



Public Works Committee

4:30 p.m., March 3, 2021

1207 Palm Boulevard, Isle of Palms, South Carolina

Virtual Meeting Due to COVID-19 Pandemic:

The public may join the virtual meeting by clicking here: <https://www.youtube.com/user/cityofisleofpalms>

Public Comment:

All citizens who wish to speak during the meeting must email their first and last name, address and topic to rhanna@iop.net no later than **3:00 p.m. the day before the meeting**. Citizens who sign up to speak will receive an email with instructions to join the meeting via Zoom. All verbal comments will have a time limit of three (3) minutes. Speakers must turn on their video and make sure that their actual name shows up as their Zoom identifier, and mute themselves after their comments.

Citizens may also provide public comment here:

<https://www.iop.net/public-comment-form>

Agenda

1. **Call to order** - and acknowledgement that the press and public have been duly notified of the meeting in accordance with the Freedom of Information Act.
2. **Approval of previous meeting's minutes** – February 3, 2021
3. **Citizens' Comments**
4. **Department Report** – Director Pitts and Assistant Director Asero
5. **Old Business**
 - a. Update on Phase III Drainage Project, small internal projects and Waterway Boulevard path elevation
 - b. Discussion of Dominion Energy's Non-Standard Service Fund and consideration of eligible projects
6. **New Business**
 - a. Discussion of FY22 Operating Budget for the Public Works Department
 - b. Discussion of upcoming Phase 4 Drainage- Island-Wide Drainage Masterplan RFP
7. **Miscellaneous Business**

Next Meeting Date: 4:30 p.m., Wednesday, April 7, 2021
8. **Executive Session** – If needed
9. **Adjournment**



PUBLIC WORKS COMMITTEE
4:30pm, Wednesday, February 3, 2021
Virtual Meeting via Zoom call due to COVID-19 Pandemic
broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>

MINUTES

1. Call to order

Present: Council members Smith, Streetman, Ward

Staff Present: Asst. Administrator Hanna, Director Pitts, Director Kerr

Also Present: Jennifer Hightower, Danny Kassis, Mark Branhan, James Swittenberg, Shane Kimble, Paul Fisher, Bill Turner, and Will Reid from Dominion Energy

2. Approval of previous meeting's minutes – January 6, 2021

Council Member Smith made a motion to approve the minutes of the January 6, 2021 meeting, and Council Member Streetman seconded the motion. The motion passed unanimously.

3. Citizens' Comments -- none

4. Department Reports – Director Pitts and Assistant Director Asero

Director Pitts' brief report occurred near the end of the meeting. He referred Committee members to the dashboard and Asst. Director Asero's report in the meeting packet. He said vehicle maintenance was under budget this month. He reported that Carolina Waste will be picking up trash from Seagrove Condominiums by mid-month. There have been no concerns expressed by residents regarding this change. He said he is not looking at stopping backdoor service to any other such communities as long as he can maintain a high level of service without overtime and additional equipment.

5. Old Business

A. Update on Phase III Drainage Project, small internal projects, and Waterway Boulevard path elevation – presentation by Thomas & Hutton

Director Kerr said Gulfstream will begin work at the intersection of 41st Avenue on February 15. He also shared they are waiting on a cost estimate from Thomas & Hutton for the elevation project at Waterway Boulevard. He will share the idea for lighting considerations along the path with Thomas & Hutton.

Thomas & Hutton has submitted permit requests for the Forest Trail and 30th Avenue outfalls. Director Kerr reported, "They are still working with their environmental consultant on the

mediation for the 41st Avenue project, so that one is a little bit behind in terms of submitting those requests to OCRM.”

B. Update on Memorandum of Understanding (MOU) between the City and Dominion Energy ahead of next tree-trimming cycle

Asst. Administrator Hanna said the MOU with Dominion Energy is actively being worked on but has not yet taken final shape.

C. Discussion of Dominion Energy’s Non-Standard Service Fund and list of eligible projects

Asst. Administrator Hanna listed the projects under consideration using the City’s Non-Standard Service Fund: undergrounding some overhead lines at the Marina, along 41st, 21st, and 14th avenues and Oak Harbor Boulevard between 11th and 13th avenues.

6. New Business

A. Presentation by Dominion Energy regarding utility undergrounding, maintenance trimming, and public communications

Committee members and Dominion Energy representatives talked about the needs for public education and active public relations/marketing ahead of the next tree-trimming cycle due in 2024. Dominion Energy representatives stressed the importance of citizens attending their tree trimming workshops. They will also put together some educational materials on “Right tree, right place.” Council Member Ward said he would like for Dominion Energy to give a tree-trimming presentation to City Council at least a year ahead of the next trimming.

Dominion Energy representatives said they are looking to the City for guidance on what the City wants and expects in an MOU.

Committee members and Dominion Energy representatives then talked about the eligible projects using the City’s Non-Standard Service Fund. There is approximately \$637,665 in the fund now, which represents monies from the City and Dominion Energy. The City will need to match the remaining 50% of the project cost upon completion. These are “use it or lose it” funds that drop off every 6th year. Mr. Kimble indicated that easement acquisition is the biggest wild card and the lengthiest part of any of these projects.

Committee members would like to present Projects 3 & 4 (21st Avenue Crossings Conversion and 14th Avenue Overhead to Underground Conversion) to the Ways & Means Committee for consideration on February 16. These projects could be done with the least amount of disruption during the beach season. Council Member Ward would like feedback on the prioritization of the projects from staff and the Committee members. Someone from Dominion Energy may need to be at the Ways & Means Committee to answer questions about the projects.

B. Discussion of adjustment of the multi-use path and driveway crosswalk in front of 1400 Palm Boulevard

Council Member Ward indicated that more preliminary work needs to be done on this before it can be discussed in Committee.

C. Discussion of Public Works 10-year Capital Plan

Asst. Administrator Hanna reviewed the items in the FY22 Capital Plan for Public Works regarding fleet replacement, facilities maintenance, and drainage.

8. Miscellaneous Business

The next meeting of the Public Works Committee will be Wednesday, March 3, 2021 at 4:30pm.

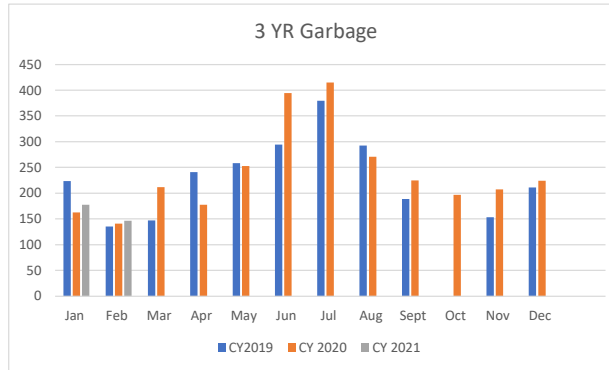
8. Adjournment

Council Member Streetman made a motion to adjourn, and Council Member Smth seconded the motion. The meeting was adjourned at 5:45pm.

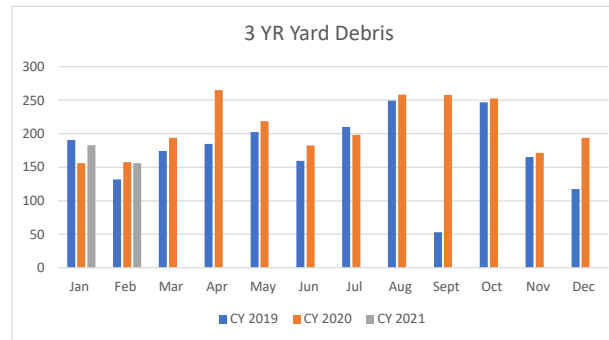
Respectfully submitted,

Nicole DeNeane
City Clerk

	CY2019	CY 2020	CY 2021
Column1			
Jan	223.61	162.77	177.84
Feb	135.17	140.66	146.48
Mar	147.4	212.04	
Apr	241.17	177.52	
May	258.45	252.56	
Jun	294.31	394.38	
Jul	379.48	415.12	
Aug	292.36	270.71	
Sept	188.86	224.87	
Oct	Dorian	196.94	
Nov	153.27	207.44	
Dec	211.04	224.45	



	CY 2019	CY 2020	CY 2021
Column1			
Jan	190.61	155.93	183.07
Feb	131.74	157.44	156.06
Mar	174.3	193.74	
Apr	184.59	265.04	
May	202.48	218.67	
Jun	159.4	182.49	
Jul	209.97	198.07	
Aug	249.39	258.37	
Sept	53.11	257.64	
Oct	246.75	252.81	
Nov	165.36	171.54	
Dec	117.26	194.08	



General duties

Sanitation:

50.31 tons of misc. debris in January was transported to Palmetto Commerce Pkwy. **

VEHICLE MAINTENANCE

Beginning Budget \$90,000.00

Date	Description	Amount	Balance
	Fund 10 GENERAL FUND		
	10-4620.5017 VEHICLE MAINTENANCE BEG. BALANCE	33,075.75	
02/01/2021	AP INV FUSE HOLDER AND FUSES	25.68	33,101.43
02/01/2021	AP INV HOSE AND FUSES	16.85	33,118.28
02/01/2021	AP INV PW-26 MACK GU713 ABS CABLE REPLACED,	4,159.16	37,277.44
02/03/2021	AP INV PW-22 2008 MACK - PM SERVICE & INSPECTIO 01	6,452.42	43,729.86
02/04/2021	AP INV FUEL FILTER 67873496	10.63	43,740.49
02/04/2021	AP INV FUEL WATER SEPERATOR	45.35	43,785.84
02/04/2021	AP INV PW 21 - 2002 RENAULT BATTERY, WATER PUMP	2,655.36	46,441.20
02/04/2021	AP INV PW MACK TRUCK - TRANSMISSION SERVICE / L	677.63	47,118.83
02/05/2021	AP INV PW-61 2009 MACK TRUCK - FROM PWD	350.00	47,468.83
02/08/2021	AP INV PW-21 2002 MACK TRUCK - FROM 3460 SHELBY	350.00	47,818.83
02/10/2021	AP INV LIGHTS FOR FLATBED TRUCK	12.30	47,831.13
02/17/2021	AP INV CAT - SERVICE CALL / SPARE TIRE	230.00	48,061.13
02/18/2021	AP INV WASHER FLUID AIR FILTER	73.97	48,135.10
02/18/2021	AP INV "PKNG IND GRIP11 17.50-25 APL175" TIRE R	993.69	49,128.79
02/28/2021	10-4620.5017 END BALANCE	16,053.04	49,128.7

Remaining Balance

40,871.21

Action Items

See Drainage and Facility manager report (attached)

PUBLIC WORKS February 2021

Assistant director of Storm water and Facilities

Drainage

- Eadies services 29th and Skinner ditch cleaning complete.
- Eadies services 29th and the Recreation dept. ditch cleaning complete.
- Eadies services second inlet/pipe cleaning municipal lot complete and functional.
- Eadies services 45th Ave drainage vegetation clean up and removal.
- Charleston county 25th Ave drainage repair scheduled.
- Charleston county stormwater review plans for new home construction.
- Driftwood lane pipe installation complete. Flap valve scheduled for installation.
- Marina parking lot drainage installation complete with drainage filter.

Facilities

- Exterior lighting and changing locks complete by public works.
- Finished exterior painting of the connector side of the DPW.
- Completed PSB parking lot tree pruning.
- Completed repair of PSB white fence by public works.
- Municipal lot elevating/pruning of oaks by compactor and parking lot.
- Pressure washing of city trash compactor and fence by public works.
- Installation of new parking stops at municipal parking lots A-B by public works.
- Installation of TV at public works for safety meetings and training by public works.
- Coordination of dumpster at the recreation department flooring removal.
- Estimate for painting the city hall offices and exterior doors.
- Repair of backflow preventer and water line at the Tidal wave dock.

Front beach

- Clean up of parking lot / Front beach Ocean Blvd. trash and debris by public works.
- Ordering of supplies and managing cleaning crews for restrooms.
- Removal of ROC from the municipal lot.
- Installation of permeable patio at the front beach restrooms.
- Repair of brick paver aprons on Ocean Blvd.
- Assembly of new picnic tables for front beach patio by public works.
- Comcast replacement of broken utility boxes at front beach.
- Removal of old front beach streetlights complete with addition of electrical outlets.
- Painting of city owned streetlights at 14th and Palm Blvd. complete.

Landscaping / Rights of way / Connector / Parks

- Clean up of debris on the connector by public works and sweeping contractor.
- 40th Ave beach access heavy pruning and clean up by public works.
- SCDOT repair of Palm Blvd. sidewalk.
- ROC installation/street repair on Forest trail by public works.

Compactor / Dumpster

- Cleaned compactor pad and recycling area.
- Removal of bulk items left by the PSB compactor.

Certifications, training and meetings

- MASc risk management online training.
- Monthly UST testing of Marina and DPW.
- UST annual testing and supplemental training public works.

- Internal drainage projects pre-construction meetings.
- On site meeting on 41st for drainage pipe placement.
- Coordination with electrician for the installation/test of the generator at the recreation

IOP NSSF PROJECT ESTIMATES

*IMPORTANT NOTE: ALL INFORMATION IN THIS PROPOSAL IS PRELIMINARY. FURTHER WORK IS NEEDED TO DETERMINE THE FEASIBILITY OF EACH PROJECT. AFTER FURTHER INVESTIGATION, ISSUES MAY BE DISCOVERED THAT WOULD PREVENT DOMINION ENERGY FROM COMPLETING THE WORK AS DESCRIBED. ESTIMATED COSTS ARE ONLY MEANT TO PROVIDE AN IDEA OF THE SCALE OF THE PROJECT COST AS DESCRIBED.

PROJECT #1: CITY MARINA - OVERHEAD to UNDERGROUND CONVERSION

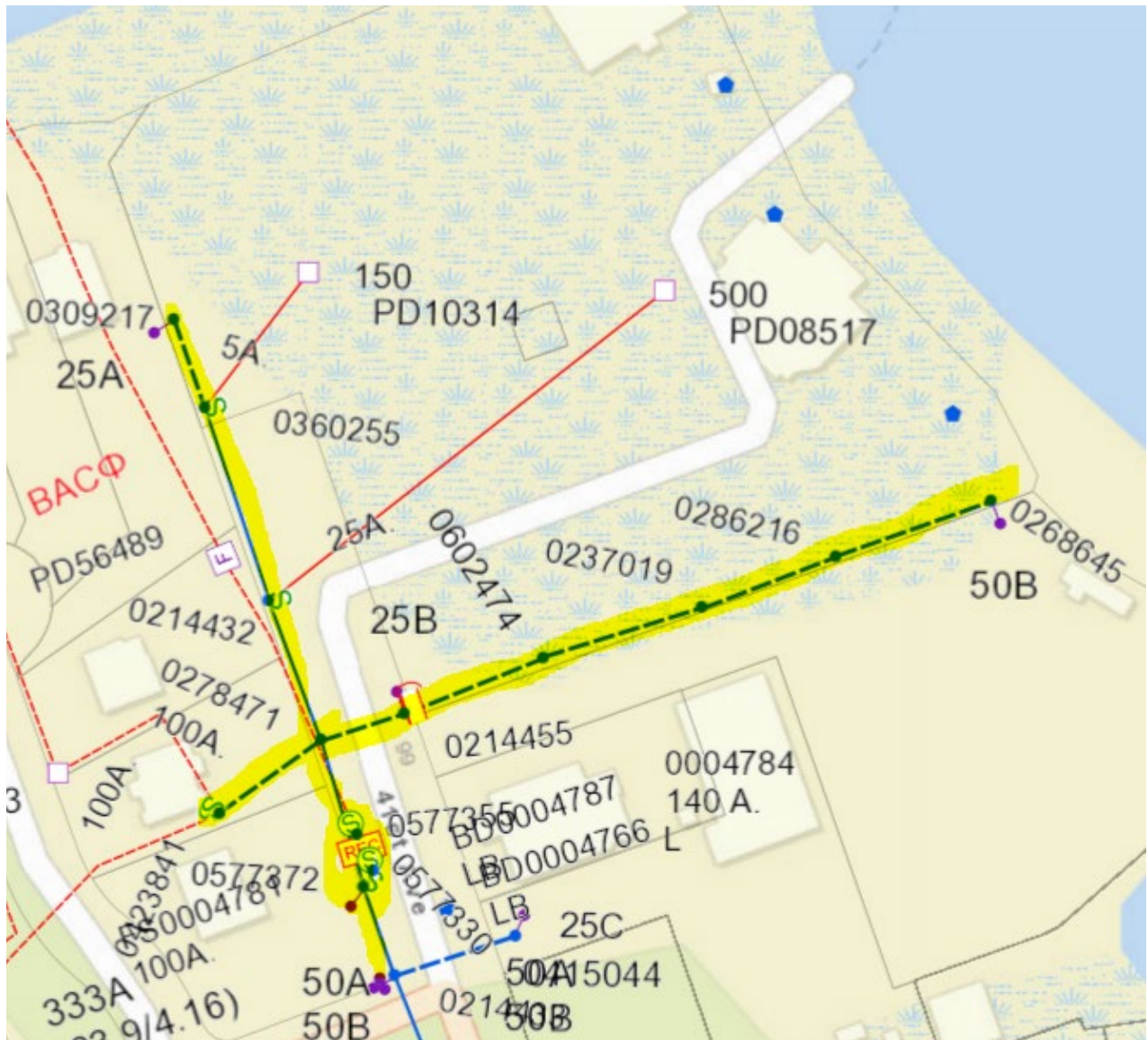
PROJECT #2: 41ST AVENUE - OVERHEAD to UNDERGROUND CONVERSION

PROJECT #3: 21ST AVENUE - CROSSINGS CONVERSION

PROJECT #4: 14TH AVENUE - OVERHEAD to UNDERGROUND CONVERSION

PROJECT #5: PALM /OAK HARBOR BLVD (11TH- 13TH) - OVERHEAD to UNDERGROUND CONVERSION

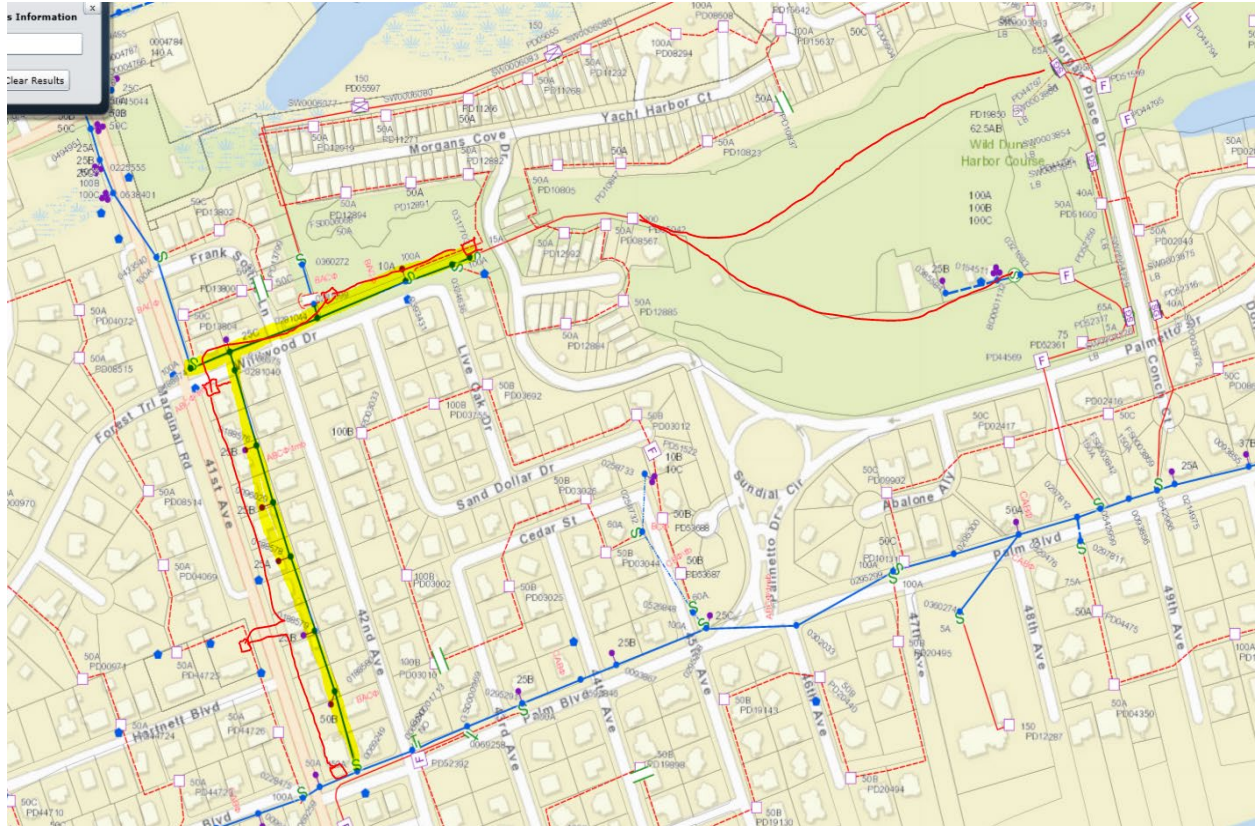
PROJECT #1: CITY MARINA – OVERHEAD to UNDERGROUND CONVERSION



PROJECT NOTES

- **ESTIMATED COST RANGE: \$150,000-\$250,000**
- CURRENT RENOVATION PROJECTS IN PROGRESS AT THE MARINA RESTAURANT & SLIPS
- COMMUNICATIONS UNDERBUILT ON THIS LINE

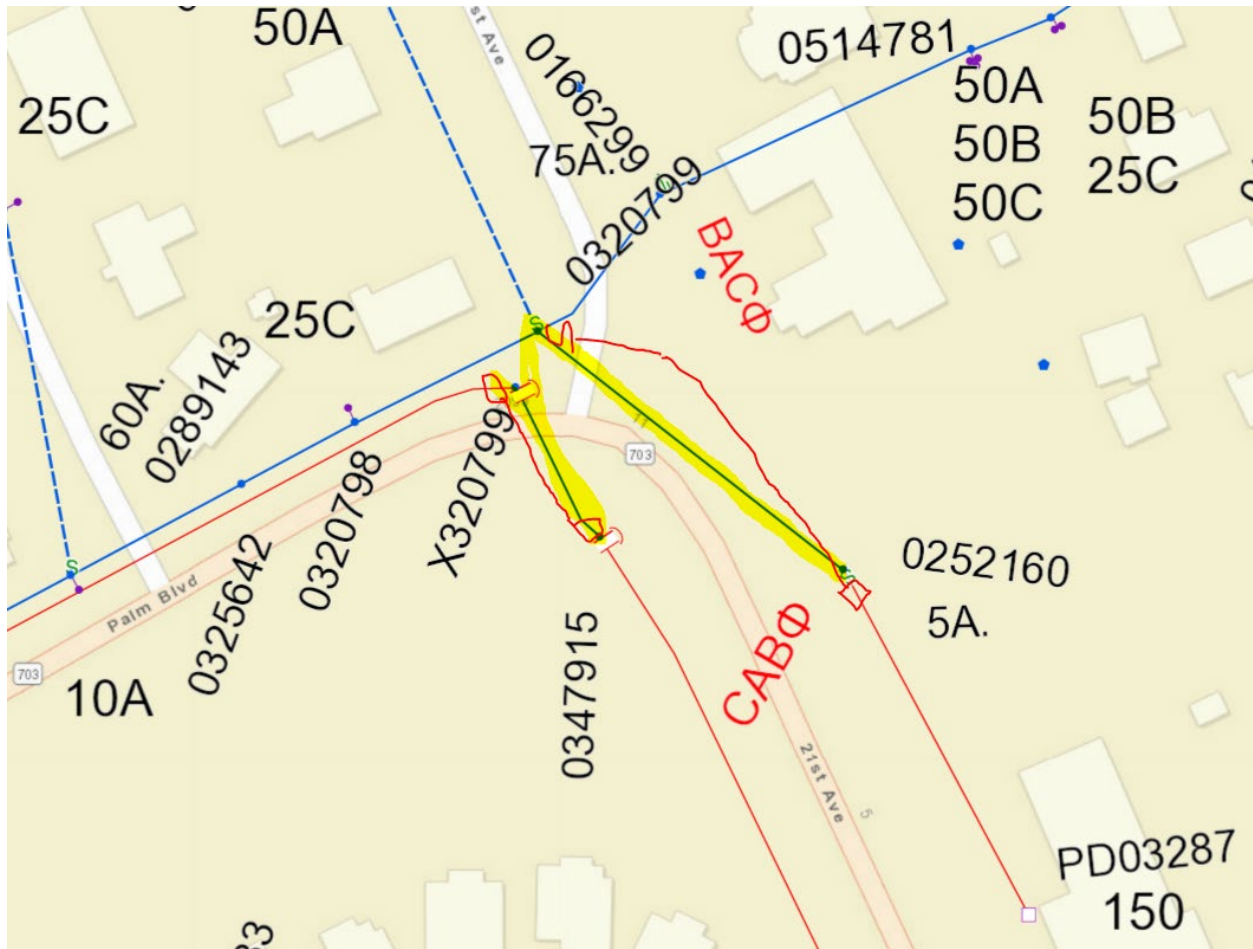
PROJECT #2: 41ST AVENUE – OVERHEAD to UNDERGROUND



PROJECT NOTES

- **ESTIMATED COST RANGE: \$450,000-\$600,000**
- BACK LOT LINE BETWEEN 41ST AND 42ND
- COMMUNICATIONS UNDERBUILT ON THIS LINE
- SCOPE OF WORKS ITEMS: CAN BE BROKEN UP INTO A PHASED APPROACH

PROJECT #3: 21ST AVENUE – CROSSINGS CONVERSION



PROJECT NOTES

- **ESTIMATED COST RANGE: \$30,000-\$60,000**
- PALM BLVD & 21ST ARE BOTH DOT ROADS SO DESIGN (AND COST) WOULD BE HEAVILY DEPENDENT ON APPROVAL OF SCDOT PERMIT
- COMMUNICATIONS LINES UNDERBUILT ON EXPRESS FEEDER CROSSING
- SCOPE OF WORK ITEMS: EITHER CROSSING CAN BE CONVERTED INDEPENDENTLY

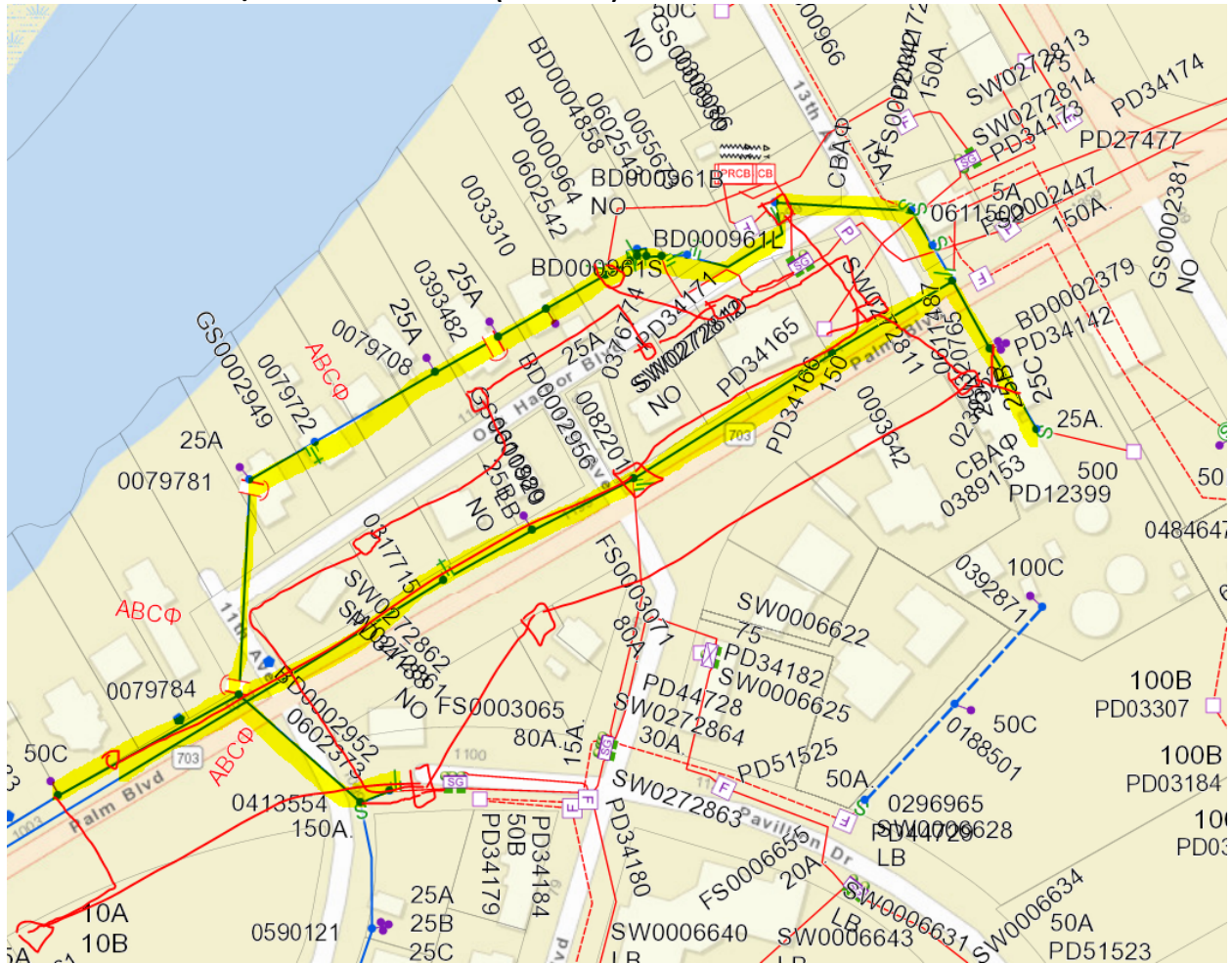
PROJECT #4: 14TH AVENUE – OVERHEAD to UNDERGROUND CONVERSION



PROJECT NOTES

- ESTIMATED COST RANGE: \$40,000-\$80,000
- COMMUNICATIONS UNDERBUILT ON THIS LINE

PROJECT #5: PALM /OAK HARBOR BLVD (11TH-13TH) OVERHEAD to UNDERGROUND CONVERSION



PROJECT NOTES

- **ESTIMATED COST RANGE: \$600,000-\$900,000**