

**BEAUFORT COUNTY TRANSPORTATION COMMITTEE
MINUTES OF MEETING ON September 20, 2017**

The regular meeting of the Beaufort County Transportation Committee (BCTC) was held on September 20, 2017 in the Executive Conference Room of the Beaufort County Administrative Complex located at 100 Ribaut Road, Beaufort, South Carolina.

MEMBERS PRESENT: Bod Arundell, Christopher England, Craig Forrest, Kraig Gordon, Mark McCain, James Morrall, Joseph Stroman

MEMBERS ABSENT: John Glover, Joe DeVito, Paul Runko, Stephen Wilson

OTHERS PRESENT: County Council Member Alice Howard, District 4
Rob McFee, Beaufort County Division Director for Construction, Engineering & Facilities
Lamar Taylor, City of Beaufort Public Works Director
Darrin Shoemaker, Town Hilton Head Traffic Engineer
Wendell Mulligan, SCDOT Resident Maintenance Engineer
Dan Chism, F&ME Consultants
Bryan Bauer, F&ME Consultants
Property Owners on Shiney Road

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.

3. **Approval of Minutes**

Motion: a motion was made and seconded to approve the minutes from the July 17, 2017 meeting. Motion passed unanimously.

4. **2017/2018 BCTC Transportation Plan.** Mr. McCain presented the 2017/2018 BCTC Transportation Plan. The PMS plan has been included. The new forms for requesting improvements on roadways has been added.

Motion: A motion was made by Mr. McCain and seconded by Mr. England to adopt the 2017/2018 BCTC Transportation Plan as presented. The motion passed unanimously.

5. **Old Business**

A. **Secondary SCDOT Roadway Condition Survey.** Mr. Dan Chism with F&ME presented the SCDOT Secondary Road Condition Survey and Priority Ranking prepared for the BCTC. Since SCDOT has asked the CTC's to concentrate improvements to state secondary roads, the BCTC had F&ME complete a condition survey of these roads. SCDOT provided F&ME with all the electronic data on the state secondary road condition surveys. Per Mr. Chism, the F&ME survey and priority ranking for the SCDOT secondary roads, proves the BCTC with a ranking/rating system to determine which roads needs to be addressed for resurfacing treatment. Mr. Arundell asked why a road that appears to be in good condition would get improvements before a road in fair/poor condition. Mr. Chism stated that in order to stretch maintenance funds, a road in good condition needs to be kept in that condition by some type of preventive maintenance. This helps extend the life of a road. Roads with higher ADT would have priority maintenance over a road with lower ADT. CTC's are not bound by SCDOT standards for selecting roads for resurfacing improvements.

B. **Municipal/County C Fund Requests.** Mr. McCain presented the evaluation committee's recommendations on the The City of Beaufort, Town of Hilton Head, Town of Port Royal and Beaufort County funding requests presented at the July 17, 2017 BCTC meeting. The following are evaluation committee's projects recommended for approval. The CTC portion is recommended funding level.

1. Town of Hilton Head – Pope Avenue Resurfacing Improvements	\$ 850,000	CTC Portion
2. Beaufort County - US 278 Signal Timing Improvements	\$ 89,000	CTC Portion
3. Town of Port Royal – Paris Avenue/Ribaut Road Intersection & Beaufort County Traffic Signal Upgrades	\$ 40,000	CTC Portion
4. City of Beaufort - Resurfacing Improvements Phase 1 only roads located in the city limits	\$ 290,000	CTC Portion

The evaluation's committee full Municipal CTC Funding Request Review & Recommendation Report dated 8/30/17 is attached.

Motion: A motion was made by Mr. Arundell and seconded by Mr. Stroman to approve the evaluation committee's recommendations as listed and presented in their 8/30/17 report. The motion passed unanimously.

Chairman Gordon asked the BCTC to consider approving the Year 1 & 2 of the County Road Pavement Improvement Plan. Years 1 thru 5 are included in the Pavement Condition Survey Report presented to the BCTC at its July 2017 by F&ME. Year 1 and 2 roads are primarily in the Towns of Hilton Head and Bluffton and have high PMS and high ADT. Mr. Arundell is concerned that none of the roads that are rated poor are not scheduled for improvements in years 1 and 2. The idea behind the ratings is all the criteria are considered in the PQI based on road quality and amount of traffic. The plan uses an objective analysis. Mr. Arundell again stated that he has a problem with the worst roads not be included in years 1 and 2 of the pavement improvement plan.

A motion was made by Mr. England and seconded by Mr. Morrall that year 1 and year 2 of the County Road Pavement Improvement Plan be adopted and approved for construction. The motion was discussed. Mr. Arundell suggested an alternative motion for the committee to consider that some percentage of funds to be spent on the very poor roads each year. Mr. Arundell's suggested alternative motion was not considered.

Motion: A motion was made by Mr. England and seconded by Mr. Morrall that year 1 and year 2 of the County Road Pavement Improvement Plan be adopted. For: Mr. England, Mr. Forrest, Mr. McCain, Mr. Morall, Mr. Stroman Opposed: Mr. Arundell

The County Engineering Department will start working up years 1 and 2 for bid advertisement for a paving improvement project for County maintained roads.

C. Update on Contract 50 Dirt Roads. Contract 50 includes 9 dirt roads for paving. Contract 50 was advertised as two separate bids in July. Contract 50A includes Butler Farms Road, Johnson Landing Road and Trotters Loop and will be funded from TAG funds. Contract 50WE includes Albertha Fields Circle, Almond Drive, Coker Lane, Devonwood Drive, Mary Smalls Road and Shiney Road and will be funded from C Funds. Contract 50 is the last dirt road paving grouping that was approved for pavement by the previous BCTC. Per Mr. McFee, Contract 50A & Contract 50WE bids have been received and a award recommendation will be presented to the County Council's Public Facility Committee on September 25, 2017. Total C fund budget for Contract 50WE will be \$2,637,752 which represents the recommended contract award amount of \$2,397,957 plus a 10% project contingency. Contract 50A recommended contract award amount is \$2,170,247 with a 10% project contingency for a total budget of \$2,387,272 funded by County TAG funds. Construction should start sometime in late fall.

D. C Fund Law. Chairman Gordon recommended that the committee members review the C Fund Law. Section K of the C Fund Law insulates CTC's from liability. The SCDOT C Fund Manager feels that the BCTC does not have to get separate liability insurance.

E. C Funds Returned by the SCDOT C Fund Manager. SCDOT C Fund Manager has returned \$133,845 to the BCTC for funds not used from the FY2014/15 25% allocation projects. These projects were the resurfacing of Broad River Drive, Joe Frazier Road and Spanish Wells Road.

New Business.

A. **FY 2017/2018 C Fund Revenue Distribution**. Chairman Gordon has received the FY 2017/2018 C Fund Revenue Distribution statement from the SCDOT C Fund Program Manager. Beaufort County's apportionment is projected to be \$1,958,500 with a donor bonus of \$330,961. Starting in FY 2018, CTC's portion will increase to .3325 cents a gallon. This information is presented for information.

B. **FY 2017 BCTC Annual Financial Statement**. Mr. McCain presented the BCTC's FY 2017 annual financial statement. The statement is a summation of the annual revenue and expenditures. This statement is not the finalized statement which will be due to SCDOT by October 1st. The County Finance Department is computing the annual interest earned on the 2016 and 2017 nonrecurring C Funds.

C. **FY 2018 and FY 2019 Cash Flow Charts**. Mr. McCain reviewed a C Fund cash flow charts prepared for FY 2018 and FY 2019 C Fund and TAG Fund revenue and expenditures.

D. **2017 CTC/SCDOT Regional Meeting**. Chairman Gordon got an invitation from SCDOT for a C Fund Program Regional Meeting in Charleston on October 25, 2017. All members of the CTC is invited to attend. The Chairman requested that the members send him any comments they would like discussed.

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

8. **Meeting Adjourned**. The November 15, 2017 meeting will be held at 4:00 p.m., in the Executive Conference Room, County Administration Building, Robert Smalls Complex, Beaufort, SC.

TO: Beaufort County CTC

FROM: Municipal Funding Working Group (John Glover, Christ England, and Mark McCain)

CC.: Kraig Gordon, Chairmen, Rob McFee, Co. Engr., Maggie Hickman

RE.: Municipal CTC Funding Request Review and Recommendations

DATE: August 30, 2017

At the pleasure of the Chairman, Kraig Gordon, the mentioned working group met with Rob McFee on August 1, 2017 and reviewed each of the projects and discussed the generic merits of each item, and established guidelines for evaluating each of the projects in a numeric valued structure. Upon completion of the numeric evaluation of each project, project priorities were established and further discussions via e-mail were conducted with specific recommendations per project were developed.

Priorities for the various projects are based upon the ability of the CTC to fund such projects. The priorities list is as follows:

- Priority 1: Pope Ave resurfacing
- Priority 2: 278 Signal Timing
- Priority 3: Bluffton Traffic Circle signage
- Priority 4: Ribaut Rd. @ Lady's Island turn lane
- Priority 5: Paris Ave @ Ribaut Road signal improvements
- Priority 6: City of Beaufort resurfacing request

The general discussions concerning the various projects led to the development of the following recommendations. In a couple of cases there was no absolute agreement between the three members of the working group, and the rule of majority is the basis for our recommendations.

- Pope Ave resurfacing.
 - Recommendation: To fund the resurfacing with the understanding that all work and billing shall be completed and post construction project billing will be completed and submitted by June 30, 2020.
 - The Town of Hilton Head is to match the funding as presented and CTC funding should come from the 25% rule of SCDOT funding.

- 278 Signal timing
 - Recommendation: To fund the project
 - County Traffic Engineering is to match the funding as presented and CTC funding should come from the 25% rule of SCDOT funding.
- Bluffton Traffic Circle signage
 - Recommendation: No recommendation as County Council requested Traffic Engineering to address the issue further in concert with the SCDOT. No action on the part of CTC.
- Ribaut Road @ Lady's Island turn lane
 - Recommendation: No funding as the current plan submitted does not meet the consensus of the Municipal Working Groups review that this issue requires more research to validate the concept. Suggest Traffic Engineering review and possibly submit a revised design.
- Paris Avenue @ Ribaut Road signal improvements
 - Recommendation: To fund the improvements as presented.
 - The Town of Port Royal and Traffic Engineering are to provide matching funds and the CTC utilizing the 25% rule of SCDOT funding.
- City of Beaufort resurfacing request
 - Recommendation: To fund the resurfacing of phase I of a three phased request of city streets and one SCDOT roadway.
 - The City of Beaufort is to provide the matching funds as submitted via as post presentation e-mail for the sum of \$20,000, and CTC providing the funding if the funds are available. In concert with SCDOT, a review of Twin Lakes Road was completed and drainage improvement must be completed prior to any paving. Paving of the SCDOT Craven Street is to be from the 25% rule of SCDOT funding.

The working group will be glad to answer any questions that the CTC may have concerning our recommendations.

September 20, 2017

Recommended BCTC Petitions for Improvements to Publicly Maintained Roads

All Project to be Performed on a Reimbursable Basis

Submittals Received: 6/15/17

The following submittals were recommended for approval by review committee

1. Town of Hilton Head – Pope Avenue Resurfacing Improvements	\$ 850,000	CTC Request
Local Match (In Kind)	<u>212,750</u>	
	\$1,062,750	Total Est Cost
2. Beaufort County - US 278 Signal Timing Improvements	\$ 89,000	CTC Request
Local Match	<u>11,000</u>	
	\$ 100,000	Total Est Cost
3. Town of Port Royal – Paris Avenue/Ribaut Road Intersection		
Traffic Signal Upgrades	\$ 40,000	CTC Request
Local Match		
Town of Port Royal	10,000	
Beaufort County	<u>10,000</u>	
	\$ 60,000	Total Est Cost
4. City of Beaufort - Resurfacing Improvements to \pm 5.56 miles		
of various roads located in the city limits	\$1.1 million	CTC Request
Local Match	20,000	
Phase I	290,000	
Phase II	590,000	
Phase III	<u>305,000</u>	
	\$1.1 million	Total Est Cost