

PUBLIC WORKS COMMITTEE
4:00 p.m., Thursday, February 9, 2012

The regular meeting of the Public Works Committee was held at 4:00 p.m. on Thursday, February 9, 2012 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Carroll and Loftus, City Administrator Tucker, Director Pitts and Clerk Copeland; Chair Buckhannon's absence was excused. A quorum was present to conduct business. Also present was Dave Stevens of Civil Site Environmental.

1. With the absence of the Chair, Vice Chair Loftus called the meeting to order and acknowledged that the press and public had been duly notified of the meeting in accordance with the Freedom of Information Act.

2. Approval of Previous Meeting's Minutes

MOTION: Councilmember Carroll moved to approve the minutes of the regular meeting of January 4, 2012 as submitted; Vice Chair Loftus seconded and the motion PASSED UNANIMOUSLY.

3. **Citizen's Comments** – None

4. **Department Reports for January 2012** – Director Pitts

A. Maintenance Reports

B. Trash Collection Tracking Reports

Director Pitts reported that more in-house work than outdoor had taken place in January; he has worked on re-structuring the monthly reports to make them more easily understood while the staff were working on inside projects around the City.

Garbage was up for the month. On the report, the Director suggested that five (5) years of information were sufficient, but Vice Chair Loftus would like to see annual totals added to each column.

Director Pitts explained that the move to paper bags or plastic containers for yard debris meant that more debris went to Bees Ferry and less to 4B. He added that most debris haulers measure in cubic yards; however, Bees Ferry measures real debris because the trucks go across a scale yielding a truck weight and tare weight, yielding more accurate data. When using the cubic yard measure, the use of a seventeen (17) yard truck means seventeen (17) cubic yards of debris despite the fact that debris has a lot of air. Treasurer Suggs computed that the thirty-two (32) loads of debris that went to Bees Ferry in January in seventeen (17) yard trucks weighed on average two and seven one hundredths (2.07) tons; Director Pitts has, therefore, redesigned the report to display in tonnage. For the future, the Director foresees eighty to ninety (80-90) percent of all debris going to Bees Ferry; that will drive fuel costs up, but he anticipates a savings in Contracted Services for the use of 4B.

For future reporting, Vice Chair Loftus asked that any special circumstances or events that affect the amount of debris be noted in the margins of the report.

Expenses remain on target to be less than or meet the budget for the year.

5. Old Business

A. Update on Drainage Projects

1. Discussion of Easement 53rd to 57th Avenue Drainage

Administrator Tucker announced that the construction expense related to that project is officially over, and the project savings will go back into the fund for future projects.

The Administrator explained that, when this project was designed, the City took the water to an outfall on Wild Dunes' property; therefore, the City had to get easements from both Lowe Wild Dunes Investors and the Wild Dunes Community Association. The language was clear that, should an occasion arise when conflicts arose over their future construction, the City would move the line at the City's expense or give them permission to move the line at the City's expense. Plans are underway to build a pool over one (1) on the drainage lines, and they have indicated that they will undertake to move the line at the City's expense subject to Mr. Stevens' inspections and oversight to ensure the integrity of the City's line is maintained. The expense will fall into this fiscal year since they intend to complete construction by the end of July.

Mr. Stevens related that one (1) good outcome from the relocation of the line is that the City will be granted a permanent easement which means that any future relocation will be at their expense.

According to Administrator Tucker, the estimated cost is thirty-thousand dollars (\$30,000) which she thinks is low. Mr. Stevens anticipates having the plans in a week to ten (10) days from which he can work up the costs.

2. Update on Reimbursement for 21st Avenue Drainage from NPDES

The Administrator announced that the City had received the fifty-five hundred dollar (\$5,500) reimbursement from Charleston County for the 21st Avenue drainage, which proves that the system works.

MOTION: Vice Chair Loftus moved to re-order the agenda to discuss item 6E; Councilmember Carroll seconded and the motion PASSED UNANIMOUSLY.

6. E. Consideration of Contracts in Excess of \$10,000

Recommendation for Award of Sole Source Contract to Civil Site Environmental (CSE) for Design, Bidding and Construction Oversight of 42nd to 52nd Avenue Drainage

Administrator Tucker reminded the Committee that the FY12 budget includes funds to begin the next phase of drainage, i.e. the design and engineering from 46th to 52nd Avenues, now referred to as 42nd to 52nd Avenue, in the amount of eighty-six thousand dollars (\$86,000). Mr. Stevens

has expanded the scope to 42nd Avenue for his proposal until the engineering can be done to more specifically confirm the scope.

For the benefit of the newest member of the Committee, the Administrator explained that the City has historically worked with CSE on projects that require interaction with the systems in Wild Dunes because, based on work Mr. Stevens has done there, he has a strong familiarity with their infrastructure, has developed a strong level of trust as a result of that, and the City can count on Mr. Stevens to work with the various entities within Wild Dunes successfully. For these reasons the City has historically not sought bids for the drainage projects, but chosen to award sole source contract. CSE's quote for the engineering, bidding and construction oversight is one hundred sixty-nine thousand dollars (\$169,000) that would span more than one (1) fiscal year. The Administrator confirmed to Vice Chair Loftus that no money has been spent from the FY12 budget for this project.

Mr. Stevens indicated that the surveying needed to be done for him to determine the best route to the 41st Avenue outfall. He voiced confidence that the present budget would be sufficient for any work completed by June 30, 2012.

The Administrator foreshadowed that the amount on money allocated to this project in the FY13 Capital Budget will need to be increased.

MOTION: Councilmember Carroll moved to recommend to Ways and Means the award of a sole source contract to Civil Site Environmental for the engineering, bidding and construction oversight for the 42nd to 52nd Avenue Drainage project in the amount of \$169,000; Vice Chair Loftus seconded and the motion PASSED UNANIMOUSLY.

5. B. Update on Paving Near Compactor in Municipal Lot

Vice Chair Loftus questioned this item being on the agenda when the Real Property Committee had voted to award a contract for the paving; Administrator Tucker explained that this Committee had discussed the issue before and was familiar with the issue. The Administrator reported that the Real Property Committee had moved to authorize the expenditure of thirty-nine hundred dollars (\$3,900) to put in a concrete path and pad to facilitate getting the large cans to the compactor and to decrease the possibility of a trip hazard. The action will go forward to Ways and Means, and, if this Committee does not concur or has any questions, they can be addressed at this meeting.

C. Discussion of Recycle Bins

Since Chair Buckhannon stated that he had wanted to do further research on the subject, Vice Chair Loftus recommended postponing any discussion to the March meeting.

Director Pitts reported that he has spoken with Hal Crawford with Charleston County Recycling who was inquiring about the number of single-family residences on the island relative to delivering the ninety-five (95) gallon containers for single-stream recycling; the Director quoted thirty-five hundred (3,500) residences. Vice Chair Loftus asked if there would be a charge to the

City if additional containers were needed; the Administrator stated that the City had not been told to expect a charge.

The Vice Chair related that studies have shown that, once single-stream recycling takes hold, it becomes two-thirds ($\frac{2}{3}$) of the total waste from a residence; with that said, he suggested that residents will not need or want the seventy-five (75) gallon roll-out carts the City now provides, but would prefer the smaller ones. He is of the opinion that this should be considered as the City prepares the FY13 budgets.

6. New Business

A. Review of Capital Budget for FY 2012-2013 and Long Range Capital Plan

Administrator Tucker explained that each department has a long-range plan for capital replacements, and these are the items that have come up in FY13 for replacement. During the process at staff level, some things are deemed to be in good shape, therefore, are deferred to an out-year; some things may need to be replaced sooner than anticipated; and, at times, things that will lead to a more efficient operation become new requests. The City has been vigilant about planning for replacements to avoid getting into situations where something fails and the City is forced to buy or situations where large sums of money are being spent to maintain something that should be taken out of service when the resources should be directed to buying new.

The first three (3) items on the Public Works FY13 Capital Budget represent equipment leases the City entered into; the City will own the equipment once the leases are paid in full. For the City, capital leases allow for steady expenses over time for large expensive rolling stock.

Replace privacy fence along 13 th Ave or Building Dept side	5,000
This item has been deferred before; if City is successful in reconfiguring the parking, this money may be necessary to work on the fencing.	
Replace staff computers (3 computers/4 yr aver life = approx .75/year)	1,350
Director Pitts' computer is due to be replaced; his computer is linked to tracking the fuel system.	
Replace pressure washer for cleaning trucks	7,500
Used weekly and 7 years old; used by other departments as well; is working	

Special Projects

Design engineering & construction 46 th -52 nd Ave drainage project	66,000
Administrator believes number needs to be adjusted; will consult with D. Stevens to determine what the amount needs to be.	
Mobi Mat material to stabilize sand beach accesses	25,000
Plastic fiber at beach accesses; easily re-positioned; stable surface to drive over; long-lasting product.	
Replace/repair/add dune walkovers (5 wooden walkovers, approx. 53 accesses)	80,000
Currently deciding best use of funds for FY12, likely to be path from Front Beach restrooms; looking at different materials to use, such as concrete and epoxy wood, used at 21 st Avenue, and the PermaTrak concrete boardwalk system for ease in maintenance and longevity.	

Vice Chair Loftus asked whether the Director had looked at engineered woods where polymers are driven into wood; Director Pitts stated that the only drawback was that the plastic get hot.

Vice Chair Loftus inquired about particular beach accesses where the Mobi mat needs to be replaced; Director Pitts remarked that the Mobi mat at 42nd Avenue beach access has begun to fray and a risk exists for someone to be cut. Mobi mat is also installed at 9th Avenue.

Facility Maintenance

Garbage cart replacement (approximately 100 cans per year)	7,600
Vice Chair Loftus reminded Director Pitts to look into buying smaller roll-out carts.	
Drainage contingency	25,000
Annual placeholder for unplanned items throughout the year	
Repeat drainage work based on 5-year maintenance schedule	88,150
Eadie's contract for ditch maintenance; in Year 2 of current 5-year contract	
Contingency for right-of-way maintenance	3,000
For example, sand shell along rights-of-way along Palm Boulevard	

These items will be rolled into other budgets as the process evolves.

B. Prioritization of Projects Greater than \$250,000

The Administrator explained that this is an exercise done every couple of years; the list represents items that have either been in long-range plans to do by department or come up as possible ideas of things needed by the City. It is not a closed list – any member of any committee could add to it. The goal is to consider, globally, what the Committee thinks should be the top five (5) priorities for the City to narrow the focus for staff on the direction the decision-making body is leaning. When this exercise was last undertaken, a couple of items were removed that have been added back for the sake of information and discussion for the new members of Council; the items are the public safety beachfront outpost and the 41st Avenue roundabout. Projects that have been completed also appear as a sign that the list is not just a wish-list; projects from the list do get accomplished. Staff will take each Committee's top five (5) to produce a priority list to be presented at Ways and Means.

Vice Chair Loftus remarked that he did not understand why the beachfront outpost or the 41st Avenue roundabout had been added back to the list; the City does not need or have an economic justification for either item. Administrator Tucker noted that they could be removed again.

C. Discussion of Annual Transportation Sales Tax Funding and CTC Requests

Administrator Tucker explained that each year Charleston County sends the City a request for a prioritization of projects to be funded through the Transportation Sales Tax Fund (TST) and the Charleston County Transportation Committee (CTC) "C" Fund. Both the Public Safety Committee and the Public Works Committee provide input because these sources of money can pay for drainage improvements to sidewalks and bike paths to paving roads that are not already paved. Funding for re-surfacing does come from these sources, but the County has a computer program that prioritizes county-wide paving projects. In the past, projects on the island that have been paid by these funds are the 53rd to 57th Avenue Drainage, drainage at Sparrow Drive and Laudon, Waterway Boulevard bike path, the 41st Avenue and 13th and 14th Avenue intersection studies, bike path improvements, and 21st and 34th Avenue re-surfacing.

Councilmember Carroll asked where he could go to learn which roads on the island fall under the City's jurisdiction; he was directed to Director Pitts.

Last year's requests were for the 46th to 52nd Avenue Drainage, paving of Cassina and a multi-use path from 41st to 57th Avenue; the City was not awarded any money in 2011. Cassina Drive will receive a new rock surface that should not produce the white residue on Palm Boulevard.

The Public Safety Committee had made their first priority the 42nd to 52nd Drainage project and the continuation of the bike path from the foot of the Connector to the Palm Boulevard intersection to shift cyclists off of the roadway.

Councilmember Carroll expressed his agreement with Vice Chair Loftus' suggestion at the February meeting that the City needed to focus on getting regulation bike paths from Breach Inlet to 57th Avenue. Vice Chair Loftus indicated that the Real Property Committee had a similar discussion at their meeting, but he agreed that the continuation of the drainage project should be the first priority. He voiced the opinion that a bike path guiding cyclists onto the island was useless if they did not have anywhere to go and "would create a huge traffic problem for residents." He stressed the need to build the infrastructure for bikes to allow cyclists to maneuver safely on the island before any upgrades like the Palm Boulevard intersection; therefore, Vice Chair Loftus suggested that regulation bike paths the length of the island be submitted as Priority #2. Councilmember Carroll concurred.

Administrator Tucker noted that Richard Turner with Charleston County Transportation Development had attended the Public Safety Committee meeting and had informed them that the resurfacing of Palm Boulevard from 41st to 57th Avenue was in the plan for 2012. He shared that, when resurfacing occurs, the County has committed to extend the pavement, where possible, so that there are paths; this appears to be one (1) way that Charleston County is trying to be responsive to the biking community. That being the case, Mr. Turner said they would look at trying to do that section of road as part of the resurfacing assuming there is enough right-of-way.

The Administrator repeated her understanding that this Committee's priority list was the drainage continuation as Number 1, bike lanes from Breach Inlet to 57th Avenue as Number 2 and the bike path from the end of the Connector to the Palm Boulevard intersection as Number 3. The Committee agreed.

D. Report on Meeting with Charleston County on NPDES Funds

Administrator Tucker recounted that the City had signed an intergovernmental agreement with Charleston County to manage the National Pollutant Discharge Elimination System (NPDES) program for the City; in 2011 the City had asked Charleston County for an accounting of the stormwater fees that residents have been paying for the past few years. The City knew that the County was following through with their responsibilities related to compliance – had they not, the EPA would have been knocking on the City's door, but the City did not know how much money had been collected for the City or how that money had been spent. At the meeting, the County provided the City with a great deal of information that demonstrated that they are complying with the public education component of the stormwater program. In addition, they brought the five

(5) year plan they have developed to use the money which includes some charge-back expenses for County staff running the program and identifies revenues that have been collected and how they would be used for drainage. The Administrator expressed satisfaction at learning that an accountant has been assigned to the stormwater division whom she can call with questions relevant to the Isle of Palms. For the current year, the County has budgeted fifteen thousand dollars (\$15,000) to spend on projects on the island; this is the fund from which the fifty-five hundred dollars (\$5,500) was reimbursed to the City for 21st Avenue. In addition, a portion of the Cassina Avenue endeavor will come from these funds as well as repairs to the drainage collapse at 3604 Hartnett. Going forward, the City can identify NPDES projects that it wants to have done under this program; therefore, the City has a new source of funds for drainage and drainage-related projects. The fund balance at the end of June is projected to be one hundred sixty-seven thousand one hundred fifty-nine dollars (\$167,159).

In response to Vice Chair Loftus' question, Administrator Tucker confirmed that the Eadie's contract would be eligible for NPDES funds, freeing up money to go towards the capital costs associated with the 42nd to 52nd Avenue drainage. The Vice Chair asked whether the City could use the entire balance or whether there were limitations; the Administrator indicated that the County has fund balance requirements and enough money must remain to do the operational components of the program for the City. This information provides flexibility to identify other drainage projects to do or to earmark existing expenses the City now pays for from Capital Projects or the General Fund.

Councilmember Carroll asked for clarification on the City's position on open-versus-piped ditches. Administrator Tucker answered that most engineers say that an open ditch functions far better than a piped ditch, but there are circumstances where it is necessary to pipe a ditch or pressure is placed by surrounding residents that a ditch is piped. Some ditches on the Isle of Palms are actually governed by the Corps of Engineers because the type of plant life growing in them makes them wetlands, which cannot be piped unless the City was willing to establish another wetland area elsewhere to mitigate the loss.

Director Pitts added that, in a fifteen or twenty (15 or 20) year storm, open ditches act as retention ponds because they hold more volume than a fifteen (15) inch pipe. The ditch running behind properties on Hartnett was piped in the late 1990s as a result of pressure from the property owners.

Administrator Tucker summarized that the County is taking care of the City's money and the City can tell the County how it wants some of the money spent.

7. Miscellaneous Business

Director Pitts announced that the annual Household Hazardous Waste Collection would be held on Saturday, April 21, 2012 and the Recreation Center is being considered as the site.

Vice Chair Loftus related that he had been asked through the Exchange Club to find programs where students from Wando High School can volunteer to fulfill their obligation; Director Pitts said they could assist with transferring materials from cars to the containers. The Vice Chair agreed to communicate that suggestion to the Exchange Club.

Next Meeting Date: 4 p.m., Wednesday, March 7, 2012 in the Conference Room.

8. Adjourn

**MOTION: Councilmember Carroll moved to adjourn the meeting at 6:33 p.m.;
Vice Chair Loftus seconded and the motion PASSED UNANIMOUSLY.**

Respectfully submitted:

Marie Copeland
City Clerk