

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

June 8, 2016 at 2:00 p.m. in Executive Conference Room, Administration Building, Beaufort County Government Robert Smalls Complex, 100 Ribaut Road, Beaufort, South Carolina

Board Members

Present

Don Smith
Allyn Schneider
James Fargher
Marc Feinberg
Patrick Mitchell
William Bruggeman
Larry Meisner

Absent

Ex-Officio Members

Present

Kim Jones
Andy Kinghorn
Scott Liggett
Van Willis

Absent

Beaufort County Staff

Eric Larson
David Wilhelm
Rebecca Baker
Patricia Wilson
Carolyn Wallace
Danny Polk
Kevin Pitts
Robert O'Quinn

Visitors

Neil Desai, City of Beaufort
Alan Warren, USCB
Reed Armstrong, Coastal Conservation League
Jill Bolin, Academy Estates
Richard Bolin, Academy Estates
Alice Howard, Beaufort County Council

1. **Meeting called to order** – Don Smith
 - A. Agenda – Approved
 - B. April 27, 2016 Minutes - Approved.

2. **Introductions** – Completed.

3. **Public Comment(s)** – Mr. Eric Larson expressed the County's sympathy in the loss of Robert McFee's father (Commander Charles McFee). Mr. Robert McFee is the Director of Engineering and Infrastructure for Beaufort County.

Mr. Richard Bolin stated that he has requested the contract, plans and specifications for the Factory Creek Watershed Regional Detention Basin "Phase I" project and feels he has been ignored. He is using the public forum to further request the specified documents. When the documents are available he would like to be notified and be able to review the documents at the County's office. Mr. Bolin would also like an explanation of why Academy Estates Subdivision is included in the Stormwater Manager's Report in the posted agenda.

Mr. Eric Larson referred to Regional Coordination Item 2 heading of his Stormwater Manager's Report which included Academy Park Subdivision. Mr. Larson said he used the title as a reference and the subdivision is not part of the Factory Creek Watershed Regional Detention Basin "Phase I" project. Mr. Larson also clarified that the County only has draft documents that have not been signed by either party. There are no construction plans to review. Mr. Larson yields

authority to the legal office whether or not draft documents are available through Freedom of Information Act (FIOA). Mr. Larson added that he has been busy responding to emails resulting from tropical storm Bonnie and he apologized for not being able to address all of his emails.

Mr. Larson announced to the board that Mr. Kevin Pitts (the Stormwater Utility Inspector) has resigned and is moving back to his home town in Tennessee to be near family. Mr. Larson and the board thanked Mr. Pitts for his work with the department.

4. Reports – Mr. Eric Larson, Mr. David Wilhelm, and Mrs. Rebecca Baker provided a written report which is included in the posted agenda and can be accessed at:

<http://www.bcgov.net/departments/Administrative/beaufort-county-council/boards-and-commissions/council-appointed/board-list/stormwater-management-utility-board/agendas/2016/060816.pdf>

A. Utility Update – Eric Larson

Mr. Larson stated that the Utility Update would be covered under Unfinished Business and New Business so he withheld comment.

B. Monitoring Update – Eric Larson

Mr. Larson referred to the update provided by Dr. Alan Warren and Lab Manager Danielle Mickel. The board had no questions for Dr. Warren.

C. Stormwater Implementation Committee (SWIC) Report – Eric Larson

The SWIC met on June 1, 2016. Shakhlan Garane and Neshia Wright with DHEC addressed the group with a presentation summarizing the MS4 program and what is expected during an annual report and audit.

D. Stormwater Related Projects – Eric Larson

Okatie West / SC 170 Widening Retrofit Land Purchase – Mr. Paul Moore and Mr. Eric Larson were interviewed by the Sun City TV channel for a short story promoting the public meeting scheduled June 16th. The monthly Sun City magazine also ran an article about the project.

E. Professional Contracts Report – Eric Larson

Mr. Larson referred to his Stormwater Report and stated that select items would be covered later under New Business.

F. Regional Coordination

Mr. Larson stated that the Factory Creek Watershed Regional Detention Basin “Phase II” contract has been signed and the County is waiting on Carolina Engineering to submit a proposal for design and permitting. Mr. Larson discussed how tropical storms Bonnie and Colin caused flooding in Mint Farms subdivision and McTeer Drive and actions the County is taking to try to alleviate these issues. This is mentioned in an email status report to Mr. Gary Kubic. ([Backup](#))

G. Municipal Reports – Eric Larson

Town of Hilton Head Island - Mr. Larson discussed part of Mr. Bryan McIlwee’s (Assistant Engineer for the Town of Hilton Head Island) report. Beaufort County Stormwater crews performed two recent projects for the Town, Clifford Miller/Gumtree Road roadside maintenance and Arrow Road roadside maintenance. The Town staff was very happy with the work and level of responsiveness by David Wilhelm and County staff.

Town of Bluffton – Mr. Larson said the Town of Bluffton submitted a detailed report which is included in the posted agenda.

City of Beaufort – Mr. Larson reported on projects the County partners with the City and Mr. Neil Desai added that the Battery Creek Pond Funded by an EPA 319 Grant project should get wrapped up by the end of the week. The Hamar Road project has had delays due to storm issues.

Town of Port Royal - Mr. Van Willis (Town Manager) reported that the Town is working on a revised scope for Cypress Wetlands and should have a report by the end of August.

H. Municipal Separate Storm Sewer System (MS4 Update) – Rebecca Baker

Mrs. Rebecca Baker discussed results of a Stormwater Survey and requested the board’s help to encourage others to get the word out. Mrs. Baker also discussed reporting on illicit discharge and requested others help report incidences. On July 1, 2016 the County 311 phone application will be available for public use.

I. Maintenance Projects Report – David Wilhelm

Mr. David Wilhem reported on the Highway 278 Retrofit Pond 50 which is the first of four ponds to be built to control runoff from Highway 278. The pond took about 1 year to complete and the total cost was \$117,642.30. The second pond off Barrel Landing Road is about 95 percent complete. Stormwater crews are currently working on a third pond off Barrel Landing Road and the fourth pond in Berkley Hall has not been started. Mr. Wilhelm hopes to have all ponds completed in about a month and a half. Another major project Mr. Wilhelm mentioned is Huspah Drive which began in June of 2015 and was completed in November 2015. The total cost was \$74,433.39. Mr. Wilhelm also reported on two reimbursable projects. One for the Town of Hilton Head Island and the other for the Technical College of the Lowcountry.

5. Unfinished Business –

- A. *Rate Study Final Report/Update on Municipalities* – Mr. Larson reported that the County adopted option E of the rate study in 2015. The City of Beaufort and the Town of Port Royal adopted option E in 2016 but they are not increasing rates. The Towns of Hilton Head and Bluffton will be discussing action at Town and government meetings in the month of June.

6. New Business –

- A. *Extent of Service (EOS) and Level of Service (LOS) Updates* – Mr. Larson discussed the need to update the EOS and LOS as a result of the newly adopted rate structure and changes to the County Ordinance. The draft EOS reflects an increase in revenue to help private infrastructure systems that affect six or more properties. Mr. Don Smith had concerns about increased costs of covering private infrastructure systems. Mr. Larson clarified that requests have a more formal process for current practices of which the Stormwater Manager ultimately makes the final decision. Concerns about lawsuits were discussed. The board made a motion and approved the 2016 revision for the Level of Service and Extent of Service policies with a unanimous vote of 7:0.
- B. *Intergovernmental Agreements (IGA) Revisions* – Mr. Larson discussed the IGA revisions to include all the newly adopted rate study option E updates. The four municipalities reviewed the document and agree with it. The municipalities were also included in the Unanimous vote (11:0) to approve the 2016 revisions of the Stormwater Utility Intergovernmental Agreements.
- C. *Public Education Fiscal Year 2017 (FY17) Contract* – Mr. Larson stated that the IGA outlines the cost share agreement with the municipalities. The contract with Carolina Clear (part of Clemson University) is a cost share with all four municipalities to provide bench mark public

education and outreach resources to the public. The contract with Beaufort Soil and Water Conservation District expires June 30,2016. Mr. Don Smith would like to see more emphasis on soil affects to local marine organisms. A motion was made and unanimously approved (7:0) to recommend approval of the Stormwater Public Education Contract with Clemson University for Fiscal Year 2017 (FY17) to Beaufort County's Natural Resources Committee.

- D. *Tax Run and Billing Assistance Tax Year 2016 (TY16) Contract* – Mr. Larson explained that this contract continues Applied Technology and Management's (ATM's) support with billing assistance. Stormwater staff needs continued rate study model support to implement the tax run for FY17. The Board unanimously (7:0) approved to recommend the Tax Run and Billing Assistance contract with ATM for FY17 to the County Administrator.
- E. *Cost Share Memorandums of Agreement (MOA) for Fiscal Year 2017 (FY17)* – Mr. Larson discussed the cost share with the Town of Port Royal and the City of Beaufort for monitoring North of the Broad River. Mr. Larson added that National Pollutant Discharge Elimination System (NPDES) permit wording was removed from the Town and the City documents. Other cost shares are between all four municipalities. The board voted unanimously (7:0) to approve the cost share memorandum of agreements for Public Education, Tax Run and Billing Assistance and Monitoring for FY17.
- F. *Announcement of Public Meeting for Management Plan Update, Best Management Practices (BMP) Manual, and Stormwater Ordinance Revision* – Mr. Larson discussed the Management Plan which is being called the Implementation Guide. Public meetings are being held to give the public an opportunity to voice areas of concern. The draft BMP Manual is available for review at the public libraries and online at <http://www.bcgov.net/departments/Engineering-and-Infrastructure/stormwater-management/Whats-New.php>. ATM provided a Technical Memorandum as a guide to changes in the BMP manual ([Backup](#)). The Stormwater Ordinance Revision is also available for review online.

7. Public Comment(s) – None.

8. Next Meeting Agenda – Approved and included in posted agenda.

9. Meeting Adjourned

From: Kubic, Gary
Sent: Tuesday, June 7, 2016 8:47 AM
To: Larson, Eric; Wilhelm, David
Cc: Gruber, Joshua; #COUNCIL; McFee, Robert
Subject: RE: Storm damage assessment

Eric and company:

Once again, I acknowledge our staff efforts. Please relate my feelings about the team's good work to all...gkubic

Gary Kubic
Beaufort County Administrator
Office: 843.255.2026
Mobile: 843.812.7605
Fax: 843.255.9403
Email: gkubic@bcgov.net

100 Ribaut Road
P.O. Drawer 1228
Beaufort, SC 29901

From: Larson, Eric
Sent: Tuesday, June 7, 2016 7:34 AM
To: Kubic, Gary; Wilhelm, David
Cc: Gruber, Joshua; #COUNCIL; McFee, Robert
Subject: RE: Storm damage assessment

Thanks.

I'll add a few updates on ongoing problems that come up every time it rains.

- 1) McTeer Drive at Coffin Point – We have a ditch and road pipe that needs major cleaning. I have an engineering firm drawing up plans due to the complexity of the problem. Unfortunately, we are experiencing problems with easement acquisitions. Seems those needing help are unwilling to provide the access we need.
- 2) Salem Dr. East – A non-functioning ditch due to past filling, siltation, etc. We are struggling to get the needed easements from property owners. We are currently negotiating with several of them.
- 3) Mint Farms – Spearmint Circle – the entire subdivision lacks needed ditches and pipes in some places, poorly constructed in others. The solution is too complex and costly for O&M. I am planning to address this with the Masterplan update but the schedule isn't agreeable to a few residents.
- 4) Rose Hill S/D Wood Eden – Private problem, but the resident cannot get POA to react and continues to push the County to intervene.
- 5) H. E. McCracken Circle – Dave noted this. We have studied the problem several times with no luck in finding a drainage solution. I believe road reconstruction is the answer and intend to pursue that in the near future.
- 6) Bluffton Park – Pin Oak – Again, a street that makes the News every time it rains. The problem is that the road is County, subdivision is in the Town of Bluffton, and the drainage system off of ROW is privately maintained by the POA. We are confident the County portion is functioning but downstream system is questionable. The solution is going to be a joint effort with the Town and POA.

Thanks.

Eric W Larson
Director of Environmental Engineering

From: Kubic, Gary
Sent: Tuesday, June 7, 2016 7:06 AM
To: Wilhelm, David
Cc: Gruber, Joshua; #COUNCIL; Larson, Eric
Subject: Re: Storm damage assessment

Please advise staff of my appreciation for their efforts last night and today.

I also want to thank you and Eric for your leadership.

gkubic

Get Outlook for iOS

From: Kubic, Gary <gkubic@bcgov.net>
Sent: Tuesday, June 7, 2016 7:02 AM
Subject: Re: Storm damage assessment

To: Wilhelm, David <dwilhelm@bcgov.net>

Cc: #COUNCIL <council@bcgov.net>, Larson, Eric <elarson@bcgov.net>, Gruber, Joshua <jgruber@bcgov.net>

Please advise status of my appreciation for their efforts last night and today.

I also want to thank you and Eric for your leadership.

gkubic

Get [Outlook for iOS](#)

On Tue, Jun 7, 2016 at 6:43 AM -0400, "Wilhelm, David" <dwilhelm@bcgov.net> wrote:

It was very quiet last night and so far this morning. I am not aware of any major problems associated with tropical storm Colin. I was out last night until dark and again pre-dawn this morning for about an hour checking the roads. The roadside ditches are full and there are a lot of areas with puddles but nothing that would cause any problems for drivers. The only road closure I'm aware of was McCracken Circle. Bluffton PD closed a portion of this road due to high water. The barricades were still up this morning. Other than that, we had two calls for County owned dirt roads north of the Broad (Quiet Cove and Paige Point Landing). Both had wash-outs around outfall pipes. Our crews placed cones and barricades around the failed areas. The roads were still passable. We will begin repairs as soon as the weather's fit. The only call south of the Broad was from a homeowner on Thomas Lawton. I met with her last night. Our stormwater crew will clean out her roadside ditch this week. I looked at all of the other areas that typically flood during heavy rain events. Bluffton Park looked fine. No problems on Pin Oak or at McGarvey's Corner.

I'm sure we'll be getting calls throughout the day making us aware of localized flooding or problems with individual homeowners. We'll address each complaint as soon as possible. I'll let you know if we get any calls that are out of the ordinary or present a major issue.

David M. Wilhelm, P.E.
Director of Public Works
120 Shanklin Road
Beaufort, SC 29906
843-255-2733 (office)
843-986-4301 (mobile)
dwilhelm@bcgov.net



P.O. BOX 20336
CHARLESTON, SC 29413-0336
TEL: 843-414-1040
FAX: 843-414-0155

www.appliedtm.com

TECHNICAL MEMORANDUM

TO: Eric Larson, Director of Environmental Engineering, Beaufort County, SC
FROM: Joseph A. Mina, P.E.
DATE: May 16, 2016
RE: Beaufort County, SC Stormwater Services Contract, Task Order Number 7, Sub Task #1
AND
Beaufort County, SC Contract for the 2015 Stormwater Management Implementation,
Dated December, 2015, Task Seven

Recommendations for Updates/Improvements to Beaufort County 2012 BMP Manual and Key Elements of New Stormwater Management Ordinance

ATM has performed a review of the existing 2012 BMP Manual ("Manual") and created this list of recommendations for updates/improvements to the Manual, and recommended elements for inclusion in the new Stormwater Management Ordinance ("SWM Ordinance").

BMP Manual Recommendations:

1. There are numerous sections that contain educational, and theory based information which, while valuable, contribute to the manual being unwieldy, and confusing. We recommend that these sections be removed, and if necessary, be included in an appendix.
2. Overall, the manual is confusing regarding the difference between Post Construction, and during construction BMP's. This needs to be clarified in a revised document.
3. There are duplicate requirements for Pipe and Culvert sizing. It is recommended that pipes and culverts be addressed in a specific section, and combined to clarify design requirements. It is recommended that for normal street drainage pipes, the 25 year storm be utilized.
4. Clarification on drainage calculations regarding gutter flow, and other SCDOT requirements should be included.
5. It is recommended that the manual more clearly specify the requirement for meeting Volume, rate and Water Quality. To that effect, it is recommended that specific requirements for requiring that the post development storm meet pre development storm for Design Storms (2,10,25,50 and 100), and that clear guidance on water quality be included. The current worksheets are not clear, and confusing.
6. It is recommended that specific Fact Sheets (currently in discussion and under development with the County Staff) be utilized to clearly state design uses and requirements along with Operation and Maintenance requirements ("O&M").
7. Currently, there is no enforcement device for long term recording of any O&M agreement. This should be clarified by the instatement of Recorded agreement with the County that

Mr. Eric Larson
May 16, 2016
Page 2 of 2

memorializes this, and allows the agreement to run with the land. Specific requirements as to who and how often maintenance is performed can be negotiated as part of the approvals process. In general, this should be the land owner, or any HOA or Owners Association.

8. Overall, there is a large amount of “rule of thumb” and general information. It is recommended that the process be streamlined to include simple requirements to show calculations of Hydrology and Hydraulics, as well as routings of the designed facilities to prove compliance.
9. It is recommended that a specific requirement for Erosion and Sediment Control Plans (for during Construction) and Post Construction Stormwater Management Plans (for long term/permanent facilities) be implemented.

Overall, the best way to implement all of these items is to create a new document for the BMP Manual, and a companion to the new SWM Ordinance. It is recommended that the County do the following:

1. Create a stand alone SWM Ordinance that clearly states the requirements intended, and that references the BMP Manual for specific Technical requirements and methodology. Numerous other jurisdictions in the area have similar ordinances that would be a good base for this new Ordinance.
2. Create a BMP Manual by using existing documents from other jurisdictions. Local nearby municipalities and counties have similar documents with stronger requirements than the existing 2012 manual. It is recommended that one or two of these be used as a benchmark, and specific requirements be adapted to Beaufort County needs and desires.

Respectfully Submitted,
APPLIED TECHNOLOGY & MANAGEMENT, INC.



Joseph A. Mina, P.E.
Senior Engineer