



## MEMORANDUM

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**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:** December 3, 2013  
**CC:** Anthony W. Barrett, Town Manager

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### **CAPITAL IMPROVEMENTS PROGRAM (CIP) UPDATES**

#### **OLD TOWN IMPROVEMENTS**

##### **May River Road Streetscape (Phase 2): Operations & Maintenance (O&M) Phase**

- Replacement trees are being planted.

##### **May River Road Streetscape (Final Phase): Design Phase**

- Coordinated with SCDOT on review of Local Public Agency application package.

##### **Calhoun Street and Adjacent Area Study: Conceptual Phase**

- Eleven qualification packages received and evaluated. References contacted. Selection will follow negotiations with consultant team pending Council approval.
- Temporary striping and signage installed Monday, November 25, 2013.

#### **STORMWATER**

##### **New Riverside Pilot Project (319 Phase 1 Grant): Operations & Maintenance (O&M) Phase**

- Weekly sampling ongoing.
- Weekly site inspections ongoing.

##### **Pine Ridge BMP Retrofit (319 Phase 2 Grant): Conceptual Phase**

- Property Owners Association is still reviewing easement agreement.
- Annual report has been completed and submitted to SCDHEC as a part of their annual 319 grant reporting.

### **Verdier Cove Drainage Basin: Operations & Maintenance (O&M) Phase**

- Baugher and Lewis performed 4 stream gauge readings in Bluffton Park for the Verdier Cove monitoring.

### **May River Watershed Sewer Master Plan: Conceptual Phase**

- Staff reviewed final draft of the study and assembled comments. Held meeting with BJWSA to review. BJWSA is routing the study to its staff for internal review.

## **SEWER & WATER**

### **Buck Island-Simmons ville Sewer (Phase 3): Design Phase**

- Appraisals are currently being reviewed by the review appraiser.
- Staff and BJWSA Representative met on site to gather information on design and layout of the grinder pumps in Toy Fields area.

## **PARKS**

### **Oyster Factory Park: Design Phase**

- Corps of Engineers and SCDHEC-OCRM currently reviewing courtesy dock permit.
- Upon approval of permit submittal, thirty (30) day comment period will begin.
- Construction drawings and specifications for the dock are in process.
- Consultant has completed alternative layouts for the parking re-configuration and expansion. Staff is reviewing.
- Request for Proposals (RFP) package for Garvin House Preservation Plan has been completed and will be advertised in early December.
- Met on site with historic preservation consultant to assess current condition of previous stabilization efforts.

### **DuBois Park (Phase 2): Operations & Maintenance (O&M) Phase**

- Working on minor modifications to improve night-time lighting at the pavilion and around the park.
- Utility provider has performed lighting analysis with preliminary design layouts.

## **PATHWAYS**

### **General Pathways: Conceptual Phase**

- Design work underway. Anticipate preliminary Master Plan for sidewalks in project work area before end of month.

## **DIVISION/STAFF UPDATES**

- Ayers completed the last of four courses and exams required for the 2013 Community and Economic Development Program through the South Carolina Economic Development Institute.
- Ayers was accepted into the Leadership ICMA 2015 Class offered by the International City/County Management Association, with the first class to be held the second week of December.
- Ayers attended the Beaufort County Solid Waste and Recycling Board meeting.
- Ayers represented the Town of Bluffton at the League of Women Voters panel discussion for regional sewer, water, and stormwater issues.
- Ayers, Jarrett, and Wiggins met with Utility Company for follow-up session on utility infrastructure improvements and related items.
- Ayers and Wiggins met with PALS Representatives regarding multiple topics including parks and facilities.
- Ayers and Jarrett met with SCDOT Representative, Mayor, and Town Manager regarding multiple topics.
- Mattox completed her second of five courses that will lead to her Certified Professional Supply Management (CPSM) designation with California State University.
- Jones conducted a guest lecture on the Town's process, successes, and challenges of managing the May River for University of Vermont Ecosystem Management class.
- Jones attended the Beaufort County Stormwater Utility Board meeting.
- Jones and Ritchie met with new stormwater engineer for Beaufort County.
- Ritchie creating computer-based model using XP-SWMM software for New Riverside BMP project to calibrate data, calculations and results.
- Staff from all three divisions met to discuss streetlight program and policy issues in anticipation of future workshop with Town Council.
- Jones and Ayers met on site with landowner at proposed wetland restoration area to review site features, owner preferences, potential improvements, and related issues.
- Norris assisted Baugher and Lewis with GPS survey of May River Watershed Stormwater structures.
- Norris assisted Ritchie with existing Land Use Data of Stoney Creek, Rose Dhu Creek, and Duck Pond Watersheds for Modeling Software.
- Norris assisted Baugher with as-built GPS survey of new light poles on May River Road for the Streetscape Project.
- Baugher created a water quality sampling database in Microsoft Access.
- Baugher and Lewis obtained 65 additional GPS points in the Rose Dhu Creek sub-watershed for the stormwater infrastructure inventory and model.
- Baugher created new Digital Elevation Model (DEM) for hydraulic modeling of the May River Watershed.
- Baugher and Lewis are conducting a file audit of bonds and letters of credit and populating a database for more efficient tracking of these items.

- Lewis took over the management of the Neighbors for Clean Water website and Facebook page.
- Leinbach performed 175 erosion & sediment control (E&SC) inspections and prepared reports.
- Leinbach facilitated 2 septic pumpouts in the Buck Island/Simmonsville Neighborhood.
- Trash & Recycling Contractor delivered 38 new trash carts and recycling bins for the past month totaling approximately 5,529 overall.
- Public Works team has worked on and closed out approximately 60 Work Request issues over the past month.
- Managed 230 Special Events to date. Continued meeting on a periodic basis with the SE Team and applicants to coordinate future events.
- Performed routine landscape maintenance on all Town-owned facilities and designated right-of-ways. Working on Special Projects, Work Requests, and Ditch Maintenance now that the grass has slowed down.
- Picked out and helped install new 20-foot Christmas tree at Buckwalter Place and installed lights on the tree, installed Christmas wreaths on May River Road and Bluffton Road, installed Christmas decorations at Buckwalter Place, and installed lights on tree at Town Hall.
- Working on the Christmas Parade. We have been meeting about the parade since July internally and since September with Bluffton Police Department. Tremendous effort behind the scenes for the department. All hands on event for us.

**Attachments:**

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

\* Attachments noted above the latest updates are highlighted in red.

# May River Update December 3, 2013

## Attachment 1

| ACTIVITY   | STATUS  |
|--|---|
| May River Retrofit Projects<br>(Hampton Hall & Hampton Lakes)      | Ongoing discussions regarding property owners agreements and design. Staff recently 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.   |
| May River Watershed Model  | A preliminary land cover runoff model has been performed using XP-SWMM software on the Rose Dhu Creek watershed. As-built data acquisition is approximately 70% of requirement in the headwaters. 2002 land cover conditions research and compilation has been completed. Working on 2002 Stoney Creek sub-basin routing. Preliminary 2002 Stoney Creek Land Cover watershed model complete. Work on 2002 Duck Pond Drainage area from Palmetto Bluff underway. Preliminary 2002 Duck Pond Drainage area watershed model complete. <b>Completed New Riverside BMP model for comparison to field observations.</b>   |
| May River 319 Grant - Phase I<br>May River Watershed Pilot Project | Shaping/fine grading remains in areas where storm drainage installation is ongoing. All storm drainage has been installed. Fencing installed and grass is growing. Punchlist items remain. Town has started sampling at additional locations for site. Contractor currently working on punchlist items. Punchlist items have been completed; waiting for grassing to establish. Annual SCDHEC visit on September 10th. Site has been hydroseeded with temporary seasonal mixture. <b>Weekly site visits and water quality testing ongoing.</b>  |
| May River 319 Grant - Phase II                                     | EPA 319 Grant (Phase 2) grant agreement for \$290,000 executed by Town and DHEC for a stormwater re-use project in Pine Ridge. Staff presented project update and overview at annual Pine Ridge POA meeting. Staff has met to review preliminary concept design and discuss irrigation system components. Preliminary easement agreement sent to POA for review and comment. Town met with POA at August board meeting. Community is excited to be a part of the project and offered preliminary comments on the easement agreement, and will forward any remaining comments once they have completed their review. Formal comments provided by POA. Legal council has reviewed them and easement agreement is being modified. <b>POA review of easement in progress.</b> |
| Additional Grant Opportunities                                     | Applied for an EPA Wetland Program Development Grant on April 15, 2013 for \$474,000 in support of \$633,350 BMP efficacy project. Received notice that the proposal was not funded. EPA recommended investigating State Revolving Fund Loan Program to finance projects for water quality improvement.   |

**Transportation Update  
December 3, 2013**

| ACTIVITY                    | STATUS  |
|-----------------------------|---|
| US 278                      | Construction nearing completion. Bridge work nearing completion. Targeted completion 12/20/13. <b>Several sections have 3 lanes open now.</b> Work to construct infiltration basins for the Okatie is ongoing. Bids anticipated to be let after final permits are obtained. |
| SC 170                      | Cleland Site Prep continues construction. <b>Continuing issues with utility and drainage conflicts, delays, and easement issues.</b>  |
| Bluffton Parkway Phase 5A   | Flyover construction is beginning. <b>Construction is ongoing.</b>  |
| Buck Island/46 Intersection | Signal is fully operational. Some concerns raised by local resident regarding access. Discussions are ongoing with SCDOT, Beaufort County and staff.  |
| Hampton Parkway             | Design of access for Island West is complete. <b>Road base will begin after Thanksgiving. Completion is anticipated before the end of the year. Beaufort County is moving the signal work forward through County Council for approval.</b>                                  |

**Transportation Update  
December 3, 2013**

| ACTIVITY                                  | STATUS   |
|---|--|
| Bluffton Parkway 5B                       | County Council approved preferred alignment for 5B. Town Council approved preferred alignment of Phase 5B. Plats have been approved by DRC. Awaiting logistical issues related to owner approving plat for recording record.   |
| Metropolitan Planning Organizations (MPO) | The Public Participation Plan (PPP) has been approved by the Technical Committee. The plan is receiving public comment now.  |
| Transportation Model                      | Governmental staff working with LCOG on growth rates for full build out scenario. An agreement form has been circulated to the various governments which clarifies how model runs will be processed per scenario. The model will be held by the consultant and fees for individual runs by developers and others will be determined based on the complexity of the scenario. |
| Masters Way/Crossings Intersection        | Beaufort County has installed signs reducing the speed at this intersection as well as restricting traffic movements on the minor streets to right in/right out turns during school peak hours. Additional restrictions are under consideration by the County focused on further turn restrictions and possible median modifications to ensure turn restrictions.            |
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**Special Events  
December 3, 2013**

Attachment 3

| EVENT  | DATE                       | LOCATION                                       | STATUS   |
|--|----------------------------|--|----------|
| Farmers Market of Bluffton                                 | 3/21-12/19/2013            | Calhoun Street/Carson Cottages                 | Approved |
| Light Up the Night   | 12/6/2013                  | Calhoun St./Old Town<br>Bluffton/The Promenade | Approved |
| Town Annual Christmas Parade                               | 12/7/2013                  | Old Town Route                                 | Approved |
| 4 <sup>th</sup> Annual Christmas Tree Lighting Celebration | 12/8/2013                  | Buckwalter Place                               | Approved |
| Old World Christmas Gala                                   | 12/13/2013                 | Colcock Teel House                             | Pending  |
| Winter Solstice Sunset Party                               | 12/21/2013                 | Oyster Factory Park                            | Pending  |
| Christmas under the Stars                                  | 12/24/2013                 | Buckwalter Place                               | Pending  |
| Crab Pot Drop  | 12/31/2013 -<br>01/01/2014 | Old Town Dispensary                            | Pending  |
| Polar Bear Run   | 1/1/2014                   | Buckwalter Route                               | Pending  |
| MLK Memorial Service & Parade                              | 1/20/2014                  | Town Hall/Old Town Bluffton                    | Pending  |
| Bluffton Rotary Oyster Roast                               | 1/25/2014                  | Oyster Factory Park                            | Pending  |
| Women's Business Expo                                      | 3/8/2014                   | Bluffton Village Town Center                   | Pending  |
| Bluffton Sunset Party                                      | 3/22/2014                  | Oyster Factory Park                            | Pending  |
| Beaufort/Jasper Heart Walk                                 | 4/5/2014                   | The Promenade/Old Town                         | Pending  |



**Special Events  
December 3, 2013**

Attachment 3

| EVENT  | DATE       | LOCATION                     | STATUS  |
|--|------------|------------------------------|---------|
| American Legion Annual Oyster Roast            | 4/5/2014   | Oyster Factory Park          | Pending |
| Taste of Bluffton                              | 4/12/2014  | Bluffton Village Town Center | Pending |
| Bluffton Sunset Party                          | 5/16/2014  | Oyster Factory Park          | Pending |
| Bluffton Sunset Party                          | 6/13/2014  | Oyster Factory Park          | Pending |
| Bluffton Sunset Party                          | 7/18/2014  | Oyster Factory Park          | Pending |
| Bluffton Sunset Party                          | 8/15/2014  | Oyster Factory Park          | Pending |
| Bluffton Sunset Party                          | 9/19/2014  | Oyster Factory Park          | Pending |
| Bluffton Sunset Party                          | 10/3/2014  | Oyster Factory Park          | Pending |
| Lowcountry Rockin' the Pink Breast Cancer Walk | 10/4/2014  | Red Cedar Route              | Pending |
| Red Cedar Foxes Trot                           | 10/11/2014 | Red Cedar Route              | Pending |

Lisa Sulka  
*Mayor*

Oliver Brown  
*Mayor Pro Tempore*

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Anthony Barrett  
*Town Manager*



*Council Members*

Michael Raymond  
Ted Huffman  
Karen Lavery

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Sandra Lunceford  
*Town Clerk*

To: Mayor and Council

From: Karen Jarrett, Transportation Project Manager

Re: May River Road Streetscape (Final Phase) Update

Date: December 3, 2013

Email communication with the Local Public Administration office indicates they are actively reviewing our Local Public Agency Qualifications application. They anticipate having review comments compiled and sent to us by mid-December. The Qualifications application is a first step in the grant funding flow chart. Obtaining approval allows Town staff to manage the project.

Once approval has been given, we will provide any additional information on funding for the project and hold a field review. The field review will occur here in Town. It will be scheduled to accommodate as many SCDOT officials as possible. Individuals from the Local Public Agency Administration, construction division, district and local offices will attend to discuss the scope of the project and to reiterate the processes the Town and SCDOT will follow to complete the project.

After the field review, a project planning report will be written and the Participation Agreement will be drafted for execution. The Participation Agreement is the actual contractual document between SCDOT and the Town.

Attachment: Local Public Agency Process Flowchart with Current Step Identification

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# Local Public Agency Process

