

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

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

MEMBERS PRESENT: Joseph Stroman, Mark McCain, Joe DeVito, James Morrall, Craig Forrest, Christopher England, Kraig Gordon, Paul Runko, Stephen Wilson

MEMBERS ABSENT: Bob Arundell, Steve Miller

OTHERS PRESENT: Mayor Sam Murray, Town of Port Royal
Tom Kline, Mayor Pro Tem, Town of Port Royal
Council Member, Jerry Ashmore, Town of Port Royal
Van Willis, Town of Port Royal Manager
Rob McFee, Beaufort County Division Director for Construction, Engineering & Facilities

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. Power Point presentations given to the BCTC are available from the County Engineering Department.

1. **Call to Order & Members Roll Call.** Meeting was called to order at approximately 4:00 p.m. by Chairman Gordon and an attendance roll call was taken. A quorum was achieved for this meeting.

2. **Public Comment.** No public comment given.

3. **Approval of Minutes**

Motion: Motion was made and seconded to approve the minutes from the July 20, 2016 and September 21, 2016 meetings. Motion passed unanimously.

4. **Transportation Plan.** Mr. McCain passed out the final draft of the Transportation Plan. Mr. McCain requested a motion for adoption of the BCTC's Transportation Plan for 2016/2017.

Motion: Motion was made by Mr. Stroman and seconded by Mr. DeVito to adopt the 2016/2017 BCTC Transportation Plan as presented. Motion passes unanimously.

Any administrative corrections/revisions will now be completed by the County Engineering Department.

5. **Old Business**

A. **RFP for County Roadway Pavement Condition Survey.** The County Engineering Department received 8 proposals on November 10, 2016 for the County Roadway Pavement Condition Survey. The due date for the proposals was extended from October 13th because of Hurricane Matthew. The selection committee members, Mr. Gordon, Mr. McCain, Mr. Runko and Mr. McFee met and reviewed/evaluated the proposals and rated the submitted proposals using the criteria provided in the RFP. There were 4 tasks included in the RFP.

Task #1 – Provide a mobile assessment collection vehicle to conduct the data collection on approximately 250 miles of County maintained paved roads.

Task # 2 - Assist the County in developing a Pavement Management System to include pavement preservation maintenance techniques and associated timelines for maintenance and repair (M&R) based on the pavement distress information obtained in Task 1.

Task #3 – Provide a cost to perform inspections manually and provide pavement distress data and maintenance repair plan recommendations.

Task #4 – Report completion which includes an Executive Summary; Project Methodology and Pavement Data; Street Segment OCI; Annual pavement maintenance program recommendation; budget deferral analysis and exhibits showing OCI and street segments length, lanes and pavement type.

F&ME Consultants from Columbia, SC presented the best approach to conducting the survey and was determined to be the most qualified to perform the work. F&ME's cost to complete the project is \$111,400 for Tasks 1, 2 & 4. F&ME's cost to complete Tasks 3 & 4 is \$153,600. Therefore, the selection committee recommended F&ME to complete Tasks 1, 2, & 4. Engineering Department staff also recommended that a 10% contingency be approved at \$11,140 for a total project budget of \$122,540.

Chairman Gordon indicated that the municipalities will be asked if they want to participate in the survey for their municipality roads. This could help the pricing provided for the County's roadway survey. Length of contract is approximately 6 months. Chairman Gordon indicated that F&ME provided the best pricing. This RFP is not a formal bid but the acquisition of professional services.

MOTION: Motion was made by Mr. McCain and seconded by Mr. Runko to approve for the Chairman to negotiate for a competitive price from F&ME Consultants and recommend to the County Council Public Facilities Committee award of a contract to F&ME Consultants totaling \$111,400 for the County Roadway Pavement Condition Survey. In addition, approval of a project contingency at \$11,140, for a total budget of \$122,540 funded by C Funds. Motion passed unanimously.

Chairman Gordon and Mr. McFee will meet with F&ME to discuss value engineering, the addition of any municipality roads and F&ME's approach to completing the scope of services tasks. The Engineering Department should be able to present this recommendation to the Public Facilities Committee meeting on December 19, 2016.

SCDOT can be asked to provide pavement survey data for SCDOT roads when the BCTC reviews SCDOT roadways for resurfacing.

B. Re-evaluation of the Town of Port Royal Sidewalk Funding Request. At the July 2016 meeting, the BCTC did not pass a request for \$39,451 funding match from the Town for two corridor sidewalk projects for Waddell Road and Shell/Ribaut Road. Chairman Gordon wrote Mayor Murray about 3 items that the Town did not include in its July presentation. These items were:

1) It was shown in the application submitted by the Town to SCDOT that matching funds would be provided by the Town. It was 6 to 8 months after the application submittal that the BCTC was asked to provide matching funds; 2) Whether the USNH was contacted and asked to provide any funding; 3) Was a cost benefit study completed and how much traffic will utilize new sidewalk.

At the September BCTC meeting, Mr. DeVito reviewed the response from Mayor Murray on the questions from the July meeting. The Town will still be providing their \$40,000 commitment. The \$39,451 cost for engineering and administration was added by SCDOT after the grant application was submitted. This cost is what the Town has asked the BCTC to fund. The cost benefit review would have been done by SCDOT since the grant has been awarded already by the State to the Town. The Town was awarded a \$200,000 federal grant that is beneficial to the community. Due to a lack of a quorum, a vote was postponed until the November meeting.

Mayor Murray addressed the BCTC and thanked the committee for revisiting and reconsidering the Town's request for matching sidewalk funds for projects along Waddell Road and Shell/Ribaut Road. Mayor Murray discussed the safety

needs. For Waddell Road, the new construction would provide a sidewalk where there is a gap and dirt path that the Mossy Oaks school students use. The new project on Shell/Ribaut Road would add sidewalk where a gap exists near the USNH Heritage Park. The Town will add their match and cover any overruns.

Mr. DeVito supports the sidewalk project and he felt that the confusion on the Town's match of \$40,000 has been cleared up. He reemphasized the match funds of \$39,451 is an additional requirement from the state. City of Beaufort has provided a letter to the BCTC supporting this project.

Motion: Mr. DeVito made the motion to approve the package as submitted by the Town of Port Royal for a \$39,451 match from the BCTC for the Waddell and Shell/Ribaut Road sidewalks. Mr. McCain seconded the motion. The motion was discussed.

Mr. Wilson asked for clarification on the projects costs. Mr. Willis, Town of Port Royal Manager, reviewed the project's total cost which is estimated at \$286,000.

**Chairman Gordon called for the vote on the motion: For: Mr. McCain, Mr. DeVito, Mr. Morrall, Mr. Stroman
Opposed: Mr. Forrest, Mr. Runko, Mr. Wilson. Motion passed.**

There was concern raised about the process for when a previous voted on motion to not approve was finalized that a request for funding was revisited/reconsidered on a new agenda without input from all the committee members. Chairman Gordon indicated that since the CTC's Transportation Plan had not been adopted until this November meeting, that the CTC was using older procedure standards. He stated that the new transportation plan is very specific and will allow only one vote for the designated submittal period. Mr. McCain stated that with the adoption of the 2016/2017 Transportation Plan the municipalities are given guidelines on submittal for funding requests. Mr. McCain additionally added that there is a review process provided in the transportation plan.

C. **SCDOT Roadway Projects**. Mr. Mulligan, SCDOT Resident Maintenance Engineer, did not attend today's meeting to present an update but he did submit an email to the County Engineering Department with project information that was passed out to the committee. Mr. DeVito reminded Chairman Gordon to request that Toby Wickenhoefer, SCDOT Resident Construction Engineer, attend future BCTC meetings along with Mr. Mulligan.

D. **Status of Road Funds Appropriation for US & SC Routes**. Mr. McFee is working on estimates for the 2017 Nonrecurring Funds resurfacing recommendations. The funds are specific to US or SC roadways only.

6. New Business

A. **Treasurer's Report – 1st Qtr FY 2017 Financial Statement and 2016 C Fund Audit**. The Treasurer's Report was presented for the period ending September 30, 2016. The C Program audit will be conducted on December 15, 2016. Chairman Gordon will attend the audit. The C Program Manager conducts the audit review with the County Engineering Department.

B. **BCTC FY 2017 Contingency Fund**. The BCTC had established a contingency fund which is 25% of the average annual revenue over a 5 year period at a minimum of 20% per year. The contingency fund is a single line item on the financial statement. Chairman Gordon requested that the committee approve funding the 2017 contingency.

Motion: Mr. Runko made a motion to program the FY 2017 Contingency Fund. The motion was seconded by Mr. McCain. The motion passed unanimously

C. **FY 2017 Nonrecurring/Recurring Revenue**. Per Mr. McFee, the County has received \$1,296,700 in a one-time nonrecurring C fund deposit for FY 2017. The 2017 nonrecurring revenue is programmed for focusing on resurfacing improvements for US and SC routes. The available C funds for the 2017 SCDOT resurfacing is estimated at \$1.9 million which is a combination of nonrecurring and recurring C funds.

D. **Hurricane Matthew Aftermath.** Chairman Gordon asked to have this item added to the agenda due to a unique situation. Hunting Island State Park's roadways are state routes in the state secondary roadway system. The question arose then what will happen to the road repairs on Hunting Island State Park that were damaged by Hurricane Matthew. The Department of Parks, Recreation and Tourism had requested funding to repair coastal state parks at Hunting Island and Edisto. Senator Leatherman turned down funding repairs until the department came back with a comprehensive plan vice a piecemeal plan for repair. Mr. McFee contacted Ray Stevens, Park Manager at Hunting Island and was told that the comprehensive plan is 80% completed and will be presented in approximately the next 60 days for funding. Hunting Island State Park provides 45% of the SC Department of Parks revenue which helps funds other SC parks.

Beaufort County is managing the contract for both County and State roadway debris removal. Hilton Head Island is managing its own debris removal contract.

E. **Adoption of 2017 Regular Meeting Schedule**

Motion: Mr. Forrest made the motion and seconded by Mr. England to adopt the 2017 regular meeting schedule as presented in the agenda. The motion passed unanimously.

Per the new transportation plan, members can miss 2 unexcused meetings.

7. **Public Comment.** No public comment given.

8. **Meeting Adjourned.** The January 18, 2017 meeting will be held at 4:00 p.m., in the Executive Conference Room, County Administration Building, Robert Smalls Complex, Beaufort, SC.