



MEMORANDUM

TO: MAYOR SULKA AND MEMBERS OF TOWN COUNCIL
FROM: Kim Jones, Director of Engineering
SUBJECT: Department of Engineering Consent Agenda
DATE: January 12, 2016
CC: Marc Orlando, ICMA-CM, Town Manager

CAPITAL IMPROVEMENTS PROGRAM (CIP) & SPECIAL PROJECTS UPDATES

PATHWAYS

1. General Pathways: Bluffton Park Sidewalk Extension Construction

- **Completed:** 8th Street sidewalk extensions to Recreation Court.
- **Next Steps:** Crosswalk painting. Currently obtaining bids.

2. Goethe/Shults Sidewalks: Engineered Design Phase

- Staff has set up an informational public meeting to review the revisions of the sidewalk plans at the Rotary Community Center on January 26th.
- The Public meeting will also be the kick off for the creation of a neighborhood plan for the Goethe/Shults neighborhood.
- Decision has been made to proceed with the construction of the first phase of the sidewalk, which is only for one side of the street.
- **Next Steps:** Completion of a neighborhood plan and apply for CDBG Grant Funding.

SEWER & WATER

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

- Jordan Construction finished the Jack & Bore under Buck Island Road and tied into the manhole at Resort Services Inc. They also finished the Jack & Bore under Buck Island Road at Henry Jones Road. They are currently laying 8" gravity sewer main along the north side of Buck Island Road between Simmons ville Road and Kitty Road.
- Working with Lowcountry Council of Governments to obtain current income statements to verify Low-Moderate Income status. This will be an on-going process until all forms are received.
- **Next Steps:** Jordan has two (2) crews working on site to finish construction

by March 2016.

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

- Final design of the sewer has been completed and all permits have been received.
- Easement letters have been sent to all property owners; to date eight (8) of the eighteen (18) offers have been accepted.
- **Next Steps:** Condemnation of easements will begin in January 2016 in an attempt to give the residents one last opportunity to accept our offer.

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

- Final design for Phase 5A, 5B, and 5C is in progress.
- Engineer will start easement plats in January to begin the acquisition phase.
- **Next Steps:** Engineer will submit final design to regulatory agencies for comments/permits in January.

4. Jason Street Sanitary Sewer: Engineered Design Phase

- The Town and Beaufort Jasper Water Sewer Authority (BJWSA) have agreed on a Memorandum of Agreement in which:
 - BJWSA will contribute \$200,000 towards the project.
 - BJWSA will take the lead on the design and construction phase.
 - The Town will still be involved and assist in easement acquisition, construction, approval of invoices, and communication with residents.
 - The Memorandum of Agreement with BJWSA was presented and approved at the December Town Council meeting.
 - Staff conducted a meeting with representatives of BJWSA and the engineer to assess the status of the project and formulate a schedule.
- **Next Steps:** Staff will continue to work with BJWSA and the engineer to ensure this project continues to move forward on a timely basis.

5. Toy Fields: Construction Phase

- Beaufort Jasper Water Sewer Authority is the project manager in partnership with the Town for this project.
- Construction work is almost complete. All the gravity main and services have been installed and work on the Pump Station is underway.
- The contractor is working on completing the Pump Station and testing the system.
- **Next Steps:** Upon receipt of the Permit to Operate from DHEC, the residents will be connected to the system. Completion is scheduled for January 2016.

ROADWAY IMPROVEMENTS

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

- South Carolina Department of Transportation (SCDOT) responded on the 16th and tentatively approved 11' travel lanes with 10' wide parking spaces.

- Received feedback from SCDOT on Design Exception report. Addressed concerns and resubmitted on December 21st.
- Request for Proposals for the appraisal services are being prepared. Appraisers must be SCDOT Certified.
- Received revised plans per SCDOT written comments. Staff requested additional changes based on internal review of plans.
- Engineer has made revisions requested by staff and the plans have been resubmitted to the SCDOT for review.
- Staff has commenced work on the bid documents.
- **Next Steps:** Advertise and select appraiser for appraisal services.

2. Bluffton Road/Bluffton Parkway Circle: Conceptual Design Phase

- Encroachment permit for landscaping was submitted to South Carolina Department of Transportation on November 9, 2015.
- SCDOT requested additional information on Site Distance Triangles. This information was supplied to them.
- Staff has obtained pricing for installation of a well and electrical supply at the traffic circle.
- Landscape drawings and project scope are complete.
- **Next Steps:** Staff will commence working on bid documents for the landscaping and finalize the contract for the well contractor. Landscape installation will begin in March 2016.

OLD TOWN IMPROVEMENTS

1. Calhoun Street and Adjacent Area Study: Conceptual Design Phase

- Town Council workshop held in October and comments gathered to provide staff with direction.
- Held Skype meeting on presentation materials. Sent final markup to consultant.
- A completed conceptual design and report will be presented at Town Council meeting January 2016.
- Obtaining pricing for the parking space "T" striping, repainting of existing striping and bike racks along Calhoun Street.
- **Next Steps:** Short-term measures include signage to limit parking times on Calhoun Street, stripe "T's" for parking, and install no parking signs along Lawton, Church, and Lawrence Streets. Install bike racks and signs for park rules at DuBois Park, including no smoking.

2. Old Town Lighting & Parking Signs

- As part of this initiative and park improvements, string lights were installed at Oyster Factory Park in the pavilion area.
- Staff obtained priority areas for lighting improvements from Bluffton Police Department and has shared with lighting team from SCE&G for cost-estimates and phasing plan to present to Council for consideration in FY2017 budget.
- Parking sign improvements to be completed with short-term actions related to Calhoun Street project above.

- Staff has obtained pricing for the addition of four or five lights along Calhoun Street. The new lights will be the same pole and fixture type as the existing lights. Staff finalizing placement with the merchants and residents.
- Staff has also completed the pricing for the installation of five street lights along the east side of Bluffton Road just north of the intersection with May River Road and is investigating the installation of additional lighting along the east side of Bluffton Road in the same area.
- **Next Steps:** Finalize contracts and coordinate the installation of the new street lights.

PARK DEVELOPMENT

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

- Staff advertised an Invitation for Bids for the synthetic playground surface. Bids are to be submitted to the Town on January 7th.
- Staff is working with contractor to install additional accent lighting for the trees in Dubois Park.
- **Next Steps:** Select contractor and complete the installation of the design/construction of synthetic playground surface.

2. Oyster Factory Park: Design Phase

- Dock
 - The design engineer has completed the redesign of the dock and handicap access ramp and additional boat ramp lane.
 - Because of the higher than anticipated cost of the 2 lane boat ramp, the project was rebid. The project was rebid, and results were received on December 29, 2015.
 - Final permits from the Department of Natural Resources and South Carolina Department of Health and Environmental Control were received on November 30, 2015.
 - **Next Steps:** Analyze the bid numbers, finalize the contract, issue the Notice to Proceed, and commence construction. Construction is scheduled to begin in January 2016 with completion by the end of April 2016.
- Parking Lot
 - Carolina Engineering Consultants has finalized the re-design of the parking lot per the new Oyster Factory Park Master Plan.
 - The contractor, who was the lowest bidder from the original Invitation for Bids, has the new plans and is currently in the process of re-negotiating the final contract.
 - Work commenced on December 28, 2015 with the installation of the erosion control measures and tree protection.
 - **Next Steps:** Finalize contract. Construction will be completed mid-March 2016.
- Garvin House
 - Staff has advertised an Invitation for Bid for the re-construction of the

Garvin House.

- Bids are due on the morning of January 6th.
- Staff has retained a consultant to assist with project over-site, advocacy and outreach, along with assistance in additional sources of financial support of the project.
- Staff will pursue the possibility of obtaining a \$200,000 grant.
- **Next Steps:** Review the bids and prepare a presentation for Town Council Workshop on January 19th.
- Pavilion Area
 - **Completed:** Bluffton Electric, LLC has completed the installation of the string lights at the pavilion/cookout area of Oyster Factory Park.
 - **Next Steps:** Installation of M.A.S.H.-style signs on central light post.

TOWN FACILITIES

1. Buckwalter Place Multi-County Commerce Park

- A public-private partnership agreement that will further develop Buckwalter Place Commerce Park has been established among the Town of Bluffton, the Bluffton Public Development Corporation and Southeastern Development Associates (formerly known as Blanchard and Calhoun Commercial).
- The agreement provides for continued public infrastructure investment supportive of the multi-county commerce park.
- **Next Steps:** Site design and development permitting of the property has begun, and construction is expected to begin in the first quarter of 2016, with completion of the initial \$30 million phase will be in mid-2017.

2. Town Hall Redevelopment

- Generalized conceptual design has been completed.
- **Next Steps:** Witmer Jones Keefer will prepare a Comprehensive Plan in preparation for Town Council's review at the upcoming January Workshop.

STORMWATER

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

- Data collection is ongoing from installed monitoring wells. 4 months of stream and groundwater depth data is being collected to guide design alternatives.
- **Next Steps:** Draft Hydrology Report submittal.

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

- Town Staff and consultant presented the project and update at the annual Pine Ridge POA meeting.
- Invitation for Bids issued with bids due on December 9, 2015.
- 3 bids were received and have been analyzed.
- **Next Steps:** Execute construction contract with lowest qualified bidder.

3. Hampton Lakes Stormwater Retrofit

- On hold as grant funding was not awarded.

4. **Stormwater Utility Management Plan Update**

- Beaufort County is the managing partner for this county-wide stormwater master plan update.
- The County has executed a contract with the consultant.
- The Town has executed a cost-sharing Intergovernmental Agreement with the County.
- **Next Steps:** The consultant begins work on the update.

DIVISION/STAFF UPDATES

Project Management

- Hired a new construction manager who started on the December 28, 2015.

Stormwater

- Staff participated in an online meeting with Finance department and consultant to review and discuss the Stormwater Rate Model program.
- Staff attended monthly Stormwater Utility Board meeting.
- Staff presented the Town of Bluffton's Stormwater Education Opportunities at the School District's Environmental Liaison program. Approximately 15-20 teachers were present and Town staff will be coordinating future projects/presentations with River Ridge Academy and MC Riley.
- Town staff assisted MC Riley's 5th grade class with implementation of their rain garden. Every 5th grade student was involved with some component of construction and learned about protecting our local water quality.
- Town staff met with USCB's Water Quality Laboratory to begin discussions regarding the Town's future MS4 water quality monitoring needs.
- Town staff worked with the County Channel to film a Stormwater Litter PSA directed at residents and boaters. Town staff voiced the PSA and it will be made available to Town staff prior to the end of the calendar year.
- Town staff is currently working on website content for the Town's new website layout.
- Town staff delivered flyers to residents & businesses along the Town's Christmas Parade route with information regarding road closures for the parade.
- Town staff participated in the Annual Christmas Parade.
- **December Stormwater Inspections & Citizen Requests –**
 - 126 Development and lot sediment and erosion control inspections, resulting in 90 inspections passing and 36 failing. Of those 36 that failed, 22 resulted in 1st NTCs, 13 resulted in 2nd NTCs, and 1 resulted in an NOV, which was resolved and passed upon re-inspection.
 - Met on-site with builders & contractors seven (7) times to discuss non-compliance issues and proper sediment and erosion control techniques.
 - Received 2 drainage complaints, 1 waste management compliant, and 2

construction complaint from homeowners. All complaints resulted in inspections and follow-ups with the homeowners to discuss and resolve the issue.

- Responded to two (2) Illicit Discharge Detection & Elimination (IDDE) cases both of which have been resolved and no tickets were issued.

- **December Septic System Maintenance Assistance –**

- Four (4) septic system clean outs were performed.

- **December Data Collection –**

- Added 227 entries into GIS database for stormwater activity
- Collected 16 nodes and 8 conveniences for the Town Stormwater Inventory to be used for the Town's Stormwater Model.

Public Works

- **Ditch/Drainage Maintenance –**

- Performed weekly street sweeping activities throughout Old Town, collecting and disposing of 20 cubic yards of debris.
- Maintained the following ditch work shelves:
 - Tower Ditch South (commenced the repair work on three major damaged areas on the ditch shelf).
- Performed routine maintenance on storm drains around Town.
- Picked up litter and debris along the following road shoulders around the Town:
 - Simmonsville Road
 - Buck Island Road
 - Goethe Road
 - McCracken Circle
 - Masters Way
 - Hampton Parkway
 - Shultz Road
 - Dr. Mellichamp Road
 - Hilderbrand Road
- Mowed the following ditch banks:
 - Hwy. 46 May River Road
 - Arrow Road
- Performed routine mowing on road shoulders around the Town:
 - Buck Island Road
 - Simmonsville Road
 - Goethe Road
 - Shults Road

- **Beautification Program –**

- Maintained the underbrush at the Oyster Factory Park and Rotary Community Center.
- Installed Christmas decorations in Old Town and Buckwalter Park.

- Installed Christmas decorations at Rotary Community Center.
 - Ongoing mowing and maintenance activities continue at Eagles Field.
 - Provided tree removal and pruning activities at Oyster Factory Park in advance of the lighting project.
 - Coordinated with the SCDOT for the removal of fallen limbs and brush on Buck Island Road near the Publix Shopping Center. Limbs and debris have been removed.
- **December Town Trash & Recycling Program –**
 - 173 total phone calls
 - 52 new services
 - 22 trash pickups missed
 - 6 recycle pickups missed
 - 21 broken or missing cart replacements
 - 72 miscellaneous calls
 - 6,553 Total Town of Bluffton residences served
- **December Work Requests Completed –**
 - 25
- Staff continues communications with Waste Management reviewing level of services and current monthly services.
 - Public Works team provided clean-up for parade route and staging areas after the Annual Christmas Parade.
 - Public Works team provided setup support for the Town’s Christmas Party.
 - Public Works team met with The Greenery team leaders that maintain Palmetto Bluff to review their beautification and maintenance procedures, as well as how their teams work together to achieve the standards required by Palmetto Bluff.
 - Staff met with representative from the Isle of Palms regarding their Christmas decorations and their procedures for testing, installation, and storage.
 - Staff had an online meeting and presentation with Big Belly Waste and Recycling Stations to obtain additional information about their products, focusing on solar compacting trash stations with a recycling receptacle.
 - Staff attended “Planning and Facilitating Collaborative Meetings” training.

Attachments:

1. May River Update*
2. SCDHEC Shellfish Monitoring Data for the May River
- 3A. September – November Erosion and Sediment Control Inspection Trends
- 3B. Fiscal Year to Date Erosion and Sediment Control Inspection Totals
4. Illicit Discharge Complaints and Investigations
5. Drainage Complaints Inspections
6. Fiscal Year 2016 Year to Date Citizen Requests for Stormwater Services Heat Map

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

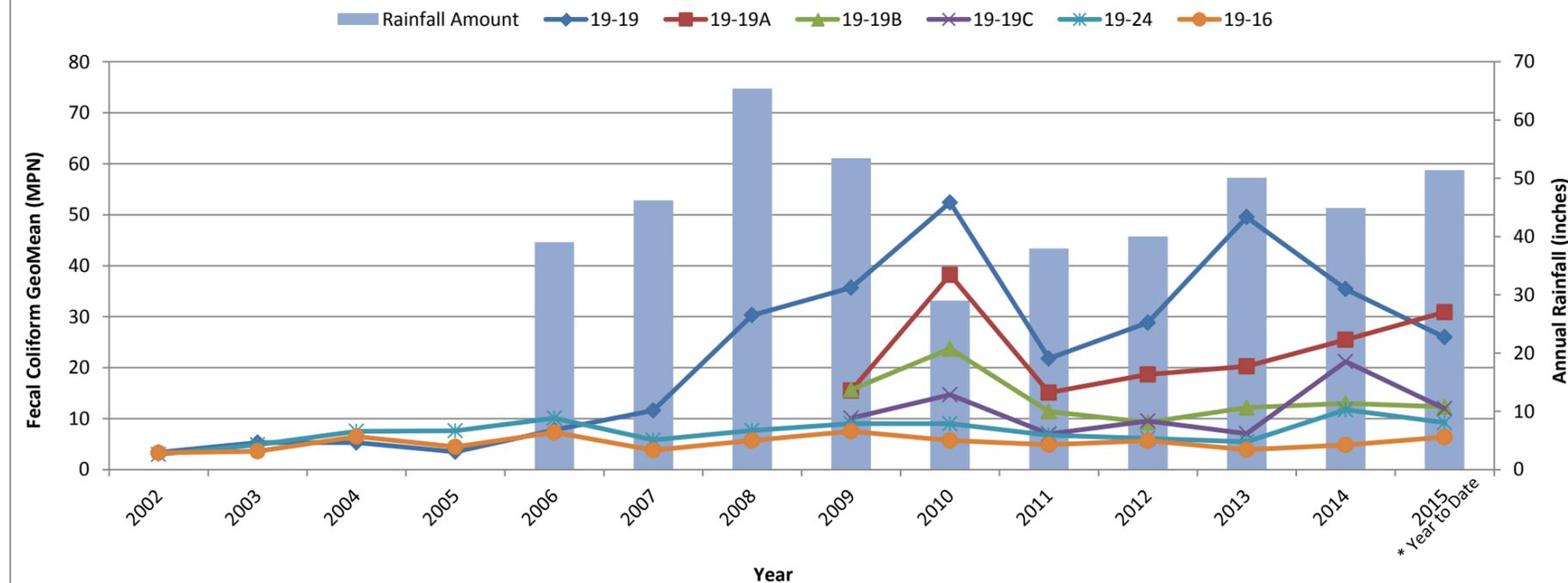
May River Update January 12, 2015

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. <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. <i>Design by Thomas & Hutton and permitting complete. Construction bidding process underway. All bids have been received and a contract with the lowest qualified bidder is being recommended to council for approval. Staff and consultant presented project and update at annual Pine Ridge POA meeting.</i>
May River Watershed Action Plan Wetlands Restoration: Conceptual Phase	Adjacent and offsite survey work has been completed preliminary wetland delineation, site characteristics and topography. A work authorization for wetland and subsurface hydrology evaluation was approved by the property owners. <i>Monitoring wells have been installed and the Draft Hydrology Report is underway.</i>
Additional Funding Opportunities	The Town submitted a full application for a third 319 Grant on 5/4/15. The Town was not awarded funding this grant cycle, but was encouraged to submit for the next 319 Grant cycle.

	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	110.0	79.0	7.8	7.8	33.0	49.0	7.8	11.0	27.0	49.0	7.8	23.0	7.8	33.0	1.8	33.0	6.8	11.0	4.5	13.0	4.5
November	13.0	11.0	49.0	NS	2.0	17.0	33.0	NS	2.0	17.0	17.0	NS	4.5	2.0	33.0	NS	2.0	13.0	31.0	NS	1.7	13.0	6.8	NS
October	110.0	13.0	17.0	23.0	49.0	13.0	7.8	49.0	6.8	70.0	4.5	4.5	26.0	13.0	6.8	23.0	23.0	2.0	4.5	7.8	11.0	4.5	2.0	4.5
September	33.0	33.0	27.0	46.0	33.0	17.0	17.0	17.0	13.0	7.8	2.0	9.3	7.8	13	4.5	17.0	9.3	7.8	4.5	23.0	2.0	6.8	2.0	4.5
August	49.0	11.0	49.0	6.8	23.0	2.0	49.0	17.0	4.5	23	33.0	13.0	33.0	9.2	70.0	13.0	2.0	9.2	46.0	24.0	4.5	1.8	17.0	4.0
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	26.0	18.7	20.3	25.5	30.9	9.3	12.2	13.0	12.3	9.6	7.1	21.2	12.0	6.1	5.5	11.8	9.2	5.7	3.9	4.8	6.4
** Truncated GeoMetric Mean		34.0	31.0	37.0		23.0	17.0	21.0		14.0	10.0	11.0		10.0	7.0	11.0		7.0	6.0	7.0		5.0	4.0	4.0
** Truncated 90th Percentile		172.0	207.0	205.0		119.0	82.0	95.0		61.0	40.0	51.0		43.0	29.0	55.0		26.0	21.0	30.0		17.0	13.0	13.0

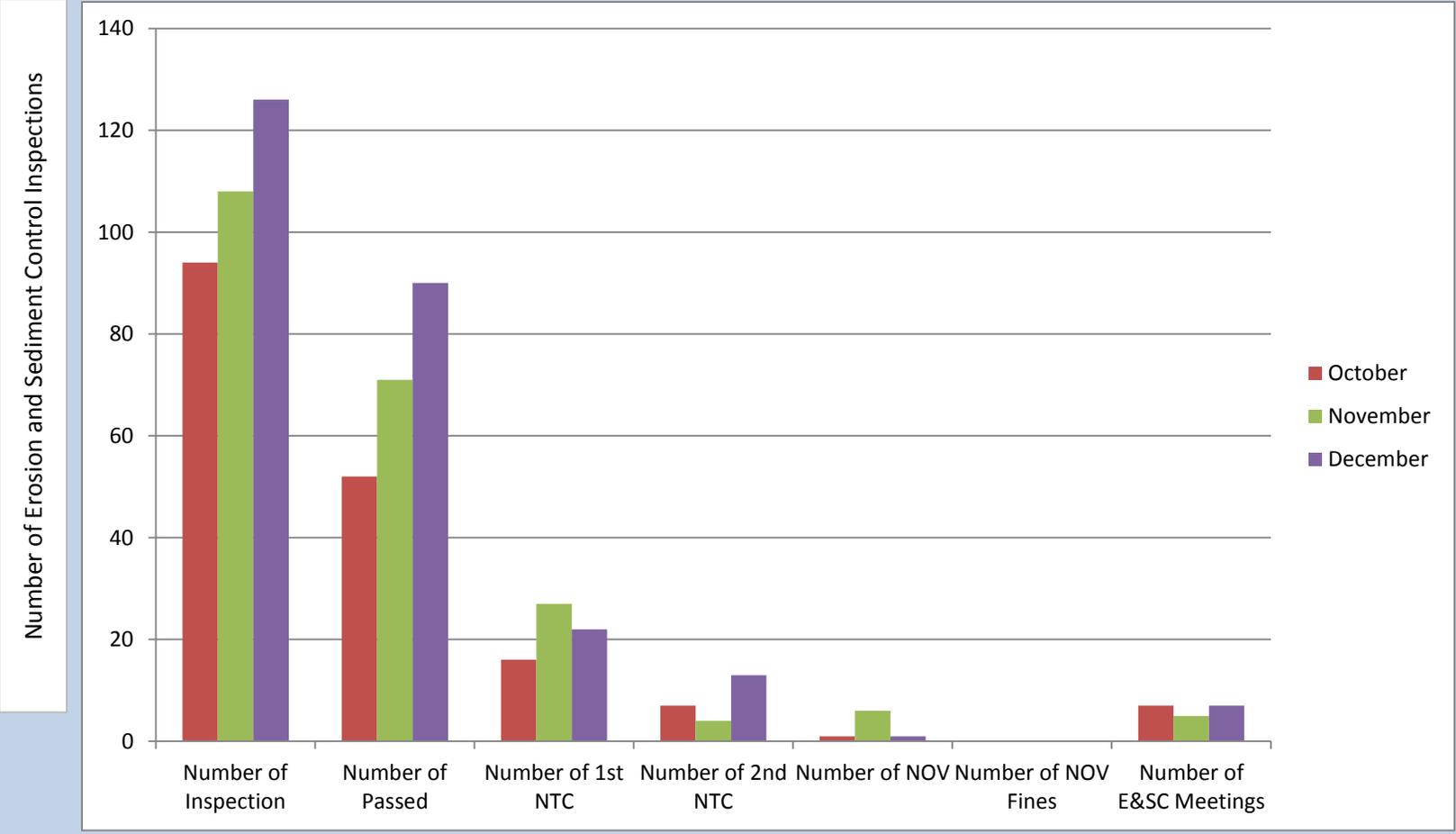
NS = No Sample
AS = Additional Samples
** Town staff calculations utilizing DHEC statistics

SC DHEC Shellfish Monitoring Stations Average Annual Fecal Coliform



Attachment 3A

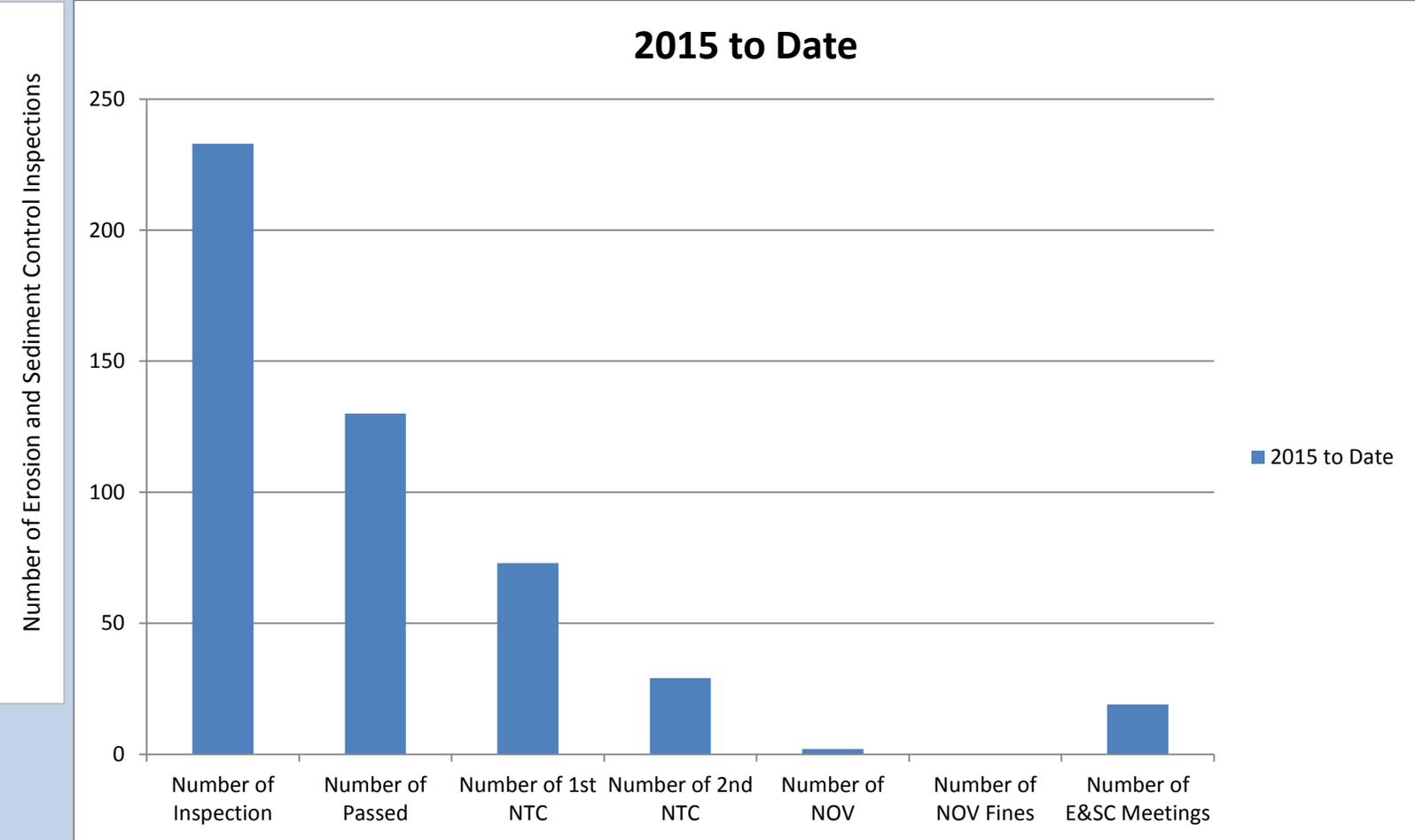
Town of Bluffton September-October-November Inspection Trends Stormwater Erosion and Sediment Control Inspections



Attachment 3B

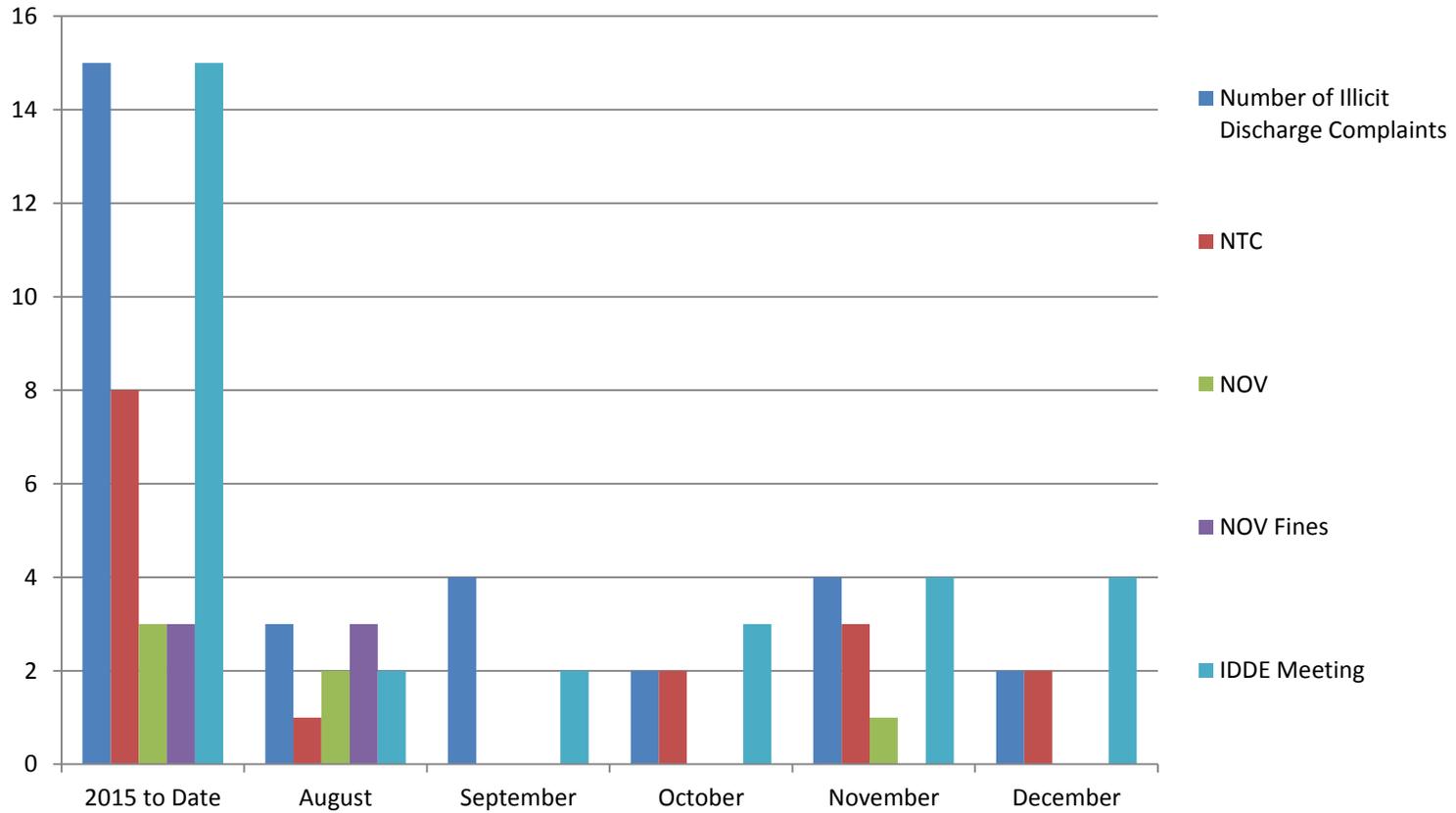
Town of Bluffton

Fiscal Year to Date Inspection
Stormwater Erosion and Sediment Control Inspections



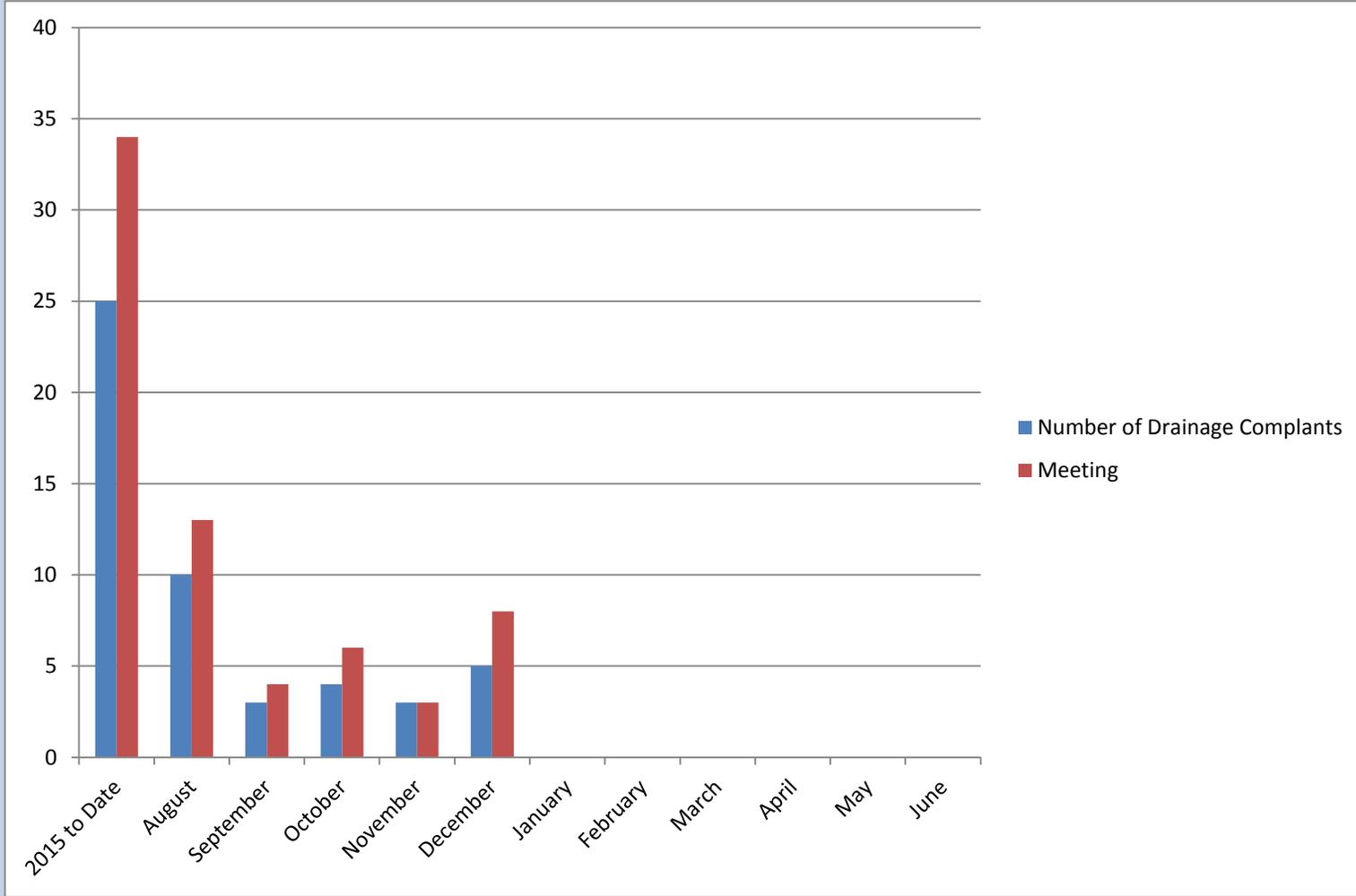
* August was Andrea Berry first month inspecting

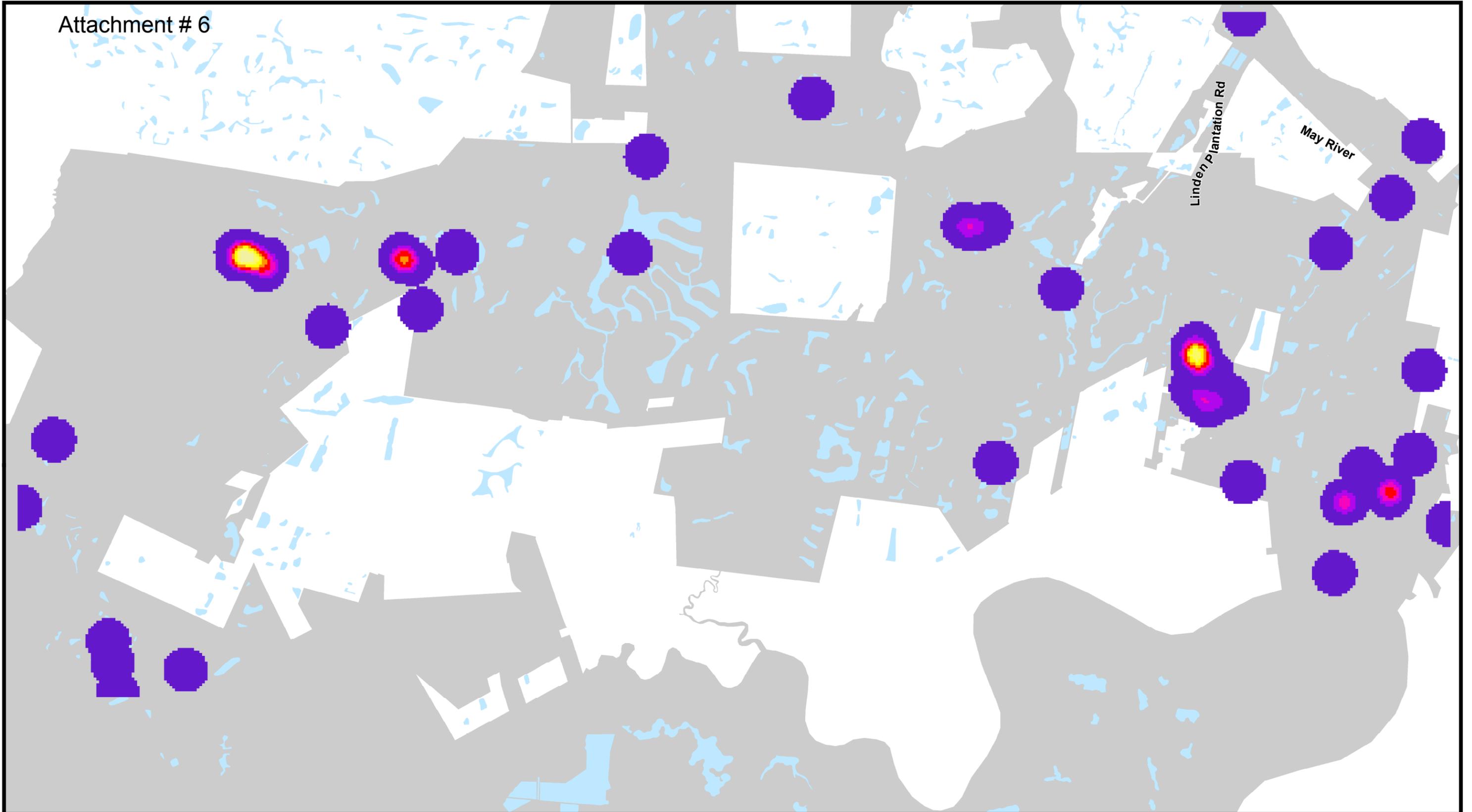
Number of Erosion and Sediment Control Inspections



- August was Andrea Berry first month inspecting
- August Concrete Company was fined and thier driver, as well as a paint contractor

Number Drainage Complaints Investigated





LEGEND:

-  BLUFFTON
-  BEAUFORT COUNTY
-  STREETS



**FY 16 YEAR TO DATE
CITIZEN REQUESTS FOR
STORMWATER SERVICES
HEAT MAP**

Town of Bluffton
Beaufort County, SC



Revised: September, 2009

DISCLAIMER:
This map was created by the Stormwater Management Division of the Town of Bluffton and is solely intended to be used as a graphical representation for the Town of Bluffton. The GIS maps and data distributed by the Stormwater Management Division of the Town of Bluffton are derived from a variety of public and private sector sources considered to be dependable, but the accuracy, completeness and currency thereof are not guaranteed. The Town of Bluffton makes no warranties, expressed or implied, as to the accuracy, completeness, currency, reliability, or suitability for any particular purpose of information or data contained in or generated from the town's Geographic Information Systems database. Additionally, the Town of Bluffton or any agent, servant, or employee thereof assume no liability associated with the use of this data, and assume no responsibility to maintain it in any matter or form.

