

**Beaufort County Stormwater Management Utility Board (SWMU Board)**  
***Meeting Minutes***

April 2, 2014 at 2:00 p.m. in Beaufort Industrial Village Building #2 Conference Room

**Board Members**

**Present**                      **Absent**

Don Smith  
William Bruggeman  
Patrick Mitchell  
Allyn Schneider  
James Fargher

**Ex-Officio Members**

**Present**                      **Absent**

Andy Kinghorn  
Scott Liggett  
Kimberly Jones  
Van Willis

**Beaufort County Staff**

Eric Larson  
Eddie Bellamy  
Danny Polk  
Carolyn Wallace  
Alan Eisenman

**Visitors**

Lamar Taylor, City of Beaufort  
Bryan McIlwee, Town of Hilton Head Island  
Paul Moore, Ward Edwards  
Reed Armstrong, Coastal Conservation League  
Danielle Mickel, USCB WQ Lab  
Mike Monday, USCB WQ Lab  
Bill Weiss, Low Country Institute

**1. Meeting called to order** – Don Smith

- A. Agenda – Approved.
- B. March 5, 2014 Minutes – Approved.

**2. Introductions** – Completed.

**3. Public Comment(s)** – Mr. Allyn Schneider voiced concerns that he read an article in the newspaper that the proposed shopping center at the intersection of Highway 46 and 278 is requesting to be allowed to have 20% effective imperviousness (EI). Mr. Eric Larson said this development agreement is mentioned in his SW Manager report. The drainage plan has been submitted for his review for the Natural Resources Committee meeting on Friday. However, he was still reviewing and not prepared to speak to the finding of his review. He will be reviewing the drainage plan on three criteria; volume control, release rate, and water quality. The drainage plan may meet the required numbers for all three of these criteria but not the 10% EI. Discussion ensued. The board member's understanding when the BMP Manual was revised, was that the 10% EI was not a target but a requirement. Mr. Larson said he understood the sentiment of the board and would consider when providing his report to the Natural Resources Committee on Friday.

**4. Reports** –

- A. **Town of Bluffton** – Ms. Kim Jones provided a presentation on the town's stormwater program ([please see attachment](#)). She discussed the town's inspection program, the May River modeling project, the town's community outreach efforts, and maintenance and street sweep projects performed by the town's Public Works Department.
- B. **Monitoring Update** – Mr. Eric Larson

Mr. Larson submitted his written report in advance ([please see attachment](#)). He discussed the USCB lab and the coordination with the Town of Port Royal on a monitoring plan near shellfish station 15-25.

**C. Utility Update – Eric Larson**

Mr. Larson submitted his written report in advance ([please see attachment](#)). He provided an update on the implementation of the MS4 program, the development of a pet waste brochure and the purchase of “dog-bone” bag dispensers in partnership with the Solid Waste and Recycling Department to be distributed to new pet owners that adopt from the County Animal Shelter and as giveaways for the upcoming Earth Day events.

*Promotions* - Mr. Larson also congratulated Danny Polk on his promotion to Stormwater Utility Inspection Supervisor and Seth Stanbery promotion to Stormwater Infrastructure and MS4 / GIS Data Manager. These promotions are some of the first changes to be made to implement the MS4 permit and reflect the utility’s changing needs in inspection and data management. Evelyn Sutton was also promoted to Utility Operations Coordinator to reflect a change with her job duties related to utility locates and pending implementation of providing 811 locates of our stormsewer system.

*Jellyball* - Mr. Larson is in the process of reviewing the stormwater pollution prevention plan for the proposed Carolina Jellyball processing facility in Lobeco and unloading facility on Golden Dock Road in St. Helena Island.

**D. Stormwater Implementation Committee Report – Eric Larson**

Mr. Larson submitted his written report in advance ([please see attachment](#)). The SWIC met last month. Mrs. Carolyn Wallace presented the Stormwater Management fee budget for FY15 and the members discussed Illicit Discharge, Detection, and Elimination (IDDE) MCM program needs.

**E. Upcoming Professional Contracts Report – Eric Larson**

Mr. Larson submitted his written report in advance ([please see attachment](#)).

*US 278 retrofit ponds* – Bid due date has again been extended again pending changes to one of the ponds and access changes to all four of the ponds. Mr. Polk is trying to get the addendum issued and obtain an easement from Berkeley Hall to use their maintenance road as one of the access points for the pond.

*Administration Building Complex Parking Lot* – Project still out for bid.

*Okatie East Monitoring Program* – Mr. Larson has received the proposal from the consultants, Ward Edwards and is in the process of executing the contract.

*Trask Parkway and Paige Pointe Overtopping studies* – Andrews and Burgess are finishing up these two projects. Results will be added to the list of potential retrofit projects.

**A. Financial Report - Alan Eisenman – Mr. Eisenman presented the un-audited February interim financial statements for the Stormwater Utility ([please see attachment](#)). Following are the highlights from his presentation:**

- Actual February FY14 revenues are \$381K more than Actual February FY13 revenues. Mr. Eisenman met with the Deputy Treasurer and they analyzed the data and determined that more property owners paid their taxes before the tax sale this last year and more property owners are currently paying their taxes earlier this year causing this surge in revenue.
- Actual February FY14 expenses are at 53% of budget for FY13.
- Unrestricted Fund Balance from Balance Sheet Increased by \$580,000 or 25% since last FY at this time.

Cash from Balance Sheet Increased by \$386,000 or 10% since last FY at this time.

**F. Fiscal Year 2015 Proposed Budget – Mrs. Carolyn Wallace**

In her presentation of the proposed FY 2015 budget ([please see attachment](#)), Mrs. Wallace presented three proposed new or expanded programs: MS4 Program, Expansion of the Extent of Service (EOS),

and becoming a provider for the South Carolina 811 (SC811) system. She detailed the budgetary needs to include these expanded or new programs.

She reported on ongoing and upcoming accounting changes. This year a third fund is being created for the Capital Improvement Fund. In FY 2016 it is anticipated that a fourth fund for the Regulatory Section will be created to better account for the section's efforts and expenditures and will include all efforts to address the MCMs in the new MS4 permit.

Mr. Schneider asked about the efforts to address the military installations' delinquent SWU fees. Mr. Van Willis said he feels that every citizen benefits to a certain extent from the efforts of the SWU and a portion of the SWU fees should be paid by the military installations. But he also feels that a portion of the fees can be abated if they can get the military to discuss this with the utility.

Discussion ensued concerning the Capital Improvement Fund and the need for a Reserve Policy. Staff will be working on developing a reserve policy in the future.

Mr. Scott Liggett asked about the timeline for the update to the Stormwater Management Master Plan (SMMP). Mrs. Wallace said this is a 10-year plan and the update is due in FY2016. The cost of the SMMP is in the FY 2016 budget but it is crucial that the scope is determined by the SWIC in this upcoming fiscal year 2015 so that the contract can be advertised for bids at the start of FY 2016, to give the consultant, county and municipalities ample time to develop the management plan in FY2016.

**G. Maintenance Projects Report** – Mr. Eddie Bellamy reported on (2) major projects, Okatie East Retrofit and Forrest Field Subdivision. He presented (13) minor and/or routine maintenance projects in a shortened format. He also mentioned that they investigated the drainage issues for Big Estate. The cause of the drainage issue may be the improvements to the duck ponds in the area. They still have not identified a solution.

**5. Unfinished Business** – Eric Larson

**A. Regional Coordination** - Eric Larson

Mr. Larson submitted his written report in advance ([please see attachment](#)).

*Battery Creek Pond* – Mr. Paul Moore said the surveying is on-going. The wet weather has delayed this effort but they should soon have what they need to start the design work.

**B. Forby Tract Land Acquisition** – Eric Larson

After receiving two proposals it was decided not to pursue the study or the purchase of the site using Stormwater Utility Funds. Costs for the study work were rather high, probably due to the short deadline, and we were concerned that the project need would not be justified.

**6. New Business** – Mr. Don Smith mentioned that there will be four mechanical BMPs installed on the Albergotti Bridge project.

**7. Public Comment** – None.

**8. Next Meeting Agenda** – Mr. Larson changed the order of his report on the upcoming agenda so that his presentation will flow better. ([Please see attachment](#)).

If possible, the board would like the County Attorney to appear to discuss the military installations' delinquent SWU fees. Agenda approved with this possible addition to the agenda.

**9. Meeting Adjourned.**

# Town of Bluffton-

## Stormwater Management Activities 2013 - 2014

April 2, 2014



# 2013 Projects/Program Overview

- 319 Phase 1 New Riverside Pilot Project Completed
- Inspection Programs
  - Sediment & Erosion Control
  - Stormwater Infrastructure GPS
  - Verdier Cove Flow
  - Water Quality Monitoring
- May River Watershed Modeling Project
  - Land Use Inventory
  - XPSWMM Modeling
- Community Outreach & Participation Programs
  - Septic System Assistance Program/Sewer Master Plan
  - Educational Outreach & Community Participation
- Public Works
  - Ditch Maintenance
  - Street Sweeper & Wash Rack



# 319 Phase1: New Riverside Pilot Project

Constructed stormwater pond to treat 300 acre sub-watershed



# Sediment & Erosion Control

Conducted >2,000 S&EC inspections



# GPS Infrastructure & Verdier Cove Flow Monitoring

Collected >1,600 GPS SW infrastructure sites

Conducted >200 Verdier Cove flow inspections





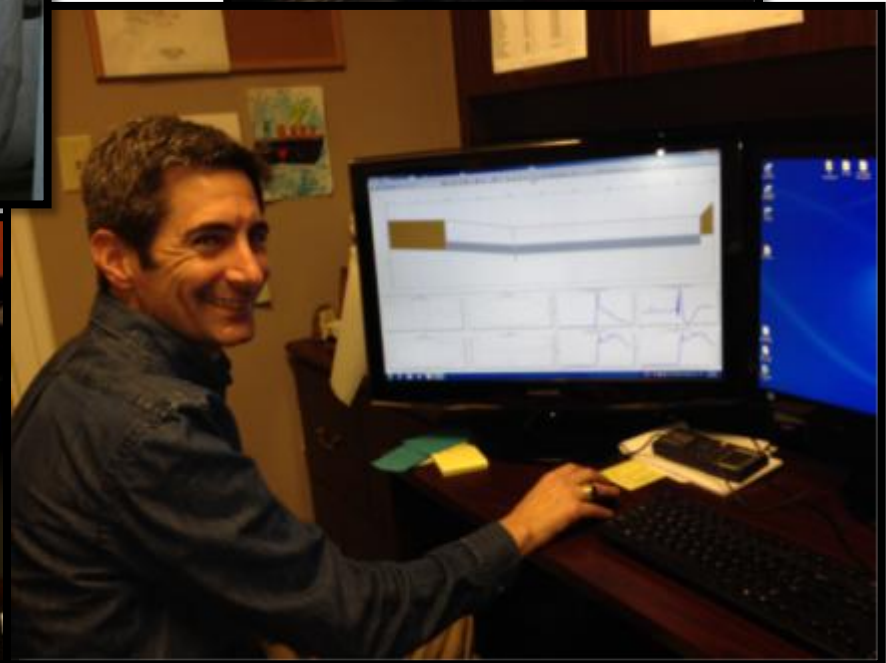
# Water Quality Monitoring

Collected nearly 700 water quality test samples



# Land Use Inventory & Modeling

Created land use inventory of 2002 & modeled headwaters conditions

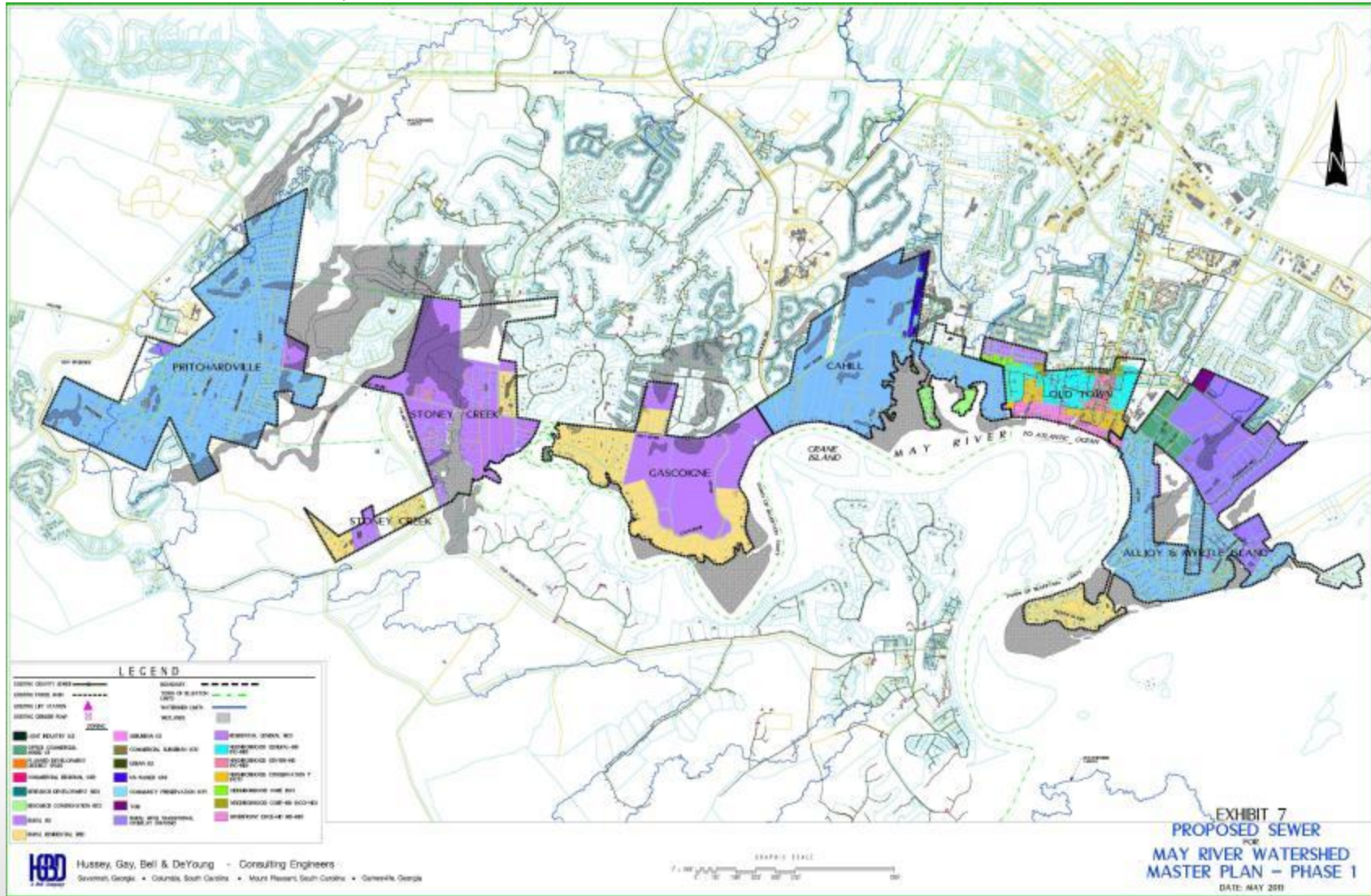


# Septic System Maintenance Assistance & Sanitary Sewer Connection

Facilitated 20 septic system inspections and pump-outs/repairs within the Town's jurisdiction in the Buck Island/Simmonsville Roads area. Phase 3 of CDBG-supported sewer connection is underway.



# May River Watershed Sewer Master Plan – BJWSA & Town of Bluffton



# Educational Outreach

Conducted ~50 speaking engagements reaching ~3,000 participants



# Community Participation

Coordinated 2 community clean-ups with >300 participants and 2 ½ tons of debris collected



# Public Works

Purchased an equipment Wash Rack and Street Sweeper which is used on ~16 miles of roads.



# May River Watershed Action Plan 2014

- Outreach/Participation
  - 14<sup>th</sup> Annual May River Cleanup & Earth Day Celebration
  - Educational Kiosk for Town Hall
  - Stormwater Educational Video
  - May River Watershed Road Signs
- Retrofit Projects
  - 319 Phase 2 Pine Ridge
  - RFQ Stormwater Consulting Services
- Funding





# 14th Annual May River Cleanup & Earth Celebration

**Saturday, April 26<sup>th</sup>**

- 9 AM – Noon:  
Cleanup @ Oyster  
Factory Park
- 11 AM – 4:00 PM:  
Earth Day Celebration  
off Calhoun St.

Join us at  
OYSTER FACTORY PARK  
for the

## May River Cleanup Elementary School Challenge

Battle against your fellow elementary schools to help clean up and protect the May River. The school with the most participation will win a free Critters of the Lowcountry presentation from Joe Maffo with Critter Management.



where:

Oyster Factory Park, Bluffton

when:

April 26, 2014 from 9AM-12PM

r.s.v.p.

[blewis@townofbluffton.com](mailto:blewis@townofbluffton.com)

Our Rivers  
Our Responsibility



# Educational Kiosk for Town Hall

- Developed with SWU partnership
- Content from Carolina Clear & PRSF



# Stormwater Educational Video

Dubois Park Rain Garden

Visit  
[www.neighborsforcleanwater.org](http://www.neighborsforcleanwater.org)

Brought to you by:



Neighbors for Clean Water  
Our Rivers. Our Responsibility

TOWN OF BLUFFTON  
SOUTH CAROLINA

TOWN OF BLUFFTON  
SOUTH CAROLINA

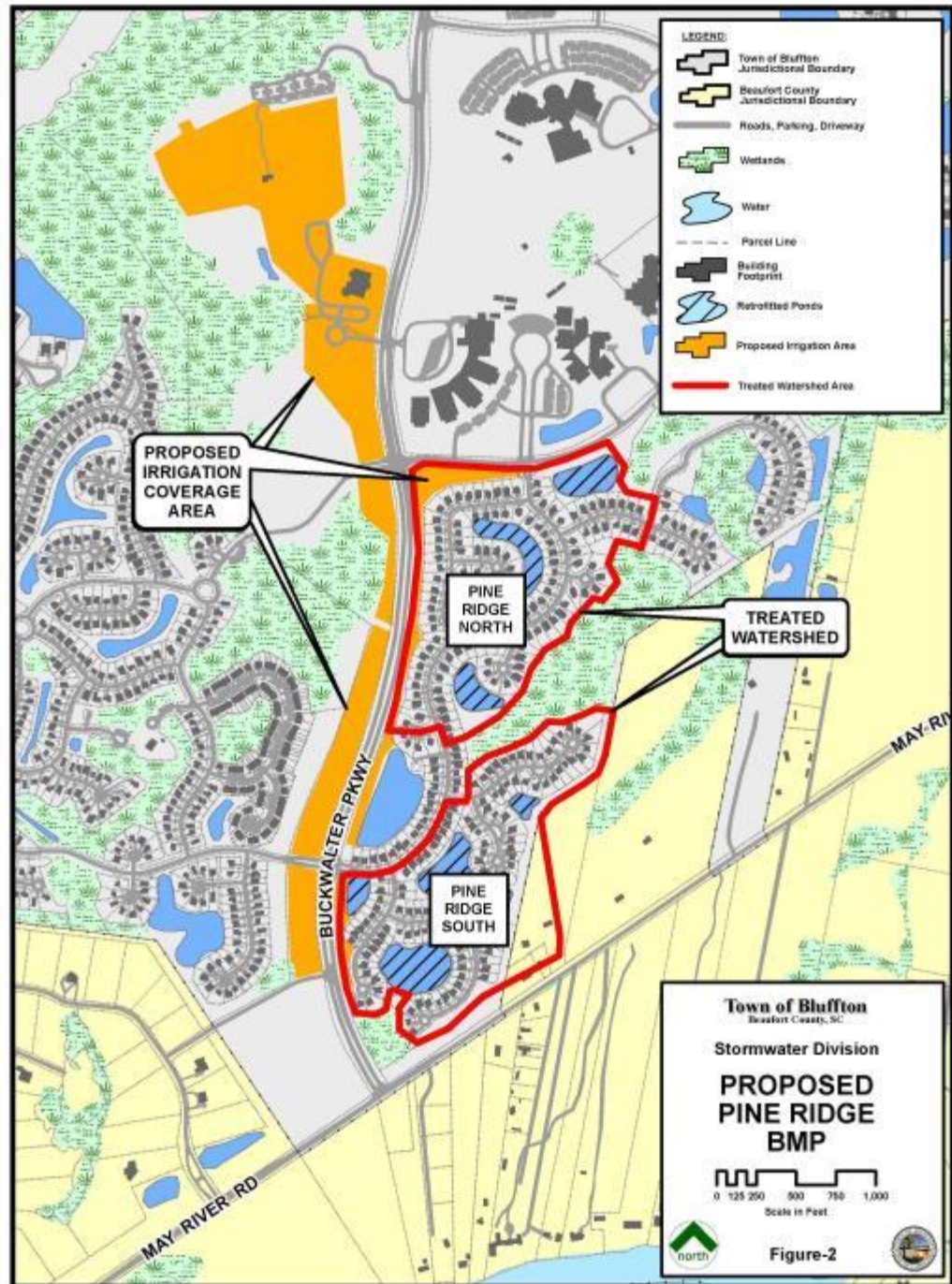
Beaufort County South Carolina  
1769

# May River Watershed Signs

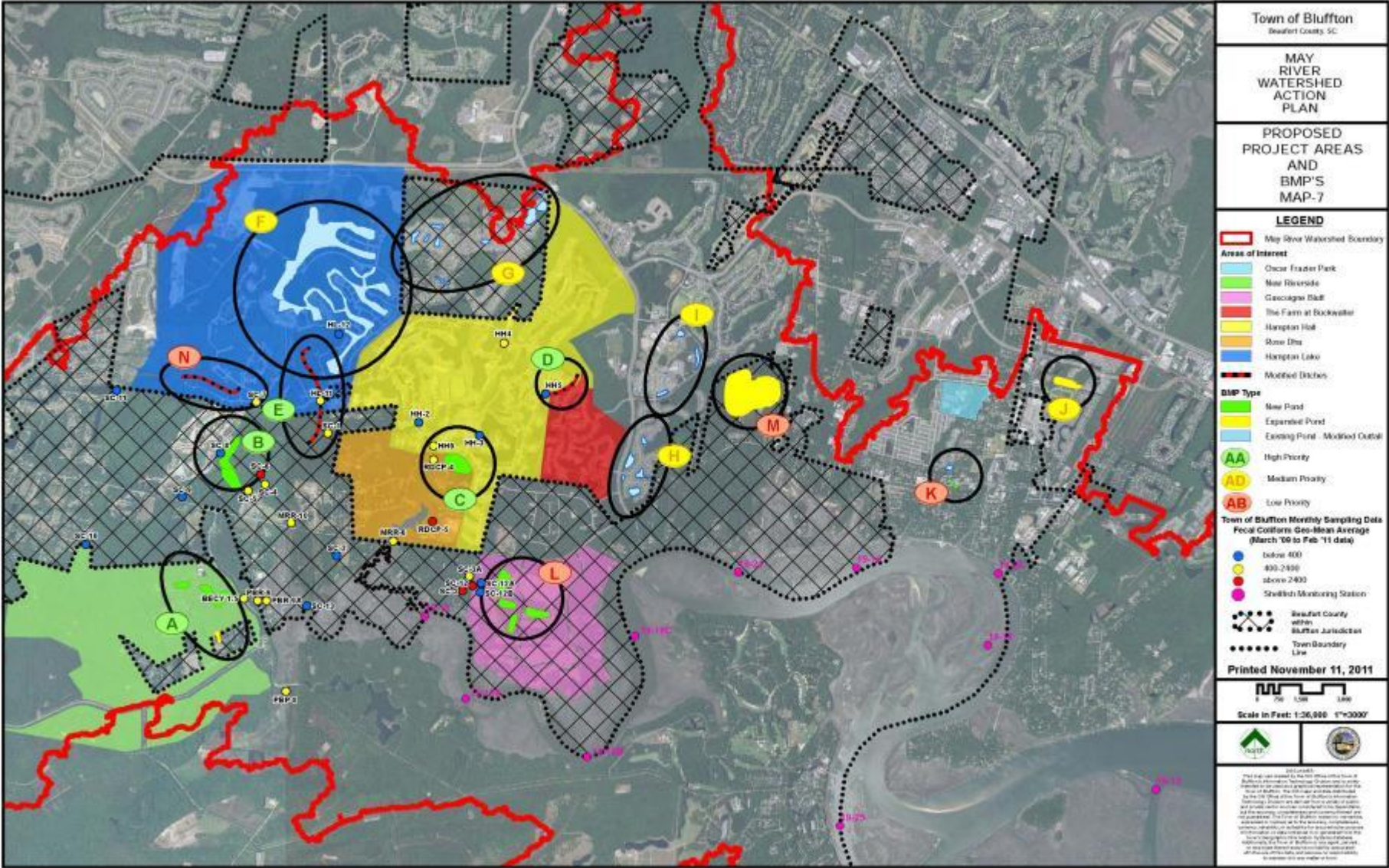


# 319 Grant Phase 2 Pine Ridge

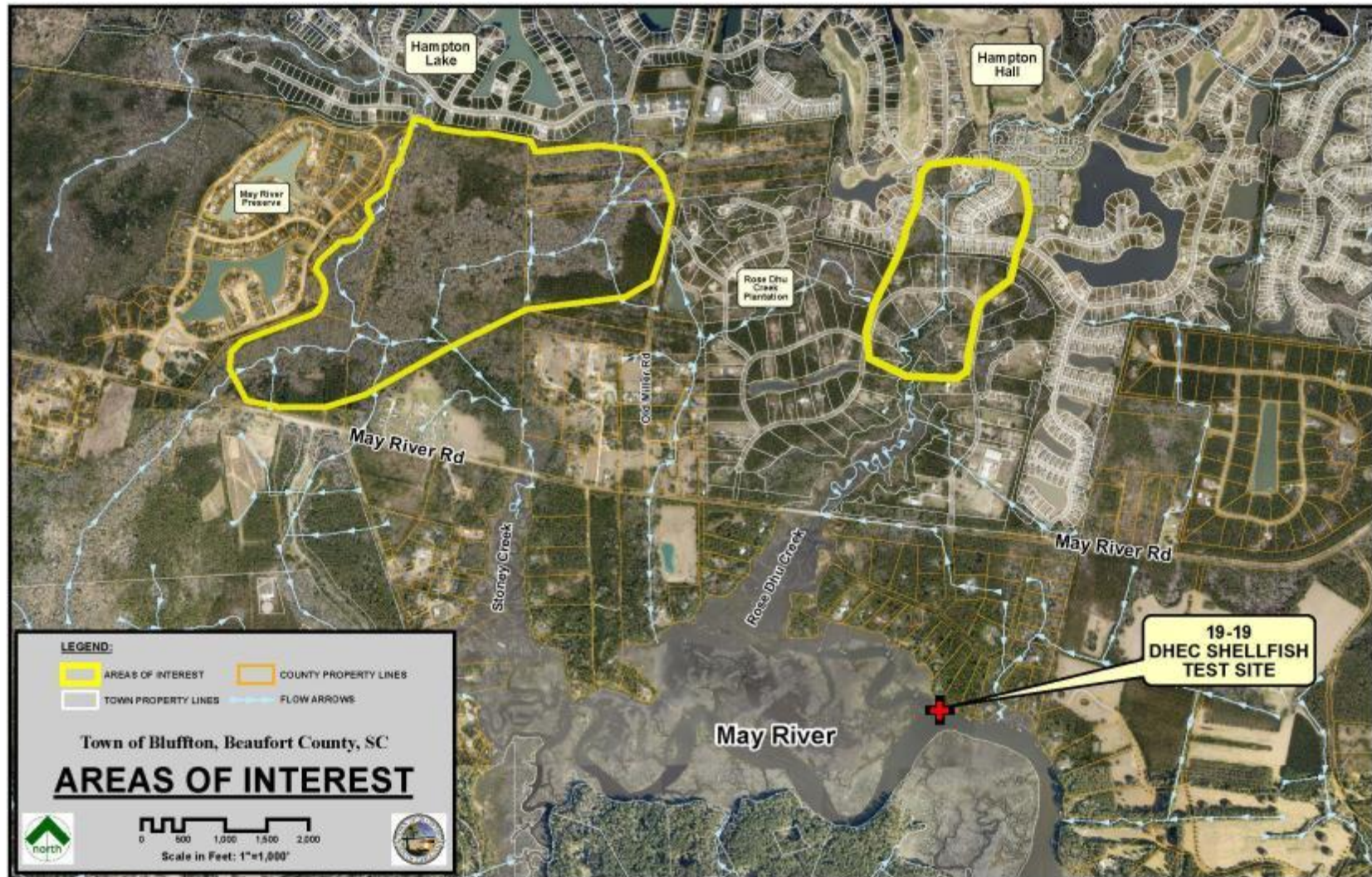
- Easement signed by Town and POA
- Next Steps -
  - Pre-project flow monitoring
  - Design contract
  - Construction



# RFQ - Stormwater Consulting Services



# Recent DHEC Funding - \$100,000





BLUESTONE BLUFF





**BEAUFORT COUNTY STORMWATER UTILITY**  
**120 Shanklin Road**  
**Beaufort, South Carolina 29906**  
**Voice (843) 255-2801 Facsimile (843) 255-9478**



April 2, 2014

**Stormwater Manager's report for the Stormwater Utility Board Meeting**

Utility Update

1. DHEC and MS4 update – We continue to develop a plan for implementation of the MS4 program. I have been interviewing other MS4 programs across the state to learn how others are implementing their programs and how they are sharing tasks between multiple jurisdictions. I will be addressing the Natural Resources Committee in May to provide an overview of the MS4 program and the status of our County Stormwater program.
2. Budget for FY15 – Submitted in early March. We are awaiting feedback from the County Administrator's office.
3. Public Education Effort / Dog Waste Education – We recently partnered with the Solid Waste Division to create a brochure educating pet owners about pollution from fecal deposits. Recycling paid for baggie dispensers that clip onto leashes and Stormwater paid for printing of the brochures. They will be distributed to new pet owners that adopt from the County Animal Shelter.
4. Earth Day 2014 – I am considering partnering with the Friends of the Bluffton Dog Park to distribute dog waste baggie dispensers and brochures during the May River Clean-Up and Earth Day Celebration on Saturday April 26<sup>th</sup>. We may also distribute materials at other events associated with Earth Day.
5. Larson, Wallace, and Polk will be attending the SESWA spring conference next week. It includes a session by EPA Region 4.
6. Larson, Polk, Kim Jones (Bluffton) and Jeff Buckalew (HHI) attended the quarterly meeting of the SCASM earlier this month. Topics ranged from a DHEC update, post-construction BMP design and inspection, and BMP inventory
7. I attended a training seminar on March 25<sup>th</sup>. "Current Stormwater Issues in South Carolina". This was training intended for me to get better acclimated to state regulations.
8. Promotions – Danny Polk was promoted to Stormwater Utility Inspection Supervisor and Seth Stanbery was promoted to Stormwater Infrastructure and MS4 / GIS Data Manager. These promotions are some of the first changes to be made to implement the MS4 permit and reflect our changing needs in inspection and data management. Evelyn Sutton was also promoted to Utility Operations Coordinator to reflect a change with her job duties related to utility locates and pending implementation of providing 811 locates of our stormsewer system.

## Monitoring Update

1. USCB Lab – County Council has established an action item to develop a strategic plan for the “next steps” of the water quality lab, specifically the implementation of the plan to utilize the lab for all water quality monitoring efforts by the County and others. I have met with Dr. Warren and begun the process of outlining the plan. The Council would like to see the plan in place by January 2015.
2. The Town of Port Royal has asked me to revisit a monitoring plan for the area near shellfish station 15-25. It is located in the Dowlingwood Tributary of Battery Creek. It is the only site impaired within the watersheds within the limits of the Town of Port Royal. Danny Polk and Dan Ahern had looked into this before and performed sampling at several locations in the vicinity of Parris Island Gateway and Savannah Highway intersection. As we move forward, we will try to identify sources of fecal contamination and develop potential project concepts.

## Stormwater Implementation Committee (SWIC) Report

1. The SWIC met on March 12<sup>th</sup>. The topics were the [Stormwater Management fee budget for FY15](#) and Illicit Discharge, Detection, and Elimination (IDDE) program needs. ([See attached draft minutes](#))

## Stormwater related Projects

1. Proposed Carolina Jellyball processing facility in Lobeco and unloading facility on Golden Dock Road in St. Helena Island – No action since last report.
2. Drainage issue on H.E. McCracken Circle in Bluffton – I recently met with Town staff to discuss recent field investigations and potential solutions. Town of Bluffton staff is going to conduct more field work. County staff will be assisting with providing cost estimates for alternatives.
3. Bluffton Gateway Development Agreement – I am in the process of reviewing the stormwater design for the proposed site. The applicant has requested a modification to the “10% effective imperviousness” requirement in the BMP Manual. Therefore, before the development agreement is approved by the County Council, the Natural Resources Subcommittee for the agreement has asked me to prepare an opinion on the design and the modification request. A meeting with the sub-committee and the applicant is scheduled for April 4, 2014.
4. Infrastructure crew performed on-going maintenance needs. There are several needs throughout the County that I, as the Stormwater Engineer, will be involved in over the next couple of months trying to find a solution.

## Professional Contracts Report

1. US 278 retrofit ponds – Bid due date has again been extended again pending changes to one of the ponds and access changes. Changes are made and an addendum is pending.

Permit modifications with DHEC and the County DRT are in process. SCDOT permits are approved but likely not needed due to plan changes.

2. County Admin. Complex Retrofit Project – The project is currently out for bid. A Per-bid conference was held March 17<sup>th</sup>.
3. Consultant procurement for the Carolina Jellyball application is still on hold pending a submittal from the applicant.
4. A RFP for a stormwater consultant to assist with the setup of the MS4 program is also on hold pending development of a MS4 implementation strategy.
5. Water Budget Study – I have received a draft of the final report and will be reviewing it over the next month. Dr. Badr will be presenting the findings to the Board in the upcoming months.
6. Okatie East BMP monitoring – I am awaiting a proposal from Ward Edwards to assist the County with data collection and analysis for the volume control study recommended by the Board last month.
7. Forby Tract – After receiving two proposals from firms with previous experience with the site and issues, I, along with the County Administrator's office, decided not to pursue the study or the purchase of the site using Stormwater Utility Funds. Costs for the study work were rather high, probably due to the short deadline, and we were concerned that the project need would not be justified.
8. Trask Parkway and Paige Pointe Overtopping studies – Andrews and Burgess are finishing up these two projects initiated by Mr. Ahern and Mr. Klink last year. Results will be added to our list of potential retrofit projects.

#### Regional Coordination

1. Battery Creek Pond – Still in design phase. (Lamar Taylor may report)
2. Stoney Creek – RFP for consultant currently is being advertised. (Kim Jones may report)
3. Salinity Study - On going. Nothing new to report.
4. Sea Level Rise and future planning – On going. Nothing new to report.
5. Okatie 391 Grant – Nothing new to report.



## SW Utility Funding For FY2015

SWIC Meeting  
March 12, 2014

### Outline

- 2013 Accomplishments
- On-going Projects and Issues
- Major Challenges
- Total SW Fees Collected in TY2012
- Calculating the Single Family Units (SFUs)
- FY2015 Deliverables
- FY2015 Budget and Budget/SFUs
- FY2015 (& FY2016) Cost-Shares
- Questions

### 2013 Accomplishments

- Funded development of USCB Lab
- Okatie East Retrofit project
- Cost share with CoB on Battery Creek 319 grant project
- Lidar and 2013 DEM
- Began Salinity Study and Water Budget Study
- Others?

### Initiatives In Progress

- Complete the Salinity and Water Budget Studies
- Implementing the WQ Lab
- Improve mapping / determine MS4 outfalls
- Develop a pond maintenance system
- MS4 permit development
- Establishing MS4 programs (IDDE, Const. RO, PC-BMP)

### Initiatives In Progress Con't

- Implement priority WQ retrofit projects to include establishing a CIP Fund
  - Highway 278 ponds
  - County Admin Bldg.
  - Others in planning stages

### Initiatives In Progress Con't

- Battery Creek, Okatie River, and May River watershed restoration activities
- Expand County's EOS
- Implement 811 system for utility locates
- Others?

### Major Challenges

- Continue implementation of the Watershed Restoration Plan
  - Explore incentives
- Developing a new 10-Yr SW Management Plan (FY16)
- Implementing the expected MS4 permit
- Incorporating findings of Water Budget Study and Salinity Study

### Major Challenges

- Evolve the SWIC and Utility Board
- Increase level of partnerships on Stormwater programs
- Others?

### TY2012 Total Collected (as of Oct. 31, 2013)

	TY2011	TY2012
Port Royal	\$162,333	\$168,765
Beaufort	517,771	840,810
HHI	3,566,876	3,564,900
Bluffton	1,064,664	1,098,409
Unincorp BC	2,834,164	2,818,178
<b>Total Collected</b>	<b>\$8,145,808</b>	<b>\$8,491,062</b>

### Single Family Unit Analysis (TY2012 as of Oct. 31, 2013)

Jurisdiction	Collected	SFUs	SFU %
Port Royal (50)	\$ 168,765	3,375	3.02%
Beaufort (105)	840,810	8,008	7.17%
HHI (108.7)	3,564,900	32,796	29.35%
Bluffton (98)	1,098,409	11,208	10.03%
Unincorp BC (50)	2,818,178	56,364	50.44%
<b>Total Billing</b>	<b>\$8,491,062</b>	<b>111,751</b>	<b>100.00%</b>

### County Division of Duties

- 3 different units
  - Management
  - Activities (Infrastructure)
  - Capital Projects
- Regulatory (coming later next year)

### FY2015 Deliverables

- Implementation of the SMMP
  - Control Regulations – Step 2 Exemptions, Web-program Updates, etc.
  - MS4 program elements
    - IDDE
    - Const. Runoff
    - Post Construction BMPs

### FY2015 Deliverables Con't

- Implementation of the SMMP cont.
  - WQ Monitoring – County-wide and weekly fecal testing. This will expand to include the MS4 outfalls and parameters
  - WQ Controls (Existing Development) – Restoration Activities
  - Annual Maintenance (O&M) – Coordination & reimbursement

### FY2015 Deliverables Con't

- Public Information/Outreach – Contract management, webcasts, presentations, etc.
- Drainage (PSMS) Enhancement – Review of identified overtoppings, coordination, etc.
- Additional Studies – Water budget study, salinity study, etc.
- Coordination on all levels
  - Meetings/presentations/conference calls

### FY2015 Deliverables Con't

- Fee Collection/Distribution
  - Reconciliation & reporting, monthly distributions, tax sale costs, identifying & pursuing delinquent fees
- Fee Determination/Rate Increase
  - 3,586 parcel change reviews, 32,052 reviewed from requested exception reports, SFU rate change, incorporating ordinance change if necessary

### FY2015 Deliverables Con't

- Credits
  - Respond to implemented changes to the Credit and Adjustment Manual
- Fee Inquiries
  - 104 inquiries, 84 fee modifications
- Fiscal Requirements
  - Annual budget, budget reconciliation, presentations (SWIC, SW Board), contract reviews

### FY2015 Deliverables Con't

- Maintain Easement/Drainage Layers
  - Identifying/incorporating work into drainage Review/incorporating drainage easements
- Admin Support to SW Board
  - Agenda, presentation development, minutes, broadcast & recording
- Maintaining SWU Website
  - Posting documents, updating information, review of usage

### FY2015 SFUs

**Requested Budget: \$313,460**

**Requested Budget/SFU: \$2.80**

Port Royal (50)	\$ 9,468	(5.61%)
Beaufort (105)	22,462	(4.32%)
HHI (108.7)	91,992	(2.58%)
Bluffton (98)	31,439	(2.86%)
Unincorp BC (50)	<u>158,100</u>	<u>(5.61%)</u>
Total	\$313,460	

### Cost Share Proposals for FY2015

- Public Education / Outreach
- Water Quality Monitoring (No. of Broad)

### FY2015 Cost-Share Estimate

Public Education/Outreach: \$50,000

		To Be Billed in FY2015
Port Royal	\$1,510	
Beaufort	3,583	
HHI	14,674	
Bluffton	5,015	
Unincorp Beaufort	25,218	
	\$50,000	

### FY2015 Cost-Share Estimate

WQ Monitoring North of the Broad: \$60,000

		To Be Billed in FY2015
Port Royal	\$5,001	
Beaufort	11,906	
Unincorp Beaufort	43,093	
	\$60,000	

### FY2016 Cost-Share Estimate

SMMP Revision: \$100,000

		To Be Billed in FY2016
Port Royal	\$3,020	
Beaufort	7,166	
HHI	29,347	
Bluffton	10,030	
Unincorp Beaufort	50,437	
	\$100,000	

### Deadline Reminders

- Budget Numbers from Towns and City
  - Amount budgeted for County SWI to perform work within your jurisdictional boundary
    - Need ASAP – County budget due NOW!

### Deadline Reminders

- Per the IGA, written agreement with the proposed administrative fee is due back to the County by April 15
- Report to the County on SWU fee expenditures for the previous fiscal year due Sept. 1 (for ToHHI, ToPR, and CoB; ToB upon request)

DRAFT Minutes for SWIC March 12, 2014  
BJWSA Community Room, 6 Snake Road, Okatie, SC 29909  
1:30 pm - 3:30 pm

1. Introductions  
Attending: Kim Jones (ToB), Bryan McIlwee (ToHHI), Bates Rambow (ToHHI), Carolyn Wallace (BC), Seth Stanbery (BC), Danny Polk (BC), Eric Larson (BC), Lamar Taylor (CoB), and Tony Maglione (representing ToPR)
2. Approval of Minutes from Jan. 31, 2014  
Approved by common consent
3. County Management fee budget for FY 2015 -Presentation by Larson (See attachment of slide presentation)

Comments on accomplishments:

- Seth to coordinate LIDAR delivery.
- Other accomplishments by the County not previously mentioned - education (Kiosk), monitoring.
  - Port Royal mapped all of Outfalls and developed a restoration repair plans for all Outfalls.
  - Town of Bluffton finished their first May River 319 grant.

Other Initiatives in progress not mentioned in the presentation:

- **Danny suggested attending an annual conference offered for pond maintenance. Danny and Eric will get details and share with the group.**
- Town of Bluffton has the Stoney Creek wetland project. RFQ for consulting out now.
- Town of Bluffton has second 319 grant on May River underway.
- Town of Bluffton has continuing system inventory and public outreach.
- ToHHI working on the Upper Broad Creek 319 grant.
- ToHHI is developing an inventory of gated areas.
- Everyone has water quality monitoring ongoing.
- City of Beaufort has several LID projects underway. Duke Street Phase II and Allison Road.
- Town of Bluffton Public Works has ongoing ditch maintenance, CDBG grants for sanitary sewer, streetscape projects with LID.
- ToPR has a new PD station project that will have demonstration project in parking lot. (pervious pavement likely)
- ToPR- ORCM has agreed to allow larger regional stormwater facilities in the Cypress Wetland to reduce need for small on-site detention by development. This is a type of stormwater "banking" for quantity. On site water quality pre-treatment still likely. First project is the Parker's gas station.
- ToPR - Feasibility project underway to intercept Ribaut Road run off and divert to the Cypress Wetland from creek on Old Shell Road. This will allow to restoration of the existing creek.

Major challenges

The concept of an "evolved" Utility Board" was discussed. There is concern that the Board would start mandating how the municipalities would spend their money. Eric noted that this would not



be the intent but rather promote regional, partnering efforts to improve water quality, not day to day operations (partnering efforts on MS4 tasks may be the exception). Eric did note that if the Board was re-organized to have voting members from the Towns and City, there would be implied accountability back to the Board. This is a topic to be discussed further at future SWIC meetings.

Next Steps:

Larson noted the reporting requirements outlined in the IGA. **The format of the report needs to be defined.** This will be an agenda item for a future SWIC meeting.

Action Items for Eric:

**Edit slides.**

- **Fix City of Beaufort rate typo.**
- **Remove "What If" scenario from official handout.**

**Email slides to group.**

#### 4. MS4 Program Elements MCM 3 through 5

##### 1. Illicit Discharge Detection and Elimination (IDDE)

###### a. Ordinance

ToB has IDDE in code but doesn't effectively cover enforcement. CoB, ToPR, and the County don't have one.

ToHHI has draft Ordinance based on Carolina Clear template.

ToB - Regulation is online on their website. Sect 5.10.5 of the Unified Development Ordinance. Language prohibits illicit discharge, allows exceptions, etc. Enforcement is through Article 8 and performed by Code Enforcement.

ToB does not have a written screening program.

ToHHI - Draft ordinance has prohibition and exceptions. They do not have a written screening program.

IDDE SOP / Written Plan - Eric suggested partnering to develop the plan. All agreed. The use of a consultant is questionable. Some think doing in-house is possible and use of a consultant may not be necessary. County may hire someone for them if doing alone and offered to help others no cost. Group consensus was that this is an opportunity to partner and show a cost savings and therefore it should be the **SWIC working together to develop the draft** without consultant help. This can be a working topic for a future SWIC meeting.

###### b. System Mapping

Beaufort County has GIS mapping that includes ditches, pipes, easement, but it not complete. County is willing to share data with everyone. Seth and Eric noted that the County is migrating to an ArcServer so that all can view data over the web.

ToHHI has inventory. They are mapping all pipes, structures, etc. About 1/3 done.

Should be done by FY19. Study includes master planning, modeling with XPSWWM.

They are using Mark Renew with Sea Island Surveying as consultant for field work.

Using an Arc Pad mobile app. for data collection. They are willing to share application.

County says they also have access to that application. ToHHI is willing to share data.

ToB has two tech doing GIS in house. Doing inventory, citizen complaints, etc. Focus has been in headwaters in May River, which means they are doing un-incorporated areas too. Modeling using XPSWWM. They are willing to share data.

CoB uses County services.

ToPR has mapped Outfalls. They do not have map of all of system but adding as time permits. No deadline. Gives data to County and therefore willing to share. They do not have a GIS system.

c. Public Reporting Mechanism(s)

Beaufort County has phone number and email on website. No one else has a "hotline" phone number or website but do have contact information on their websites.

Eric noted tools such as web based reporting system for citizen use. This might be another opportunity to find a good reporting tool for citizen use and share among the group.

**Kim suggested speaking with the "Clean Marine" event from a few years ago. They had a way for citizens to report to public agencies needs for clean-up.** Contact information is Amber Von Harten, formerly Sea Grant locally but now in a different division. Carol Murphy with the County may know as well.

d. Inspection program

ToB has two techs. doing inventory and one inspector doing EPSC inspections. They are not planning to expand staff this year. Maybe in FY16.

ToHHI - Existing staff of three, likely to use Code Enforcement for enforcement action. Asking for one new staff in FY15 but may not get funded.

CoB, ToPR, and County don't have anything in place.

e. Staff Training - Not discussed. However, this is a likely need to enable staff to implement the written programs.

2. Construction Run-off - Not discussed.

3. Post-Construction Water Quality - Not discussed.

5. Future meeting schedule

Continue to meet monthly. Next month April 9 won't work due to SESWA conference. Next mtg. April 3 at 1:30pm. **Eric will confirm meeting space.**

Next topic. Public Education and Outreach. It was decided to meet and discuss options before bringing in others to discuss potential partners.

6. Carpooling to SCASM March 19, 2014 - Eric, Danny, Lamar, Kim, Jeff Buckalew, and Jeremy Ritchie going. **Eric offered carpooling.**

7. Adjourn

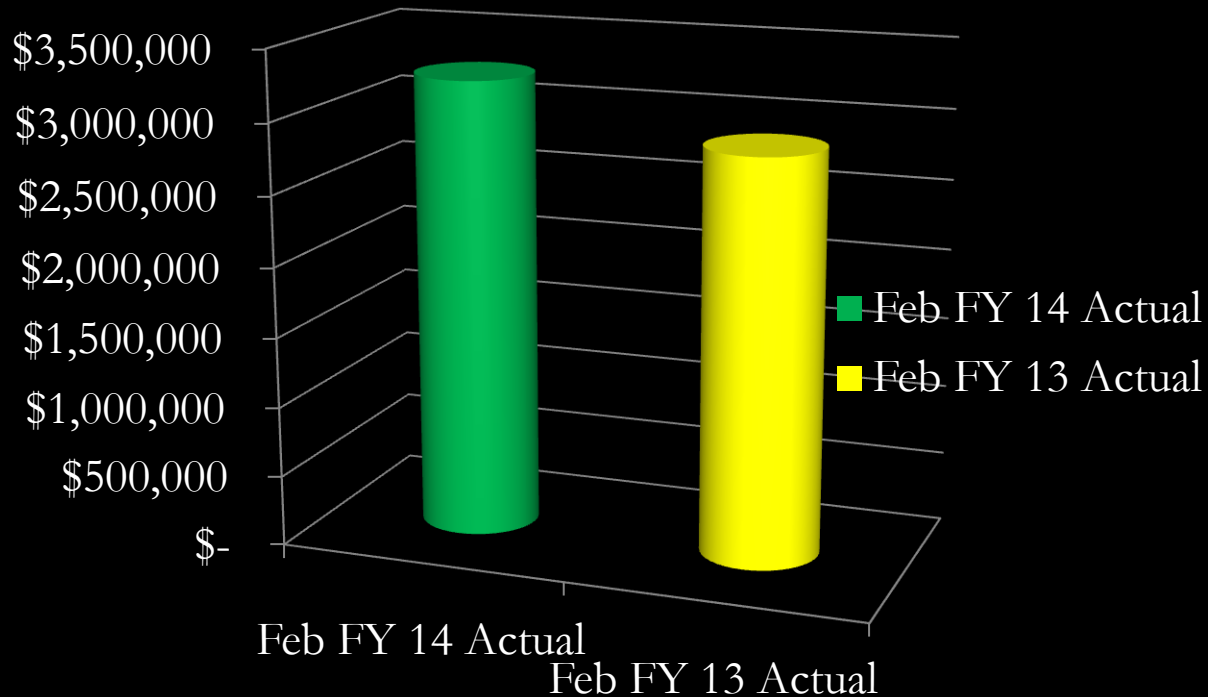


# Stormwater Management Utility Meeting Board

# STORMWATER FINANCIALS

# February Unaudited Financials

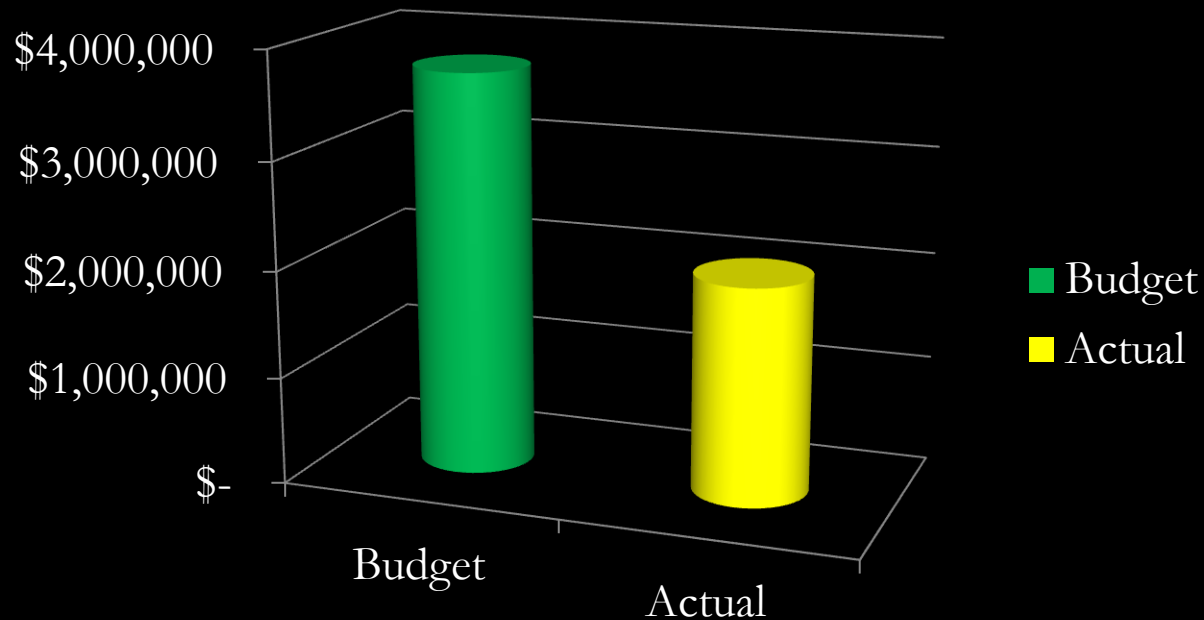
## Feb FY 14 Rev vs. Feb FY 13 Rev



Actual FY14 revenues are \$381,000 more or 13% than Actual FY 13 revenues

# February Unaudited Financials

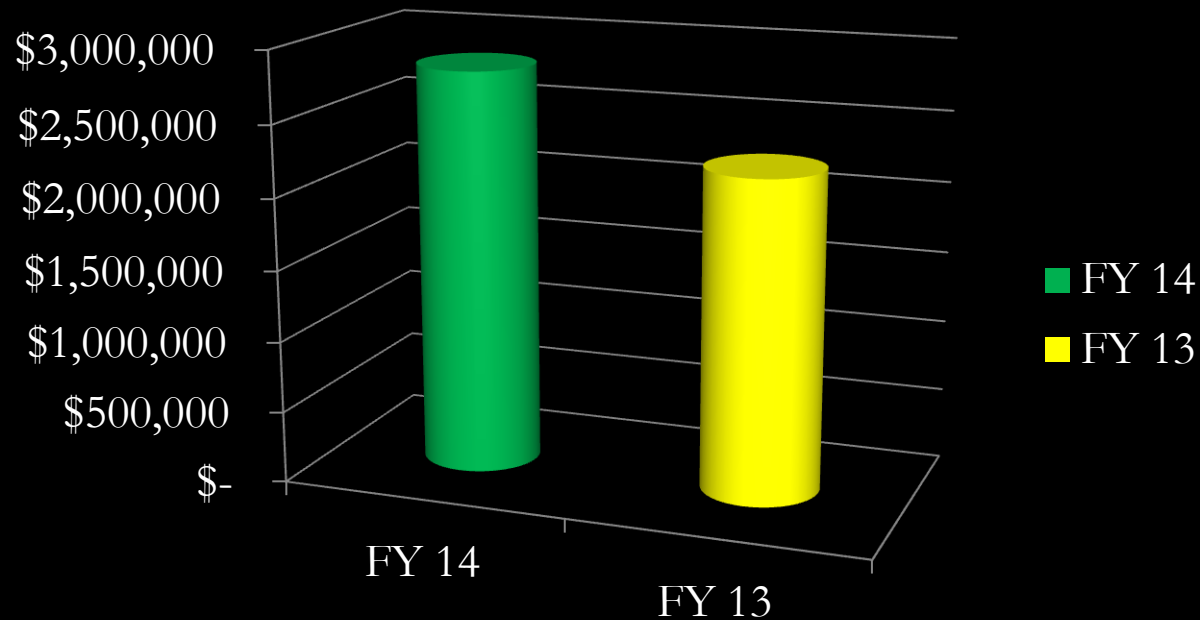
## February FY 14 Expenses vs. FY 14 Budget



Actual Feb FY14 expenses are at 53% of budget for FY 14

# February Unaudited Financials

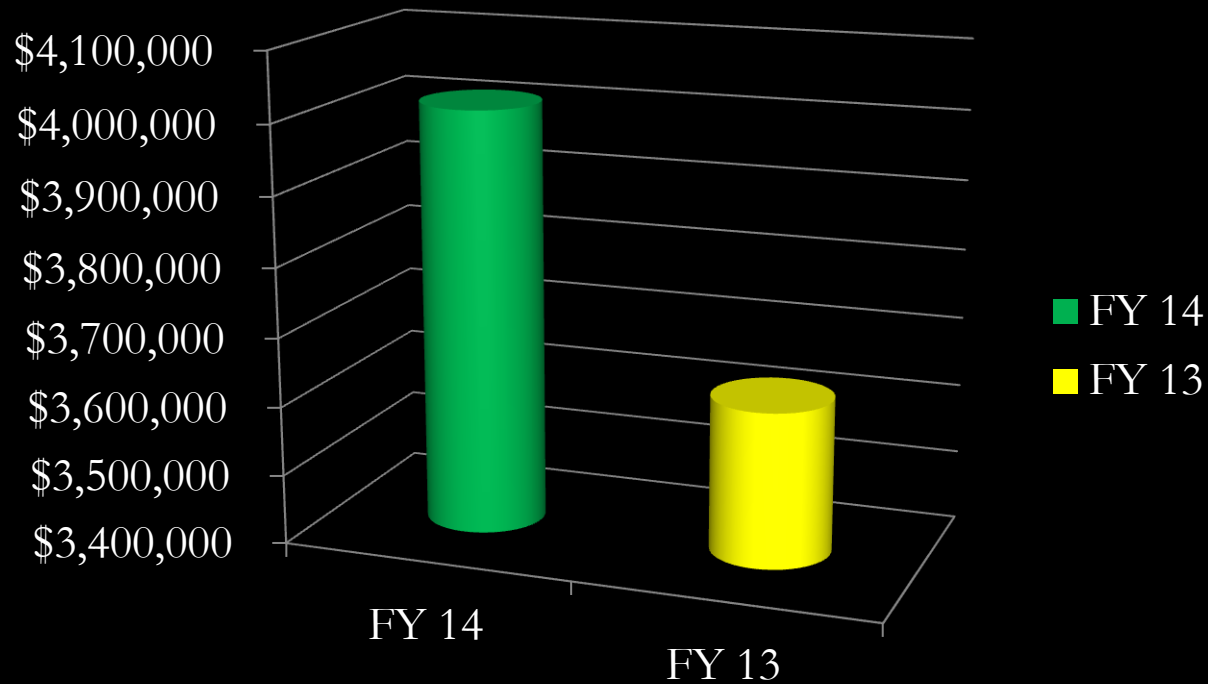
## Unrestricted Fund Balance from Balance Sheet



Increased by \$580,000 or 25%

# February Unaudited Financials

## Cash from Balance Sheet



Increased by \$386,000 or 10%





# Stormwater Management Utility FY 2015 Proposed Budget

# Outline

- New or Expanded Programs
- Proposed Accounting Changes
- Projected Revenue
- Stormwater Management Proposed Budget
- Utility Activities Proposed Budget
- Change in Capital Assets

# New or Expanded Programs

- MS4 Program
  - SW Inspection Superintendent
  - Infrastructure Inspection Technician
  - GIS and MS4 Data Manager
  - Support
  - Professional Services

# New or Expanded Programs Con't

- Expansion of the EOS
  - (7) Positions being Re-Funded
  - No additional equipment
  - Support

# New or Expanded Programs Con't

- SC811
  - Utility Operations Coordinator
  - Utility Locates Technician
  - PUPS Membership
  - No additional Equipment
  - Support

# Proposed Accounting Changes

- Stormwater Management
- Utility Activities
- Capital Improvement Fund
- Regulatory – FY 2016

# Proposed Acctg Changes Con't

- Regulatory
  - Control Regulations and MS4 Program
  - Water Quality Monitoring
  - Public Education and Outreach
  - Inventory of Secondary Stormwater System

# Projected Revenue

<b>Source</b>	<b>Amount</b>
Admin SWU Fees	\$ 313,460
Utility Activities SWU Fees	2,814,138
<b>Total Revenue from SWU Fees</b>	<b>3,127,598</b>
Reimbursable Projects	2,500
Interest	2,955
Cost-Share for Joint Efforts	41,689
Reserve Utilization	413,581
<b>Total</b>	<b>\$ 3,588,323</b>



# SWM & Utility Activities' Budget

<b>Effort</b>	<b>Amount</b>
Stormwater Management	\$ 323,941
UA/Control Regulations	257,274
UA/WQ Monitoring	120,000
UA/Annual Maintenance	2,803,088
UA/Public Education & Outreach	50,000
UA/Drainage Enhancement	19,000
UA/Additional Studies	35,000
<b>Utility Activities Total</b>	<b>3,264,382</b>
<b>Total</b>	<b>\$ 3,588,323</b>

# Capital Expenditures & Depreciation

<b>Change in Capital Assets</b>	<b>Amount</b>
Equipment Replacement	\$ 216,944
Regulatory Section	93,660
WQ Monitoring Equipment	30,000
<b>Capital Expenditures Total</b>	<b>340,604</b>
Depreciation	(192,181)
<b>Net</b>	<b>\$ 148,423</b>

Questions?



BEAUFORT COUNTY  
STORMWATER MANAGEMENT UTILITY BOARD  
Wednesday, May 7, 2014  
2:00 p.m.  
Beaufort Industrial Village, Building 3 Conference Room  
104 Industrial Village Road, Beaufort  
843.255.2805

In accordance with South Carolina Code of Laws, 1976, as amended, Section 30-4-80(d), all local media was duly notified of the time, date, place and agenda of this meeting.

1. CALL TO ORDER – 2:00 p.m.
  - A. Approval of Agenda
  - B. Approval of Minutes – April 2, 2014 ([backup](#))
2. INTRODUCTIONS
3. PUBLIC COMMENT
4. REPORTS
  - A. Special Presentation – Bryan McIlwee, Town of Hilton Head Island
  - B. Utility Update – Eric Larson, P.E. ([backup](#))
  - C. Monitoring Update – Eric Larson, P.E. ([backup](#))
  - D. Stormwater Implementation Committee Report – Eric Larson, P.E. ([backup](#))
  - E. Stormwater Related Projects – Eric Larson, P.E. ([backup](#))
  - F. Upcoming Professional Contracts Report – Eric Larson, P.E. ([backup](#))
  - G. Regional Coordination – Eric Larson, P.E. ([backup](#))
  - H. Financial Report ([backup](#))
  - I. Maintenance Project Report – Eddie Bellamy ([backup](#))
5. UNFINISHED BUSINESS
6. NEW BUSINESS
7. PUBLIC COMMENT
8. NEXT MEETING AGENDA
  - A. June 4, 2014 ([backup](#))
9. ADJOURNMENT

