

**BEAUFORT COUNTY TRANSPORTATION COMMITTEE  
MINUTES OF MEETING ON MARCH 16, 2016**

The regular meeting of the Beaufort County Transportation Committee (BCTC) was held on March 16, 2016 in the Executive Conference Room of the Beaufort County Administrative Complex located at 100 Ribaut Road, Beaufort, South Carolina.

**MEMBERS PRESENT:** Kraig Gordon, Bob Arundell, Joe DeVito, Craig Forrest, Mark McCain (via conference phone link), Joseph Stroman, Stephen Wilson

**MEMBERS ABSENT:** Steve Miller Vacant Districts 5,7,9

**OTHERS PRESENT:** Rob McFee, Beaufort County Division Director for Construction, Engineering & Facilities  
Jeff Buckalew, Town of Hilton Head Engineer  
Darrin Shoemaker, Town of Hilton Head Traffic Engineer  
Wendell Mulligan, SCDOT Resident Maintenance Engineer  
County Council Member Cynthia Bensch  
County Council Member Gerald Dawson

**Notification.** An audio recording of this meeting is available from the Beaufort County Engineering Department. Please contact the department at 843 255-2700 and request an audio copy.

1. **Call to Order.** Meeting was called to order at approximately 4:00 p.m. by Chairman Gordon.

**Motion: Motion was made and seconded to approve the minutes from the January 20, 2016 meeting. Motion passed unanimously.**

2. **Members Roll Call & Introductions.** An attendance roll call was taken. Introductions by County Staff and visitors were completed.

3. **Public Comment.** Chairman Gordon reviewed the January 18, 2016 letter from Mr. Robert Williams written to the BCTC concerning the resurfacing of Pulaski Drive, an SCDOT road in the Colonial Terrace Subdivision, Burton SC. Mr. McFee stated that he is discussing with Mr. Mulligan, SCDOT Resident Maintenance Engineer about getting Pulaski Drive and several of the other SCDOT roadways in the subdivision in some future SCDOT resurfacing contract as appropriate. The subdivision roads are short roadways with vary minimal traffic. The main road that encompasses the subdivision, Colonial Terrace Drive was resurfaced about a year ago but the smaller roads in the subdivision were not resurfaced. The CTC members suggested that the Chairman send him a response letter.

4. **Old Business**

A. **Election of Vice Chairman**

**Motion: Motion was made by Mr. Arundell and seconded by Mr. Stroman to appoint Mr. DeVito as Vice Chairman. Motion passed unanimously.**

B. **US 278 Street Sweeping & Litter Control.** CTC has received a 1/22/16 letter from County Administrator indicating that the County would fund the street sweeping services on US 278 between the SC 170 overpass and the Hampton Parkway. The CTC did not approve a funding request for \$3,060 annual street sweeping and litter control presented by the County at the CTC meeting on January 21, 2016.

**Motion: Motion was made by Mr. McCain to accept the letter as information and that there is no further action necessary. The motion was seconded by Mr. DeVito. The vote for: Mr McCain, Mr. DeVito, Mr. Arundell, Mr. Stroman Opposed: Mr. Forrest, Mr. Wilson Motion passed.**

Mr. DeVito stated that at any point in time the item can be brought back for approval to fund. At the appropriate time the funding for street sweep from McGarvey's Corner to the Hampton Parkway on US 278 could be re-presented once the BCTC understands what their 25% commitment should be spent on & then the BCTC could choose to reimburse the County.

**C. Status of Current Road Projects.** Mr. McFee reviewed the current road projects. Design/Build Contract 49 for dirt road paving is the only active construction contract at this time. Per the project update worksheets, Huspah Court N & S are scheduled for paving by end of this month. For Wimbee Landing Road Phase 2, final design has been completed. Construction work should start in April. County Engineering is working on the contracts for Design/Build Contract 47.

Contract 50 should be advertised for design soon. County Engineering is presenting Contract 50 as a design-bid-build contract in order to compare design and construction costs to the design/build contracts that have been done in recent years. There have been 6 design/build contracts for dirt road improvements since 2011.

Mr. McFee also reviewed the right of way acquisition status report. Right of way acquisition for the dirt roads is a lengthy process. The Engineering Department has a written policy that a total of 3 letters will be sent to property owners requesting their grant of right of way. The Engineering Department staff evaluates the right of way efforts for each road and determines if enough property owners have granted right of way. Depending on the number of positive, negative or not returned right of way requests, the Engineering Department and Public Works Department will either submit a request to County Council for condemnation of the remaining right of way or a recommendation to remove the dirt road from the County's dirt road maintenance inventory.

The SCDOT Resurfacing Project for  $\pm$  31 miles of SCDOT roadway has been advertised for bid. Bids are due to the County by April 5, 2016. The BCTC approved the SCDOT roadways for resurfacing at its September 2015 meeting.

The BCTC web page is located on the County's web site under the Engineering Department. There is an interactive map that shows past and future projects. Mr. McFee asked the members to look at the web page. He also requested that if the BCTC members have any comments, questions or additions to the web page to let him know.

## **5. New Business**

Chairman Gordon conducted the review of the New Business items on the agenda. Most of these items resulted from the BCTC's workshop meeting in February.

**A. Appointment of Dirt Road Evaluation Process Subcommittee.** Mr. Forrest was appointed chairman of this subcommittee with Mr. DeVito and Mr. Stroman as members. The subcommittee will be reviewing the needs rating evaluation form and will report back on its progress at the May BCTC meeting. This examination of the evaluation process is necessary because the Engineering Department should be starting a new dirt road rating program at the end of 2016.

## **B. Election of Treasurer & Reserve Fund Discussion**

**Motion: Motion was made by Mr. DeVito and seconded by Mr. Stroman to appoint Mr. Arundell as BCTC Treasurer. Motion passed unanimously.**

The BCTC members discussed establishing a reserve fund within the BCTC's budget. The BCTC can hold up to 300% of its revenue in reserve. Chairman Gordon would not recommend holding 300% of revenue but also does not want the BCTC to spend all funding it receives. He believes it is necessary to establish a reserve fund. Mr. Arundell will investigate to determine what reserve amount would be applicable for the BCTC budget and recommend how to adopt a plan to achieve the reserved capital revenue.

Mr. McFee reminded the BCTC that County TAG funds are also used on County dirt road projects and if there was a case where there would be insufficient C Funds to complete a BCTC dirt road project, TAG funds would be requested from County Council.

C. **Invitation to Utility Companies.** The Engineering Department will prepare an invitation letter to all the County's utilities that have infrastructure on County BCTC projects to attend the May BCTC meeting.

D. **Alternate Dirt Road Paving Study.** Mr. McFee will research a series of alternatives to dirt road paving and will report back to the BCTC at the July meeting. Mr. McCain also requested that an investigation be completed on the collection of data for determining which roads to resurface so a more scientific format can be used. He would like to do away with the subjective rating of the SCDOT roads for resurfacing.

Mr. McFee indicated that he has already been in contact with SCDOT about using there pavement evaluation van.

E. **Transportation Plan.** Mr. McCain will be working on re-writing the BCTC's current transportation plan. Mr. McCain will have this task completed and a draft ready for presentation at the September. Mr. DeVito will assist Mr. McCain.

F. **Other Items.** Chairman Gordon has been discussing with County Council members the possibility of a County resolution for the BCTC to coordinate the use of the County's TAG funds. He will report back to the BCTC on any developments. The Chairman has also been reviewing the County's MPO and its processes.

Meeting Adjourned. Next regular meeting is scheduled for on Wednesday, May 18, 2016 at 4:00 pm in the Executive Conference Room, County Administration Building, Robert Smalls Complex, Beaufort, SC.