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COUNTY ATTORNEY

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AGENDA
COUNTY COUNCIL OF BEAUFORT COUNTY
CAUCUS

Monday, February 20, 2017
5:00 p.m.

Executive Conference Room, Administration Building
Beaufort County Government Robert Smalls Complex
100 Ribaut Road, Beaufort

1. CALL TO ORDER – 5:00 P.M.
2. EXECUTIVE SESSION
 - A. Discussion of employment of a person regulated by the County Council
3. CAUCUS
 - A. Status of Hurricane Matthew Recovery Process
 - B. Receipt of County Administrator's Four-Week Progress Report ([backup](#))
 - C. Receipt of Deputy County Administrator / Special Counsel's Four-Week Progress Report ([backup](#))
 - D. Discussion of Consent Agenda
 - E. Discussion of Non-Agenda Items
4. ADJOURNMENT





Memorandum

DATE: February 17, 2017
TO: County Council
FROM: Gary Kubic, County Administrator *Gary Kubic*
SUBJ: County Administrator's Progress Report

The following is a summary of activities that took place Monday, January 23, 2017 to Friday, February 17, 2017:

January 23, 2017

- Employee New Hire Orientation
- Hopeful Horizons Grand Opening (Merger between Citizens Opposed to Domestic Abuse and Hope Haven of the Lowcountry, Inc.)
- Joshua Gruber and Sheriff P.J. Tanner re: Information Technology / Security Issues
- Council Member Steven Fobes, Hilton Head Island Town Council Member John McCann, Joshua Gruber and Jon Rembold re: St. James Baptist Church Issues
- Community Services Committee
- County Council Caucus
- County Council

January 24, 2017

- Council Members Rick Caporale, Tabor Vaux; Michael Turner, President, Plantation Park POA; and Michael Hawanczak, President, Diamond Management, Inc. re: Plantation Business Park Road and Stormwater Issues
- Virginia Kavanaugh re: Professional Development
- St. James Baptist Church Meeting

January 25, 2017

- Joshua Gruber, Monica Spells, James Johnson and Daniel Morgan re: Information Technology Issues
- Van Willis and Thomas Keaveny re: Port of Port Royal Property Sale - Auction

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January 26, 2017

- Council Member Gerald Dawson, Paige Point Community Concerned Citizens Mitch Mitchell, Organizer, Herbert Alston, Rosa Alston, Toby Alston, Robert Alston, Thelma Williams, Mary Chisolm, Samuel Lewis Jones and John Smith re: Presentation of Paige Point Community Cemetery

January 27, 2017

- Eric Larson re: Plantation Business Park Stormwater Fees
- Northern Regional Plan Implementation Committee
- Joshua Gruber, Jon Rembold and Paul Werts, Program Manager, South Carolina Aeronautics Commission re: Conference Call /Airports
- Senator Tom Davis, Council Member Stu Rodman, Robert McFee, Colin Kinton, Craig Forrest and Tom Sharp re: US 278 Corridor
- Development Agreement Subcommittee of Natural Resources Committee re: Development Agreement Hilton Head National

January 30, 2017

- Personal Leave

January 31, 2017

- Personal Leave

February 1, 2017

- Beaufort Regional Chamber of Commerce / State of the Bases Breakfast 2017
- Monica Spells, Haig Point Representatives Doug Egly, Richard Inglis, Steve Hill, Paula Tilley and Palmetto Breeze Director Mary Franzoni re: Daufuskie / Bluffton Ferry Service
- Community Training Home Visit

February 2, 2017

- South Carolina Association of Counties Workers Compensation Trust - Review of Trust Requirements (Robert Collins, Director of Insurance Services, SCAC)
- Development Agreement Subcommittee of Natural Resources Committee re: Development Agreement Hilton Head National

February 3, 2017

- No Scheduled Appointments

February 6, 2017

- Employee New Hire Orientation
- Joshua Gruber, Colin Kinton, Robert McFee and Kraig Gordon, Chairman, County Transportation Committee re: Sidewalk and Pathway Development, Implementation and Funding
- Council Member Tabor Vaux, Joshua Gruber and Thomas Keaveny re: Daufuskie Island Council
- Council Member Jerry Stewart, Thomas Keaveny and Joshua Gruber re: Workers' Compensation Broker Services
- Finance Committee
- Governmental Committee

February 7, 2017

- Joshua Gruber re: Review of SCDOT Intergovernmental Agreement for US 278 Corridor Improvements
- Joshua Gruber and Joe Fraser re: Potential Development Scenarios

February 8, 2017

- Wells Fargo Mid-Year Renewal Benefits Meeting
- Charizma Brown re: Smoking Cessation Video Shoot

February 9, 2017

- Joshua Gruber, Alicia Holland and Gary James re: County Assessor Update
- Council Members Paul Sommerville, Stu Rodman, Jerry Stewart; 303 Associates President/CEO Dick Stewart; TCL President Richard Gough and USCB Chancellor Dr. Al Panu re: Strategic Educational Funding

February 10, 2017

- County Council Leadership and Strategic Planning Session (Day 1 of 2)

February 11, 2017

- County Council Leadership and Strategic Planning Session (Day 2 of 2)

February 13, 2017

- Employee New Hire Orientation
- Senator Tom Davis and Joshua Gruber re: Sales Tax Referendum Language / Magistrates
- Monica Spells and Fred Leyda re: USCB Lease Agreement and Facility Use
- Joshua Gruber and Tony Criscitiello re: Yemassee Train Station

February 14, 2017

- Agenda Review with Chairman, Vice Chairman and Executive Staff re: February 20, 2017 County Council Meeting Agenda
- Joshua Gruber, Eric Larson, Robert McFee and Thomas Keaveny re: Bowman Report / SC 170 Widening Matters
- Hilton Head Area Association of Realtors Luncheon re: Staff Presentation / Hurricane Matthew Recovery Efforts
- Jon Rembold, Steve Riley and Charles Cousins re: Briefing / FAA Meeting Held December 13, 2016 / St. James Baptist Church Issues

February 15, 2017

- Monica Spells, Fred Leyda and Dr. Al Panu re: Together for Beaufort County Initiative / USCB / County Relationships

February 16, 2017

- Introduction – Information Technology Candidate
- Council Chairman Paul Sommerville, City Mayor Billy Keyserling, City Manager William Prokop, and Joshua Gruber re: City / County Issues

February 17, 2017

- No Scheduled Appointments



Memorandum

DATE: February 17, 2017

TO: County Council

FROM: Joshua A. Gruber, Deputy County Administrator

SUBJECT: Deputy County Administrator's Progress Report

The following is a summary of activities that took place Monday, January 23, 2017 through Friday, February 17, 2017:

January 23, 2017 (Monday):

- Monica Spells, Alicia Holland and Phil Foot re: Bi-weekly Project Review/Status Update
- Doug Bostick, Lisa Lord, Attorneys Tom Mikell and Scott Graber, and Harris Pillow Representatives John and Patrick Harris re: RCLP
- Gary Kubic and Sheriff P.J. Tanner re: Information Technology / Security Issues
- Walter Nester re: Bluffton Gateway
- Council Member Steve Fobes, Hilton Head Island Town Council Member John McCann, Gary Kubic and Jon Rembold re: St. James Baptist Church Issues
- Community Services Committee
- County Council Caucus
- County Council

January 24, 2017 (Tuesday):

- Councilman Jerry Stewart, Alicia Holland and Beaufort County School District Representatives Dr. Jeff Moss, Superintendent, Dr. Patricia Felton-Montgomery, Board Chair and Bill Payne, Board Member re: FY 2017-18 Budget Discussions
- Dean Moss re: Spanish Moss Trail
- Ed Saxon, General Manager, BJWSA and Bill Prokop, City Manager, City of Beaufort re: Boundary Street Utility Relocation
- St. James Baptist Church Meeting

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January 25, 2017 (Wednesday):

- Gary Kubic, Monica Spells, James Johnson and Dan Morgan re: Information Technology Issues
- Allison Coppage, Maria Walls, Alicia Holland, Edra Stephens, Dan Morgan, Joanne Romine and Scott Hansen re: On-line Business License Renewal – Status Update
- James Johnson and Sheriff’s Department Representatives re: IT Issues
- Beaufort Senior Leadership Program Presentation re: County Government Operations
- Eric Larson, Rob McFee and Colin Kinton re: Engineering Projects Update

January 26, 2017 (Thursday):

- Disaster Recovery Seminar, Columbia, SC

January 27, 2017 (Friday):

- Boundary Street Upper Management Meeting re: Boundary Street Project
- Gary Kubic, Jon Rembold and Paul Werts, Program Manager, SC Aeronautics Commission re: Conference Call / Airports
- Nexsen Pruet Attorneys, George J. Bullwinkel, III and Nicole Scott Ewing: Hilton Head National
- Development Agreement Subcommittee of Natural Resources Committee re: Development Agreement Hilton Head National

January 30, 2017 (Monday):

- Carolyn Smith re: Alljoy Road Preservation Zoning / Beach Area Nourishment
- Tony Criscitiello, Dan Morgan and Rob Merchant re: Back-up Documentation for Hilton Head National
- Public Facilities Committee

January 31, 2017 (Tuesday):

- Alicia Holland, Tom Keaveny, Miriam Mitchell, Kyle Jackson, Dave Thomas re: South Carolina Association of Counties Workers’ Compensation Trust
- Council Member Alice Howard re: Community Services Committee Meetings

February 1, 2017 (Wednesday):

- Beaufort Regional Chamber of Commerce / State of the Bases Breakfast 2017
- Council Member Jerry Stewart re: FY 2017-2018 Budget Review
- Phil Foot and Mark Roseneau re: Public Works Property Survey Review

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February 2, 2017 (Thursday):

- Economic Development Committee
- South Carolina Association of Counties Workers' Compensation Trust – Review of Trust Requirements (Robert Collins, Director of Insurance Services, SCAC)
- Development Agreement Subcommittee of Natural Resources Committee re: Development Agreement of Hilton Head National
- Suzanne Gregory and Eric Larson re: Interview Assistant DRRC Position
- Tom Keaveny, Rob McFee, Andrea Atherton, Mashburn Construction representatives, Paul Mashburn and Jason Bittner, Mark Clancy, Principal, KSQ, Alan Campbell, Applied Building Sciences and Stephanie Geer, Liberty Mutual representative re: Buckwalter Recreation Center Roof Report

February 3, 2017 (Friday):

- Development of Personnel Review System
- Colin Kinton, Mary Lou Franzoni, Director, Palmetto Breeze re: Transit Service Planning between greater Bluffton and Hilton Head Island

February 6, 2017 (Monday):

- Gary Kubic, Colin Kinton, Robert McFee and Kraig Gordon, Chairman County Transportation Committee re: Sidewalk and Pathway Development Implementation and Funding
- Tom Keaveny, Eric Larson, Jim Minor, Danielle Maynard, Legal Counsel, SC Emergency Management Division Re: Beaufort County Marine Debris Removal
- Council Member Tabor Vaux, Gary Kubic and Tom Keaveny re: Daufuskie Island Council
- Tom Keaveny, Rob McFee, Andrea Atherton, Mashburn Construction representatives, Paul Mashburn and Jason Bittner, Mark Clancy, Principal, KSQ, Alan Campbell, Applied Building Sciences, Stephanie Geer, Liberty Mutual re: Buckwalter Recreation Center Roof Report
- Council Member Jerry Stewart, Gary Kubic and Tom Keaveny re: Workers' Compensation Broker Services
- Finance Committee
- Governmental Committee

February 7, 2017 (Tuesday):

- Town of Bluffton Retreat
- Gary Kubic re: Review of SCDOT Intergovernmental Agreement for US 278 Corridor Improvements
- Gary Kubic and Joe Fraser re: Potential Development Scenarios

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February 8, 2017 (Wednesday):

- Dean Moss re: Spanish Moss Trail
- Wells Fargo Mid-Year Renewal Benefits Meeting
- Brad Bennett, National Parks Service re: Reconstruction Era National Monument
- Charizma Brown re: Smoking Cessation Video Shoot
- Suzanne Gregory re: Personnel Matters

February 9, 2017 (Thursday):

- Council Member Jerry Stewart re: County Council Retreat Preparations
- Allison Coppage, Phil Foot, Mary Ellen Keough and Major Ricky Roper re: FOIA Administration Guidelines
- Gary Kubic, Alicia Holland and Gary James re: County Assessor Update
- Eric Larson, Blakely Williams and Fripp Island POA Board Members Ralph Birchfield and Martin Goodwin
- Lyle Sumek re: County Council Annual Strategic Session Interview

February 10, 2017 (Friday):

- County Council Leadership and Strategic Planning Session (Day 1 of 2)

February 11, 2017 (Saturday):

- County Council Leadership and Strategic Planning Session (Day 2 of 2)

February 13, 2017 (Monday):

- Suzanne Gregory re: Personnel Matters
- Tom Keaveny, William Love, Kyle Jackson and Cathy Parsons re: DSN – Exposure Policy
- Senator Tom Davis and Gary Kubic re: Sales Tax Referendum Language
- Gary Kubic and Tony Criscitiello re: Yemassee Train Station

February 14, 2017 (Tuesday):

- Agenda Review with Chairman, Vice Chairman and Executive Staff re: County Council Agenda for February 20, 2017 Council Meeting
- Gary Kubic, Eric Larson, Robert McFee and Thomas Keaveny re: Bowman Report / SC 170 Widening Matters
- Meeting with National Parks Service Representatives re: Reconstruction National Monument

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February 15, 2017 (Wednesday):

- Dedication of New Bluffton Fire Department Maintenance Facility
- Fort Frederick / Camp Saxson National Monument

February 16, 2017 (Thursday):

- Rob McFee, Eric Larson and Colin Kinton re: Engineering Projects Update
- Lady's Island Traffic Study Presentation

February 17, 2017 (Friday):

- Meeting with Leif Roland re: Buck Point Road