



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

February 9th, 2022 at 2:00 p.m.

Beaufort County Council Chambers, Administration Building, Beaufort County Government
Robert Smalls Complex, 100 Ribaut Road, Beaufort, South Carolina and via Webex

Board Members

Present

James Clark
Allyn Schneider
Steven Andrews
Patrick Mitchell

Absent

Marc Feinberg
Brian Watkins

Ex-Officio Members

Present

Bill Baugher

Absent

Nate Farrow
Van Willis
Jeff Netzing

Beaufort County Staff

Katie Herrera
Johanna Zoran
Neil Desai
Carolyn Wallace

Julianna Corbin
Brittany Ward

Visitors

Alice Howard, County Council
Allen Warren, USCB
Ellen Sturup-Comeau, Clemson
Jacob Terry, HHI
Molly Davis, Woolpert
J.P. Johns, Woolpert

1. **Meeting called to order** – Allyn Schneider at 2:00 pm
 - A. Agenda – Approved
 - B. Approval of Minutes – Approved.

2. **Introductions** – Completed.

3. **Public Comment(s)** – None.

4. Special Presentations

A. Beaufort County Legal Update – Brittany Ward and Neil Desai

- o Neil Desai presented the legal status on the IGA's with the City of Beaufort and the Town of Port Royal. In 2013, Stormwater Utility pursued delinquent fees in these two municipalities for military installations. As of two years ago, the municipalities issued a written request to stop the pursuit of delinquent fees. Brittany Ward stated that the Beaufort County Administrator has decided to disassociate with Gentry Locke law firm for pursuing these fees in order for us to be able to have conversations about negotiations directly with the Military Installations. Ms. Ward is seeking to have the IGA's amended so that we would not be obligated to pursue Stormwater fees at this time. Neil stated that a Natural Resource Committee will be created in order to start

the amendment process and then to go through Beaufort County Council to adopt those changes.

B. Stormwater Department Audit Report – Woolpert, Inc

- Woolpert Inc performed a mock audit for the Stormwater department to prepare the department for an actual audit from the SCDHEC or EPA and to provide recommendations. Molly Davis presented what procedures they took to perform the audit. The overall audit findings for Beaufort County Stormwater fell between sufficient and benchmark status. JP presented the six minimum measures and how Beaufort County Stormwater fell within these measures. It has been evident through the audit that Beaufort County is working towards reaching benchmark status and continues to push ahead to meet the end of the compliance spectrum. Beaufort County Stormwater needs improvement in documentation. Patrick Mitchell asked if more staffing is needed to make the improvements necessary and Jake from Woolpert said it was not. Allyn Schneider asked if there was any push-back from Katie and her team in reference to the changes that need to be made or if they were willing to comply. JP stated that Katie and Julianna were completely compliant and willing to provide any information requested. So, a full report of recommendations has been provided to Katie and she has created a workplan to meet sufficient and benchmark statuses for all measures and to pass future audits with minimal findings.

5. Reports

Highlights:

A. Utility Update – Katie Herrera

Highlights:

- ✓ Southern Lowcountry Regional Board (SoLoCo)
 - Amendments to manual and ordinance were approved and implementation of new standards were effective as of February 1st, 2022.
- ✓ Special Presentation
 - Research performed by Dr. Montie is still to be anticipated to be presented in the spring 2022.
 - Cypress Wetlands – Katie stated that the hopes are that the meeting can be done on site if weather permits.
- ✓ A reminder that the different municipalities need to have the financial reports provided to us by a certain timeframe. This is important to consistency across all of the IGA's especially with the amendments that Neil and Brittany spoke about earlier.

B. Monitoring Update – Katie Herrera

Highlights:

- ✓ Lab update – Lab operations have been moved to South of the Broad Campus but despite the move coordinating efforts with them have remained easy. Monitoring continues at Pepper Hall site and Mossy Oaks. Some locations are not accessible due to construction but as soon as that is completed those will be picked up again.

C. Stormwater Implementation Committee (SWIC) Report – Katie Herrera

Highlights:

- ✓ IGA's were presented for the Town of Port Royal and the City of Beaufort to update the language regarding the military delinquent fees. Minor edits were also made at the same time to keep the IGA documents consistent across the board.
- ✓ SWIC Committee met on January 14th, 2022 to discuss Clemson Extension contract which expires at the end of the fiscal year and to ensure that the terms worked for all municipalities that participate in the cost sharing and Clemson team as well. Contract is going for legal review.

D. Stormwater Related Projects – Julianna Corbin

Highlights:

- ✓ Flyover bridge repairs have been closed out and pictures of completed work were presented.
- ✓ Shell Point Community – It was determined that the BRIC application was not competitive at the Federal level. Materials gathered for it are still eligible to be submitted at a later time and Julianna stated that it is the intent for Stormwater to do so. The Hazard Mitigation Grant Program application was submitted on February 3rd. We are budgeting to begin the design and permitting of that project in the next fiscal year.
- ✓ Graves Property / Pepper Hall – Roads and Infrastructure plan amendment has been approved since the last meeting. Conceptual Plans for the single-family home were reviewed a week prior by the Staff Review Team. Construction continues.
- ✓ Staff continue to work with engineers and legal to have comprehensive construction plans. Roads and Infrastructure have been approved as well as the town homes. Property owners continue construction on the pond located on the northwestern corner of property. Outfall structures are being retrofitted to function properly.
- ✓ Whitehall property – Construction continues on City Property.
- ✓ Tuxedo Park Pond Dredging – We are continuing to look for bids for the engineering drawings necessary to send out for construction bids. Katie provided an update to the HOA president on January 31st.
- ✓ Huspah Court North – Julianna is working on the design.

E. Professional Contracts Report – Julianna Corbin

Highlights:

- ✓ Mossy Road – It was determined to move this project off the CIP list.
- ✓ Brewer Memorial – Construction continues.
- ✓ Evergreen Regional Pond 319 – The utility conflict is still pausing progress but at the same time progress has been made. Project expected to close out mid to late spring.
- ✓ Stormwater engineering consulting services – Woolpert
 - Scope #5 – 319 Grant still moving forward
 - Scope #7 – Northern Lady's Island Drainage Study – We are in the final stages of getting the proposal reviewed.
 - Scope # 8 – St. Helena Drainage Study – We are looking to get that started very soon.
 - Other scopes on County radar:
 - Woolpert looked at the performance of the Battery Creek Pond and found that the trash rack was inhibiting the flow from the pond due to the possibility of it not being installed where it was specified on the plans. We are looking at replacing the trash rack with a traditional grate rack at a higher elevation to see if it improves flow.

F. Regional Coordination – Katie Herrera

Highlights:

- ✓ Mossy Oaks – Continue working with USCB to monitor the effects of construction has had on the water quality.
- ✓ Katie has met with City Officials and their consultant to partner on a drainage study of the downtown Beaufort area.

G. Municipal Reports – Katie Herrera

Reports attached in agenda

Highlights:

Reports information.

- ✓ Town of Bluffton (From Kim Jones, Watershed Management Division Director)
 - Reports Received – attached to the minutes
 - Bill Bower introduced himself as the new Watershed Management Division Manager replacing Kim in the near future once Town Council has approved it.
- ✓ Town of Hilton Head Island (From Jeff Netzinger, Stormwater Manager)
 - Katie introduced Jacob Terry as the new NPDES Administrator.
- ✓ City of Beaufort (From Nate Farrow, Public Works Director)
 - No information available at this time
- ✓ Town of Port Royal (From Van Willis, Town Manager)
 - No information available at this time.

H. MS4 Update – Katie Herrera

Highlights:

- ✓ Plan Review – See the attached chart for Beaufort County Stormwater staff plan review workload for the past 12 months.
- ✓ Stormwater Permits – See the attached chart for Beaufort County Stormwater permits issued for the past 12 months.
- ✓ Monthly Inspection summary – We are doing over 600 inspections per month. Also continuing to work on our post construction Post Construction BMP program.
- ✓ Weather Station Data – Report unavailable
- ✓ Education Report – Ellen Sturup-Comeau, Clemson Extension
 - In January Ellen stated that they had Sediment and Erosion Control Social Media Campaign on the local Stormwater Partners Facebook page which reached over 600 people informing them on how to report things like broken silt fences and unmaintained construction site entrances, etc.
 - Consortium meeting is being held on February 22nd.
 - Healthy Pond Series Wildlife Management Webinar will be held on February 24th.
 - First Adopt-A-Stream Program of the year will be on February 28th.
- ✓ Katie was recently featured on WTOC regarding the project on Evergreen.
- ✓ Recently Shell and Circle K gas stations are featuring a 30 second Stormwater commercial at the pumps describing six things you can do to improve your watershed.

- ✓ Energov software – This would meet one of the recommendations JP from Woolpert mentioned earlier under the minimum control requirement. Once we are utilizing all parts of this software then can check this recommendation as being met.
- ✓ MS4 Statewide General permit – DHEC will be presenting at the next South Carolina Association of Stormwater Managers meeting on March 3rd. Katie hopes to get updates from the State regarding the progress of MS4 permits, Phase 1 permits and what some of the audits from the State may look like in our area.
- ✓ Staff Update
 - Julianna Corbin and Judah Wood obtained their Certified Stormwater Plan Reviewer certifications in December. This is the first time in Beaufort County Stormwater history that all Stormwater inspectors have been certified.
 - Katie is still interviewing for a Stormwater Administrative Assistant.
 - There are quite a few vacancies in the Infrastructure department and are continuing to advertise these openings.
 - Katie recognized our Utility Operations Coordinator, Evelyn Sutton. She is a reservist in the United States Navy and has been called to active duty and sent on deployment.

I. Maintenance Projects Report- Katie Herrera

Highlights:

- ✓ Major projects:
 - None
- ✓ Eight minor or routine projects:
Reports attached.

J. Liaison Report – Beaufort County Council – Alice Howard

Highlights

- ✓ Infrastructure Maintenance timeline – Katie stated that internal staff are looking at prioritizing projects so that we can be more proactive rather than reactive to problems that occur. Woolpert is helping with the prioritization so that we can be most effective with the staff we have available. Discussions about possibly trying to contract out the more emergent situations rather than handle routine, preventative, and emergency maintenance all in house. Working on funding for FY23 to implement it and improve our turnaround for routine maintenance.

6. Unfinished Business – None

7. New Business – Katie Herrera

- ✓ TY2022 Management Memo – Katie Herrera
 - Per the IGA, management fees for the management portion of the program are required to be presented to the municipalities. Katie showed a breakdown of what was billed for all municipalities in TY2020 and how much was collected. Cost sharing information was shared also.

- ✓ FY23 Budget – Carolyn Wallace
 - The budget is project focused. It had to be trimmed to be able to support the projects. We have approximately \$1M worth of maintenance projects under non-professional services and funding would come from the revenue that is anticipated to be collected in the next fiscal year along with \$195K out of the reserve. There is one request for a new FTE for a Lead Inspector for the Regulatory Department. Kate and Neil are finalizing that request. Due to the budget having to be trimmed down, we are only requesting the replacing the replacement of two pieces of equipment, the bush hog and a bobcat. Another request being made is to use our reserve to continue our CIP projects. Some of those projects have been removed from the budget as Julianna mentioned, Shanklin Road and Salt Creek in order to trim some more from the budget. Our projected total for CIP projects is \$1.25M.
 - Mr. Schneider asked Katie if the number of vacancies we currently have is having an impact on the performance of Stormwater Utility. Katie responded that if we were fully staffed we would definitely be able to complete work in a more timely fashion and to be able to work on more projects. With a limited crew we are mainly focused on more emergent situations and we are having to prioritize differently. Stormwater is advertising heavily to fill these vacancies.
 - Allyn Schneider requested a motion to approve the budget for FY23. A motion to approve was made by Steven Andrews. Patrick Mitchell seconded the motion, and it was unanimously adopted.

8. No Public Comment

9. Meeting Adjourned