PARKS
Oyster Factory Park: Design Phase
- Dock
  - Staff met with representatives from DNR at the proposed dock site to review the plans and discuss location of handicap accessible parking required by grant rules.
DNR is continuing to prepare the application to the Federal Sport Fish Restoration Funds to release the 3 to 1 matching funds totaling $225,000.

- **Garvin House**
  - Contractor has replaced the cribbing material, and this work has stabilized and leveled the structure.
  - SCAD students have provided screen shots of the scans of the interior and exterior of the structure.

- **Parking Lot**
  - Final design drawings have been completed for 80+ new automobile parking spaces and 4 additional boat trailer parking spaces.

**PATHWAYS**

**General Pathways: Design Phase**
- Public Open House scheduled on July 22\textsuperscript{nd} from 6:00 p.m. to 8:00 p.m. for residents and other stakeholders to discuss the sidewalk project, review plans, and provide information on alignment.

**DIVISION/STAFF UPDATES**

- Ayers and Hutchinson met with Beaufort-Jasper Water & Sewer Authority (BJWSA) General Manager and staff on key priorities including collaboration on capital projects, funding for un-served areas, sewer connection policy, and related items.
- Ayers attended the Beaufort County Solid Waste & Recycling Board meeting.
- Jarrett and Ayers participated in meetings with County residents regarding Bluffton Parkway Phase 5B and the traffic signal at May River Road and Buck Island Road.
- Jarrett chaired the Technical Advisory Committee for the LATS MPO Metropolitan Planning Organization.
- Jarrett and Ayers attended the Policy Committee meeting for the LATS MPO.
- Mattox has completed 4 of 5 courses that will lead to her Certificate in Purchasing through California State University.
- Ayers, Mattox, and Jones met with Bluffton Police Department to discuss protocol for Town vehicle fleet maintenance.
- Ayers, Jones, and Ritchie met with Growth Management’s Hodge, Leininger, and Lelie to discuss plan review responsibilities, and process improvements.
- Jones and Ritchie attended the quarterly SC Association of Stormwater Managers meeting in Columbia.
- Jones attended the Stormwater Utility Board meeting at Beaufort County.
- Jones attended the Stormwater Implementation Committee meeting to discuss MS4 Minimal Control Measure #6 – Good Housekeeping.
- Baugher and Lewis collected 438 nodes and conveyances for the Stormwater Model.
- Leinbach facilitated three (3) septic pump-outs.
• Leinbach completed 124 erosion and sediment control (E&SC) inspections and prepared reports.
• Ritchie attended a 2-day MS4 workshop in Columbia presented by the EPA and SC DHEC.
• Lewis is working with local partners to create three 30-second stormwater Public Service Announcements (PSAs) for County Channel TV and webcast. Conducting online survey through Neighbors for Clean Water to determine most valuable stormwater education topics to our community.
• Ayers, Jones, Wiggins, and Ritchie met to discuss a proposed design concept offered by Beaufort County to alleviate the periodic flooding of McCracken Circle.
• Norris created JC’s Cove Annexation Sanitary Sewer Plan Drawing.
• Norris attended Energov, Geo Sync, and MS4 WEB demonstrations for MS4 software evaluation.
• Norris continued working on revisions to GIS Impervious Surface data.
• Solid Waste & Recycling Contractor delivered 30 new trash carts and recycling bins for the past month totaling approximately 5,735 overall.
• Public Works team has worked on and closed out approximately 25 Work Request issues over the past month.
• Special Events Team managed a total of 7 Special Events, 9 Rotary Community Center rentals, and 11 park rentals.
• Public Works handled Special Projects such as procuring and assembling new tables for Council, the Large Meeting Room, and Rotary Community Center; changing out the media on the Equipment Wash Rack; and other activities.
• Olson attended the Beaufort County Southern Command training session for emergency operations at USCB.
• Wiggins, Ayers, Mattox, Taylor, and Olson worked on updating several annual maintenance contracts before the end of the fiscal year.
• Hamilton, Patterson, and crew are in full maintenance mode for landscaping and grounds. Mowing, weed eating, edging, debris, and trash pick-up are the key activities.
• Wiggins participated in WebEOC training at the Beaufort County Emergency Operations Center.

Attachments:
  1. May River Update*
  2. Transportation Update*
  3. Special Events Update *
  4. May River Road Streetscape (Final Phase) Update*

* Attachments noted above include the latest updates highlighted in red.
<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>STATUS</th>
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<tbody>
<tr>
<td>May River Retrofit Projects (Hampton Hall &amp; Hampton Lakes)</td>
<td>Ongoing discussions regarding property owners agreements and design. Staff received conceptual approval from Hampton Hall property owner for Town's proposed retrofit. Staff has purchased equipment for baseline flow monitoring data for Hampton Hall and is seeking easement acquisition. Staff met with Hampton Hall to update project status, discuss easement acquisition, answer any questions, and discuss a path forward.</td>
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<tr>
<td>May River Watershed Model</td>
<td>As-built data acquisition is approximately 70% of requirement in the headwaters. 2002 land cover conditions research and compilation has been completed. Preliminary 2002 Stoney Creek Land Cover watershed model complete. Preliminary 2002 Palmetto Bluff Duck Pond Drainage area watershed model complete. Completed New Riverside BMP model for comparison to field observations. Purchased a XP 2D software upgrade which will expand the capacity and increase the efficiency of the model. 438 additional nodes and conveyances have been field collected in the month of June.</td>
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<td>May River 319 Grant - Phase I May River Watershed Pilot Project</td>
<td>Weekly site visits and water quality testing ongoing.</td>
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<tr>
<td>May River 319 Grant - Phase II</td>
<td>POA and Town executed easement agreement. Staff completed field investigation of drainage system and project outfalls. Awaiting responses for Request for Written Quotations for installation of flow monitoring equipment at project outfalls. County encroachment permit application is in progress for associated work within road right-of-way. Request for Proposals for irrigation design is being drafted. Quarterly report grant update has been submitted.</td>
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<td>Additional Funding Opportunities</td>
<td>Representative Herbkersman was successful in obtaining a $100,000 appropriation from SCDHEC in support of the Town’s May River projects. Finance, Project Management, and Stormwater staff participated in a conference call with State Revolving Fund representatives from DHEC and State Budget &amp; Control Board to learn more about the program and application process to fund water quality improvement projects.</td>
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<td>ACTIVITY</td>
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<td>Hampton Parkway</td>
<td>Signal heads are being installed. The signal will be activated once all signal heads are installed. There will be a period of a week or more with flashing yellow and red lights to alert drivers of a new signal before it is put into full service.</td>
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<td>US 278</td>
<td>Work completed.</td>
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<td>SC 170</td>
<td>Cleland Site Prep slowly continues construction. The work continues to be behind schedule with several change orders.</td>
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<td>Bluffton Parkway Phase 5A</td>
<td>Flyover construction is ongoing. Some lane closures and lane shifts are occurring to allow construction in the vicinity of the drive lanes.</td>
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<td>Buck Island/46 Intersection</td>
<td>Signal is fully operational.</td>
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<td>Bluffton Parkway 5B</td>
<td>A contract as well as an Intergovernmental Agreement have been executed for the State Infrastructure Bank application. Staff has been gathering necessary support information for the consultant’s use.</td>
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<td>Metropolitan Planning Organization (MPO)</td>
<td>SCDOT presented a funding scenario for US 17 using MPO and LCOG funds. The scenario would require postponement of SC 68, a Hampton County project, as well as payback of funds for construction until 2019 to 2020. While the burden is extraordinary, the US 17 project is a critical need for not only the region but for both South Carolina and Georgia. This route is a strategic route for the states. Funding from other sources is also being pursued, but there are no other available funding sources to date.</td>
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<td>Transportation Model</td>
<td>The model will be used during the Long Range Transportation Plan study to evaluate roadway capacities.</td>
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<td>Masters Way/Crossings Intersection</td>
<td>While measures undertaken by the County on the intersection and by the Town on the roadway and speed posting, future development in the area may influence a final outcome for traffic control at this intersection. Traffic Engineering in Beaufort County has indicated a signal may be acceptable with warrants.</td>
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<td>Davis Road</td>
<td>With school construction, Davis Road is becoming an important corridor. With a fire station nearby, the needs of the fire district also entered into the discussion regarding this roadway. It is also important to National Health Care and Kent Estates as an important access point. Beaufort County has recently informed the school they will no longer pursue right-of-way acquisition for Davis Road. Staff is investigating potential solutions.</td>
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<td>EVENT</td>
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<td>Farmers Market of Bluffton</td>
<td>3/20-12/18/2014</td>
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<td>Bluffton Sunset Party</td>
<td>7/18/2014</td>
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<td>Back to School Fun Day</td>
<td>8/2/2014</td>
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<tr>
<td>Bluffton Sunset Party</td>
<td>8/15/2014</td>
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<td>Bluffton Peanut Festival</td>
<td>8/23/2014</td>
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<tr>
<td>Bluffton Sunset Party</td>
<td>9/19/2014</td>
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<tr>
<td>Bluffton Sunset Party</td>
<td>10/3/2014</td>
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<td>Lowcountry Rockin’ the Pink Breast Cancer Walk</td>
<td>10/4/2014</td>
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<td>Red Cedar Foxes Trot</td>
<td>10/11/2014</td>
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<td>Historic Arts &amp; Seafood Festival</td>
<td>10/12-10/19/2014</td>
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<td>Walk to End Alzheimer’s</td>
<td>10/25/2014</td>
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<td>Hidden Secrets of Bluffton</td>
<td>10/25/2014</td>
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<td>Zombie Run</td>
<td>10/25/2014</td>
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<tr>
<td>Beer Fest</td>
<td>11/1/2014</td>
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To: Mayor and Council

From: Karen Jarrett, Transportation Project Manager

Re: May River Road Streetscape (Final Phase) Update

Date: July 8, 2014

The Participation Agreement has been fully executed. An original of the Agreement has been received. The first Quarterly Status Report required as a part of the Agreement has been completed and provided to the Local Public Agency Administrator’s (LPAA) office in Columbia.

A request for approval to begin right-of-way acquisition has been made to the LPAA. Execution of the Participation Agreement and completion of the environmental assessment were prerequisites for right-of-way acquisition. Since these items have been completed, there should be no obstacles to receiving approval.

Attachments:
- Local Public Agency Process Flowchart with Current Step Identification