

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

March 11, 2020 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

Steven Andrews  
James Fargher  
Marc Feinberg  
William Bruggeman

### Absent

James Clark  
Patrick Mitchell  
Allyn Schneider

## Ex-Officio Members

### Present

Scott Liggett  
Kim Jones

### Absent

Nate Farrow  
Van Willis

## Beaufort County Staff

Neil Desai  
Melissa Allen  
Katie Herrera  
Amber Woods  
Jim Beckert

## Visitors

Alice Howard, County Council  
Ellen Sturup Comeau, Clemson Extension  
Bruce Reynolds, Citizen  
Katherine Hendricks, David and Floyd  
Jeff Netzinger, Town of Hilton Head Island

### 1. Meeting called to order – William Bruggeman

- A. Agenda – No quorum at the start of the meeting. Revisited after Item 5. \*
- B. January 8, 2020 Minutes and February 12, 2020 – No quorum at the start of the meeting. Revisited after Item 5. \*

### 2. Introductions – Completed.

### 3. Public Comment(s) – None.

### 4. Reports – Mr. Neil Desai provided a written report which is included in the posted agenda and can be accessed at:

<https://www.beaufortcountysc.gov/stormwater-management-utility-board/agendas/2020/031120.pdf>

Mr. Neil Desai shared that Mr. Dan Rybak, as of February 24th, tendered his resignation with the County. His last day was March 6<sup>th</sup>. Mr. Desai thanked Mr. Rybak for all of his contributions. Mr. Desai shared that Mr. Rybak will be with the Town of Bluffton and expressed that he is happy he will still be with us a “neighbor.” Hoping to fill the position here quickly.

### A. Utility Update – Neil Desai

In reference to item #1, the committee met on March 6<sup>th</sup> and plans to meet again on March 20th. The final draft and design manual will be available soon; it is taking some time as it is a big technical document. In regards to regionalization overall, hoping to get the first step in

process and down the line see if the municipalities wish to formalize the regionalization process.

In reference to special presentations, Mr. Desai suggested visiting one of the BMP's or projects going on within the County in early spring or late fall. Mr. Billy Bruggeman expressed that it was a great idea and asked Mr. Desai to set something up.

Regarding military installations, staff has met with the Attorneys the County hired and continues to provide them information. GIS information and Town of Port Royal and City of Beaufort and how it pertains to military installation.

Annual reports are outstanding from City of Beaufort and Beaufort County. The County is not complete, as the department is waiting on information from finance.

**B. Monitoring Update – Neil Desai**

Please reference the report, no additional updates.

**C. Stormwater Implementation Committee (SWIC) Report – Neil Desai**

The annual reports for FY19 and FY21 were emailed out to the SWIC. The Town of Bluffton has replied with their response; will follow up with the other municipalities. [Please note: Mr. Desai mentioned the ToB provided a response, but it was actually the ToHHI that provided a response.]

**D. Stormwater Related Projects – Neil Desai**

Update on Horse Island, Mr. Desai met with Councilman Glover. The project falls within the scope of the Public Works department and funding for it will be in the FY21 budget.

In reference to the Bluffton Flyover Bridge project, anticipating OCRM approval and next will be to apply with the Army Corps for submission.

In reference to the Shell Point project, a meeting was held on February 27th. Ms. Howard and some Town officials were on hand. It was a very positive meeting. Cranston Engineering will be doing an engineering study. It will take about six months to gather data, put the model together and do the analysis. Mr. Billy Bruggeman asked what the reason for the flooding was. Mr. Desai responded part of it is because it is an older community; slab on grade homes, a lot of DOT infrastructure, tidal conditions, some of the system is old and not functioning to its capacity and is undersized. Ms. Alice Howard commented on the commercial development impact in the area and that regulations weren't how they are now. Mr. Desai commented that the lack of maintenance may be some of it, so in-house staff is working on some of it.

**E. Professional Contracts Report – Neil Desai**

Factory Creek, the request for the one year extension was approved. Factory Creek Phase II construction is 80% complete.

Graves/Pepper Hall some funding has been put in the FY21 budget as there are some obligations. Mr. Bruggeman asked if any money was put into the project other than Stormwater. Mr. Desai explained there will be transportation money for the road network and multi-use path. Three departments involved: Planning and Zoning, Engineering and Stormwater. Mr. Bruggeman asked about the house built in there. Mr. Desai responded it was probably built without the BMP's in consideration. Mr. Marc Feinberg asked about the retention pond and the maintenance of it by the stormwater utility. Mr. Desai replied that an interconnected drainage system being proposed by the applicant with a series of ponds. There is an obligation for maintenance and after construction will put in the budget. Mr.

Bruggeman asked about the \$500k in the budget. Mr. Desai commented that is the obligation based on the engineering estimate until project build-out. Anticipate the project to last 2.5 to 3 years. After completion anticipate it to be low and then an increase for maintenance.

In reference to Lady's Island Sea Island Plan, Ms. Katie Herrera attended the meeting on behalf of the department. Freeboard elevation and new roadway elevations discussions took place. Mr. Bruce Reynolds asked what no fill means. Mr. Desai explained it is an initiative by the Planning and Zoning department where they are looking not to prohibit fill in flood waters or wet areas. Mr. Desai's interpretation is that it is based on the FEMA flood maps. Mr. Reynolds commented about his property and observations within the area. Discussion took place about permitting through OCRM and Army Corps of Engineering. Mr. Bruggeman suggested Mr. Reynolds speak with the Planning department, OCRM or Army Corps of Engineering, as this issue is not related to Stormwater. Mr. Desai offered to exchange information with him after the meeting.

Salt Creek and Shanklin Road, the 30% design submittal under review. Staff is working on a letter to be sent to property owners that may be affected.

Brewer Memorial, SCDOT has approved the request for pipe diversion and Ward Edwards is in the final design permitting process.

Evergreen, an inspection was done on February 7<sup>th</sup> and the Town of Bluffton did an inspection two weeks ago. Looking to address comments from the Town. 90% design submittal under review.

#### **F. Regional Coordination – Neil Desai**

The County and Town of Bluffton met at to discuss May River and sanitary sewer projects. Scheduled to meet town, County and BJWSA to meet at the end of the month. There are seven projects to discuss and how to do a partnership.

In regards to Mossy Oaks Task Force, there is a meeting on March 31<sup>st</sup>. Beaufort County is working on a MOU and IGA in relation that project.

#### **G. Municipal Reports – Neil Desai**

Mr. Jeff Netzinger mentioned there was a vacancy and the Town of Hilton Head has made an offer to a candidate, so they hope to have that filled. They had RFQ for on call modeling services, should have interviews for that in the next couple weeks. Major overhaul of Jarvis creek pump station (20 year old facility), they are onto punch list now. Looking to have to do a similar project in Sea Pines/Lawton Station due to aging infrastructure.

Mr. Bruggeman asked Ms. Kim Jones why the whole engineering report is included. She responded that they fall under the engineering department (Capital Projects, Watershed Management, Public Works). They count sewer projects and 319 projects. Ms. Jones noted the Town is working with GIS/IT to create a May River watershed story map that will have a water quality dashboard similar to SCDHEC watershed atlas.

#### **H. Municipal Separate Storm Sewer System (MS4 Update) – Neil Desai**

Mr. Desai commented that from last Tuesday to Thursday areas of the County received about 4.5 inches. As a result, the department was busy.

Staff did an internal walk thru of the process for Energov; Stormwater is just one part.

In reference to items 8 and 9, an update from SCASM indicated DHEC is still a ways away for both permits [MS4 Statewide General permit and Statewide General permit for Construction].

Ms. Katie Herrera and Beth McLaughlin (consultant) presented at International Erosion Control National Conference.

**I. Maintenance Projects Report – Neil Desai**

Please reference the report, no additional updates.

**5. Unfinished Business – None.**

\* The board went back to Item #1A to approve the agenda (4/0) and to Item #1B to approve the minutes from January 8, 2020 (3-Yays/1-Abstained). Mr. James Fargher abstained from the approval of the January 8, 2020 minutes as he was not present at that meeting. The February 12, 2020 minutes are moving forward to the next board meeting for approval.

**6. New Business –**

**A. Voting for Stormwater Management Utility Board Chairman and Vice Chairman –** Mr. Bruggeman commented that he is willing be to Chairman another year. A motion was made to have Billy Bruggeman remain the chairman of the Stormwater Management Utility (Approved 3-Yays /1-Abstained). Mr. Bruggeman abstained from voting for himself.

Discussion about Vice Chairman and if anyone knew of Mr. Schneider’s wishes in regards to being vice chairman. A motion is made for Allyn Schneider to remain Vice Chair (Approved 4/0).

**B. FY21 Budget –** One correction to the budget document in the second box, the last two lines need crossed out; there is not a reduction in fees. See attached. About a \$1.2M increase, a majority is for Capital Projects, Evergreen and Pepper Hall. Mr. Feinberg asked how Evergreen went from \$317K to \$840K. In response it was explained the project is going from design to construction and will be fast tracked, as it has been on the books for a while. Stormwater is taking the funds for all of the years stretched out and putting it all in FY21 to finish it up. Mr. Feinberg asked about the appetite for a budget increase. Mr. Desai commented that the projects were not being finished at the pace he would like, so more effort whether it is dollars or man power resources will be put into them. Ms. Howard commented that during the retreat most of Council was comfortable with the proposed increase and that they are going through the budget this month to finalize it. Mr. Scott Liggett commented about the capital fund being created to do something like this. Mr. Desai mentioned to support the increase for FY21 he is looking to bring on a Consultant to help with the management of the County’s program (DHEC requirements and overall water quality).

Mr. Bruggeman commented on when the utility was first set up that the administration then wanted what was brought in to be spent. He mentioned the Capital Improvement fund was created to save some money to use when needed. He then asked what is in the fund. Mr. Desai responded he doesn’t have those numbers with him, but can get the reserve fund information to the Board. Mr. Bruggeman also asked about the Camp Saint Mary’s project. Mr. Desai replied he will provide a breakdown of the project.

A motion was made to approve the proposed 2021 budget as presented. The motion was approved (4/0).

**7. Public Comment(s)** – Mr. Bruce Reynolds asked the Board if they are aware of the situation on Cat Island. He commented that residents are scared as the golf course and club were sold. The landowners are meeting with the Planning Board next week to find out if the golf course can be used for anything other than a golf course and developed. He asked what would happen as far as stormwater management if it can be developed.

Mr. Desai responded from a stormwater standpoint that a proposed plan like that would need a master plan that would take in account the existing drainage and overlay that with the proposed drainage to see what the cause and effect would be. Whether there would be modifications to existing drained or if they'd building new BMP's, ponds, etc. Mr. Reynolds asked how long something like that would take. Mr. Desai responded it depends on the firm and how many resources they have and their timeline. He estimates at a minimum 6 months to 18 months. Mr. Bruggeman commented that it would have to meet the current ordinances and BMP's set by the Stormwater Manual. Mr. Desai said it would also to have to meet the zoning requirements. Ms. Howard commented it is a PUD and that a lot of questions will be addressed at the March 19<sup>th</sup> meeting.

**8. Next Meeting Agenda** – Approved.

Ms. Jones asked if Bill from Center for Watershed will be presenting, as part of the SoLoCo timeline for the Regional Ordinance. Staff will follow up on that presentation.

**9. Meeting Adjourned**

**Beaufort County Stormwater Utility  
Proposed Budget for FY2020**

**Unaudited Projected Revenue**

	FY2020 Budget	FY2021 Proposed Budget
<b>Revenue</b>		
Admin SWU Fees	1,022,876	903,126
Unincorp/CWI SWU Fees	5,759,669	6,100,193
<b>Total Revenue from SWU Fees</b>	<b>6,782,545</b>	<b>7,003,319</b>
Reimbursable Projects	-	-
Interest	125,000	112,500
Gain on Sale of Capital Assets	-	-
Other	-	11,175
Cost-Share for Joint Efforts	12,914	-
Bond	-	-
<b>Reserve Utilization</b>		
Utility's Cash Balance	-	-
Capital Improvement Fund	1,508,119	2,918,262
<b>Projected Revenue Total</b>	<b>8,428,578</b>	<b>10,045,256</b>

425,550 - Admin budget  
C/S for monitoring (\$120K) & PE/O (\$90K)  
COB - \$35,579  
ToB - \$56,865  
ToHHI - \$151,933  
ToPR - \$22,158  
Unincorp BC \$369,014  
Additional Unincorp BC \$267,576

County SW Admin Fees & SWU Fees - \$5,592,644  
CWI Fees - \$860,593  
Admin fees from municipalities - \$266,535  
Proposed admin fee reduction from \$19 to \$14 resulting in a rate decrease from \$100 to \$95

Interest on County investments allocated to SW

SW Permits

May approach CoB or ToPR for Cost-share if litigation of delinquent fees is necessary.

**Efforts (Expenses)**

	FY2020	FY2021
<b>Administration</b>	<b>444,291</b>	<b>575,550</b>
<b>Utility Activities</b>		
UA/Annual Maintenance	4,193,868	4,732,884
UA/Public Information/Outreach		
UA/Drainage Enhancement	20,000	10,000
UA/Additional Studies	20,000	-
<i>Utility Activities Subtotal</i>	<i>4,233,868</i>	<i>4,742,884</i>
<b>Regulation</b>		
UA/Control Reg	794,840	872,789
UA/WQ Monitoring	185,000	120,000
UA/Public Information/Outreach	95,000	95,000
<i>Regulation Subtotal</i>	<i>1,074,840</i>	<i>1,087,789</i>
<b>Reserve Utilization</b>		
Del Webb Agreement Fund		
Capital Improvement Fund		
Brewer Memorial Demo Pond	462,000	600,000
Factory Creek Phase I	-	327
Factory Creek Phase II	-	20,550
Salt Creek South	248,496	248,496
Shanklin Road	341,820	341,820
Mossy Oaks	205,000	205,000
Camp St. Mary	342,000	342,000
Evergreen	317,322	840,000
Graves/Pepper Hall		500,000
Rock Springs Creek		43,052
<i>Reserve Utilization Subtotal</i>	<i>1,916,638</i>	<i>3,141,245</i>
<b>Utility Operating Fund</b>		
Capital Assets New Purchases	758,940	497,788
<b>Efforts Total</b>	<b>8,428,578</b>	<b>10,045,256</b>

**Personnel**  
SW Manager; Business Mngr; GIS/MS4 Data Mngr; Admin Tech - .5 FTE; Fiscal Tech - .1 FTE; Asst SW Mngr - .2 FTE  
\$150K Professional Services for litigation of delinquent SW fees (not included in the portion of the admin budget that is cost-shared with the municipalities.)

**Personnel**  
Superintendent; Admin Superintendent; (2) Foremen; (38) crew & support; (2) Infrastruc. Inspec Tech; Fiscal Tech - .2 FTE; Asst SW Mngr - .4FTE  
**Professional Services**  
\$15K - Survey  
\$60K - Engineering Services  
**Non-Professional Services**  
\$370K - major failures repaired by contractor (Oak Marsh, Bluffton Flyover, and contingency)  
**Other**  
\$188K - Interest on bond

**Personnel**  
MS4 Coord/Inspector; (3) Inspectors; SW Plan Reviewer/Inspector; Admin Tech- .5 FTE; Fiscal Tech- .1 FTE; Asst SW Mngr - .4 FTE (Removed one inspector position)  
**Professional Services**  
\$238K - MS4 Consultant

\$120K - USCB Lab

\$90K - Carolina Clear  
\$5K - Website Maintenance

Construction

ROW

ROW

Cost-Share w/ CoB

Design

Construction

County share for design & construction per the JDA

Design

**Regulatory**  
\$10,519 - Cost-Share for Plotter/Scanner  
**Infrastructure**  
\$220,000 - Truck Mounted Camera System  
\$41K - Replace Pickup Truck  
\$41,750 - SUV for Asst SW Mngr  
\$124K - Replace Excavator  
\$50K - Land Acquisition