



Public Works Committee

8:00 a.m., November 5, 2020

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** – October 1, 2020
3. **Citizens' Comments** – Citizens may submit written comments here: <https://www.iop.net/public-comment-form> Comments received prior to the meeting will be entered into the record.
4. **Department Report** – Director Pitts and Assistant Director Asero; Vehicle maintenance, trash collection, and building maintenance tracking reports
5. **Old Business**
 - a. Update on Phase III Drainage Project, small internal projects and Waterway Boulevard path elevation – Presentation by Thomas & Hutton
 - b. Discussion of outsourcing household garbage collection services
 - c. Update on Memorandum of Understanding (MOU) between the City and Dominion Energy ahead of next tree trimming cycle
 - d. Discussion of Dominion Energy's Non-Standard Service Fund and list of eligible projects Consideration of MOU with Isle of Palms Water and Sewer Commission regarding the island's Sewer Master Plan
 - e. Discussion and consideration of amendments to Section 5-4-32 of the City's Zoning Code to allow for Sewer Pump Stations with a 1,000 square foot or less footprint



6. **New Business**

Discussion of beach litter and trash collection

7. **Miscellaneous Business**

Next Meeting Date: 8:00 a.m., Thursday, January ____, 2021

8. **Executive Session – If needed**

9. **Adjournment**



PUBLIC WORKS COMMITTEE
8:00am, Thursday, October 1, 2020

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 Pounds, Smith, and Streetman

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

Also Present: Chairman Jay Leigh, Vice Chairman Curtis Helfrich, General Manager Chris Jordan of the IOP Water & Sewer Commission

2. Approval of previous meeting's minutes – September 2, 2020

Council Member Streetman made a motion to approve the minutes of the September 3, 2020 meeting, and Council Member Smith seconded the motion.

Council Member Smith requested the minutes reflect the net savings of garbage outsourcing as opposed to budgeted savings. Net savings for outsourcing garbage collection only would be approximately \$24,000 and net savings for outsourcing garbage and yard debris collection would be approximately \$153,000.

The amended minutes passed unanimously.

3. Citizens' Comments

The only comment was read into the record by City Clerk DeNeane regarding not renewing the lease for Tidal Wave Water Sports' lease at the Marina. This comment in its entirety can be found on the City's website alongside the agenda for this meeting.

4. Department Reports – Director Pitts and Assistant Director Asero

Director Pitts said he has not yet received garbage collection reports but will forward them on to committee members upon receipt. He reported that while he only spent \$600 on vehicle maintenance in September, he is waiting on a \$26,000 invoice for the flatbed.

He also reported that the extra travel time to the Bees Ferry Landfill is creating a loss in efficiency. While it is not an issue now, he expects it to become one in the spring and summer. Administrator Fragoso said the County does not seem interested in further negotiations about this change unless the City want to pay the \$115,000 transfer fee. She and Director Pitts have

discussed the potential financial impact, but they do not see any justification at this point to pay the transfer fee.

Director Pitts said that the public restrooms are now on winter operating hours of 9am-6pm.

Assistant Director Asero reviewed the drainage work being done across the island including opening the ditch at 23rd and 24th on Harnett Boulevard. He said that SCDOT is “hesitant to put in piping in that location and our right of way is a little bit too narrow for a swell ditch.” Eadie’s is completing additional pipe cleaning on Sand Dollar and Wild Wood. Vegetation clean up continues around the island, specifically on Forest Trail, 41st, 25th, 30th, and Wild Wood. Eadie’s is also scheduled to clean a ditch between 21st and 22nd avenues.

Regarding the persistent flooding at 34th Avenue and Hartnett and 23rd Avenue and Hartnett, Asst. Director Asero said he is having the independent contractor look into “how we can tie in some piping and bring the water down.”

The diesel generator at the Public Works building is up and running, and everyone has had lessons on its use. Weekly logs will be kept to track the machine’s parameters. He has been coordinating fall plantings with Pleasant Places. Administrator Fragoso added that Asst. Director Asero has also been working on the landscaping at the Public Safety building.

Director Pitts reported that some temporary asphalt work has been done on Intracoastal Court. Asphalt work at 34th and Forest Trail will be completed this week.

Council Member Smith thanked staff for their work on the website that now reflects timelines for ongoing City projects such as drainage. She suggested creating a presentation regarding the drainage project geared towards the public so they may better understand drainage issues like open versus closed ditches and other drainage-related challenges the City faces.

5. Old Business

A. Update on Phase III Drainage Project and small internal projects

Administrator Fragoso shared the project timelines from the City’s website.

She also reported that the RFP for the smaller projects has been released. There will be a pre-bid meeting on October 8 and bids are due by October 29. Grant applications for two funding opportunities from FEMA are being drafted and will be submitted prior to the January deadline. The City submitted a grant application to the Rural Infrastructure Authority on September 14.

She reported the Phase III Drainage Project is still in the design and permitting phase. Thomas & Hutton has been “coordinating with the Wild Dunes staff for the design of the 30th Avenue outfall, and their meetings have resulted in some design changes. The design and plan production, according to Thomas & Hutton, is at 80% complete. They are working and making some progress on the stormwater report, and the permit applications are ready for signature, and they expect to be able to submit all permits this month.”

Director Kerr elaborated on the status of the design issues at the Wild Dunes Harbor Course. “The issue with the golf course that, I think it’s the eighth hole of the Harbor Course, we are

having an issue where the ditch that is there and it goes right across the fairway. And I don't know if it has shrunk over time or if it was always this size, but it is probably eight feet from bank to bank. Thomas & Hutton is saying that the amount of water that should be going through there that needs to be two or three times that width" which may cause playability issues for the course. He added, "Wild Dunes has indicated their preference would be to pipe that ditch and make it basically a flat fairway across the whole way there. That has implications though on the amount of wetlands being disturbed and obviously costs. But they are aggregable to potentially providing areas that we could mitigate and offset the wetlands that we would impact."

He also reported that Thomas & Hutton has the conceptual study for the multiuse path in its queue and will follow up with them on its status.

B. Discussion of outsourcing household garbage collection services

While there is no new information to report on this, Council Member Pounds said he would like to hear about any further conversation regarding the elimination of the backdoor service.

C. Update on Memorandum of Understanding (MOU) between the City and Dominion Energy ahead of next tree-trimming cycle and Discussion of Dominion Energy's Non-Standard Service Fund and list of eligible projects

Council Member Pounds reported that he and Administrator Fragoso will meet with the Community Affairs representative from Dominion Energy on October 12. They hope to review high-level estimates of eligible projects using the non-standard service fund. Administrator Fragoso hopes to be able to review a draft of a proposed MOU at the meeting.

Council Member Smith suggested asking Dominion Energy about areas that are particularly vulnerable to outages and if those places are good candidates for undergrounding power lines.

6. New Business

A. Consideration of MOU with Isle of Palms Water & Sewer Commission regarding the island's Sewer Master Plan

Director Kerr said this version of the MOU with the Water & Sewer Commission has a few slight edits from the previous version reviewed by the Committee. He added, "I would say this is a very open MOU that basically says the City and the Water & Sewer Commission will share the common goal of expanding public sewer and that the two bodies will work together towards that goal."

He reported that the Planning Commission intends to develop a more strategic and detailed agreement with the Water & Sewer Commission over the next year regarding island-wide sewer expansion.

Chairman Jay Leigh of the Water & Sewer Commission noted this is a fluid document that will change as needs and economics change. They are looking forward to working with the City.

MOTION: Council Member Pounds made a motion to accept the current draft of the MOU with the Isle of Palms Water & Sewer Commission. Council Member Streetman seconded the motion.

Director Kerr reported that he is attending the monthly Water & Sewer Commission meetings and reporting back to the Planning Commission. He also shared that the City and the Water & Sewer Commission use the same engineering firm (Thomas & Hutton) who does a great job of finding and applying for applicable grants for drainage projects for both entities.

The Committee briefly discussed the possibility of coordinating drainage and sewer work between the two entities.

VOTE: The motion passed unanimously.

B. Discussion and consideration of amendment to §5-4-32 of the City's Zoning Code to allow for sewer pump stations in the SR-1 single-residential district

Director Kerr explained the need for the amendment to the City's Zoning Code. "This is an amendment to the residential zoning code standards that would allow for the Water & Sewer Commission to build lift stations with a 1,000-square-foot footprint, which I think they would agree would satisfy their needs to put lift stations throughout these residential neighborhoods that would allow their system to operate" as the sewer system is expanded. He gave a brief history of previous amendments to this section of the code that have made this request necessary.

Chairman Leigh said the Water & Sewer Commission plans to purchase the property and dedicate most of the property for a park. They shared a conceptual drawing of where the lift station would be on the property and its planned size. He said the Commission has made their purchase of the property contingent upon the approval of the zoning change. Administrator Fragoso suggested the Commission be ready to address concerns from the community about the design of the project and possible odor emanating from the area. Chairman Leigh said the station will include odor containment. General Manager Jordan said this station will be smaller than the one at 29th and Waterway and blend into the area better with a wood fence and landscaping.

MOTION: Council Member Streetman made a motion to amend §5-4-32 of the City's Zoning Code to allow for sewer pump stations in the SR-1 single-residential district. Council Member Smith seconded the motion. The motion passed unanimously.

C. Discussion and consideration of roof repairs to the Public Works workshop to address ceiling condensation issues in an amount not to exceed \$19,000

Administrator Fragoso explained that the recent work done to the Public Works workshop did not include roof repairs where staff has recently noticed "significant condensation issues." She has been speaking with Trident Construction about bidding and possibly completing the work that needs to be done since they are already on the island working on the Public Safety building. She stated this work will be an unbudgeted expense but indicated \$12,000 has been set aside for repairs to that building as well as contingency money left over from the Public Safety building

project. She said City code requires two additional written quotes for a project in this cost range, and they will have additional quotes by the Ways & Means Committee meeting later this month.

Director Kerr explained the problem with the roof and ceiling tiles, the potential scope of work, and walked through the estimate provided by Trident Construction. He noted the estimate did not properly calculate the total, so the project estimate currently stands at \$22,658.

MOTION: Council Member Smith made a motion to recommend an amount not to exceed \$23,000 to address the ceiling condensation issues and roof repairs at the Public Works workshop. Council Member Streetman seconded the motion. The motion passed unanimously.

Council Member Pounds noted that the motion before the Ways & Means Committee should clarify it is an unbudgeted expense and where the money for it will come from in the budget.

7. Miscellaneous Business

The next meeting of the Public Works Committee will be Thursday, November 5, 2020 at 8:00am.

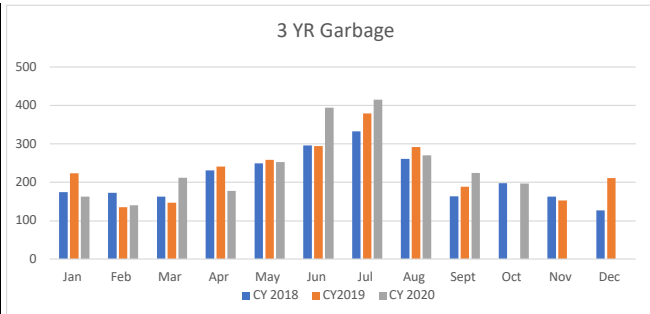
8. Adjournment

Council Member Pounds made a motion to adjourn, and Council Member Smith seconded the motion. The meeting was adjourned at 9:09am.

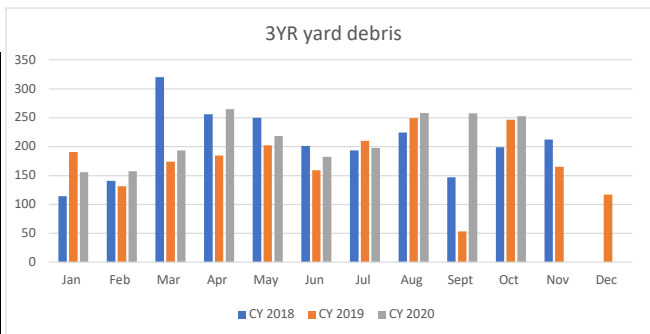
Respectfully submitted,

Nicole DeNeane
City Clerk

	CY 2018	CY2019	CY 2020
Column1			
Jan	174.69	223.61	162.77
Feb	172.71	135.17	140.66
Mar	163.25	147.4	212.04
Apr	230.87	241.17	177.52
May	249.85	258.45	252.56
Jun	296.1	294.31	394.38
Jul	332.64	379.48	415.12
Aug	261.2	292.36	270.71
Sept	163.41	188.86	224.87
Oct	198	Dorian	196.94
Nov	163.27	153.27	
Dec	127.02	211.04	



	CY 2018	CY 2019	CY 2020
Column1			
Jan	114.3	190.61	155.93
Feb	140.72	131.74	157.44
Mar	320.2	174.3	193.74
Apr	256.24	184.59	265.04
May	249.91	202.48	218.67
Jun	201.29	159.4	182.49
Jul	193.36	209.97	198.07
Aug	224.47	249.39	258.37
Sept	146.88	53.11	257.64
Oct	199.28	246.75	252.81
Nov	212.21	165.36	
Dec		117.26	



General duties

Sanitation:

68.79 tons of misc. debris was transported to Republic on Palmetto Commerce Pkwy. **

Landscaping/Road Maintenance:

VEHICLE MAINTENANCE Beginning Budget \$90,000.00

Fund 10 GENERAL FUND			
10/01/2020 10-4620.5017	VEHICLE MAINTENANCE	BEG. BALANCE	10,720.28
10/01/2020 AP INV	WIPER BLADE & OILFILTER CAP PW9	17.05	10,737.33
10/02/2020 AP INV	CREDIT FOR "PREMIUM XTREME 925 CCA ST"	- 87.21	10,650.12
10/07/2020 AP INV	(2) HOSE ASSEMBLY & ACCESSORIES FOR PWD 16	391.20	11,041.32
10/08/2020 AP INV	PW-21 2002 RENAULT BRAKE JOB & OIL CHANG	2,860.03	13,901.35
10/09/2020 AP INV	SKID STEER - SERVICE CALL FOR 1 TIRE	375.51	14,276.86
10/16/2020 AP INV	(2) "TRANSYND 5 GALLON PAIL" - PWD 16	597.00	14,873.86
10/19/2020 AP INV	TRANSMISSION HOSE TRUCK #2	163.57	15,037.43
10/21/2020 AP INV	PW-24 2009 MACK FUEL TANK LEAK / REPLACE	1,981.48	17,018.91
10/22/2020 AP INV	HOSE ASSEMBLY & PLASTIC CABLE - PWD 1	95.23	17,114.14
10/26/2020 AP INV	REMOTE CONTROL SWITCH FOR HOPPER TRUCK10	43.54	17,157.68
10/31/2020 10-4620.5017	END BALANCE	6,524.61	17,157.68

Remaining Balance

72,842.32

Action Items

See Drainage and Facility manager report (attached)

DEPARTMENT OF PUBLIC WORKS OCTOBER 2020

Assistant director of Storm water and Facilities

Drainage

- Eadies ditch/pipe cleaning Methodist church - 22nd drainage culvert.
- Vegetation clean up a Methodist church and 22nd Ave.
- Charleston county stormwater review plans for new home construction.
- Estimates from Earth works/Eadies construction for drainage repair on Driftwood, 23rd and Hartnett.

Facilities

- DPW generator weekly log.
- Weekly Morgan creek grill inspections.
- Welding and sensor repair of rolling gate at public works by DPW.
- Additional estimates for DPW A/C condensation remediation.
- City hall elevator shaft repair for compliance with SC-LLR.
- Plumbing repair at the front beach restrooms.
- Meeting with electrician for Recreation generator.
- Disposal of broken dock at the marina.
- Replacement of electrical outlets at the DPW.

Front beach / Restrooms

- Clean up of parking lot / Front beach Ocean Blvd. trash and debris.
- Ordering of supplies and managing cleaning crews for restrooms.
- Painting and power washing of restrooms by attendant.
- Pothole filling at Intercoastal Ct, Waterway sidewalk, City hall and PWD.
- Replacement of stolen turtle statue.

Landscaping / Rights of way / Connector / Parks

- Clean up of debris on the connector DPW/sweeping contractor.
- Maintenance of Palm Blvd, Waterway Blvd, 21st Ave. and 41st - DPW.
- Landscape removal/installation at the Public safety building.
- Coordination of additional tree pruning at the PSB.
- Palm Blvd./ Leolla Park city owned streetlight replacement estimate.
- SCDOT pothole repairs.
- Removal of wall on Forest Trail and Cross Ln.

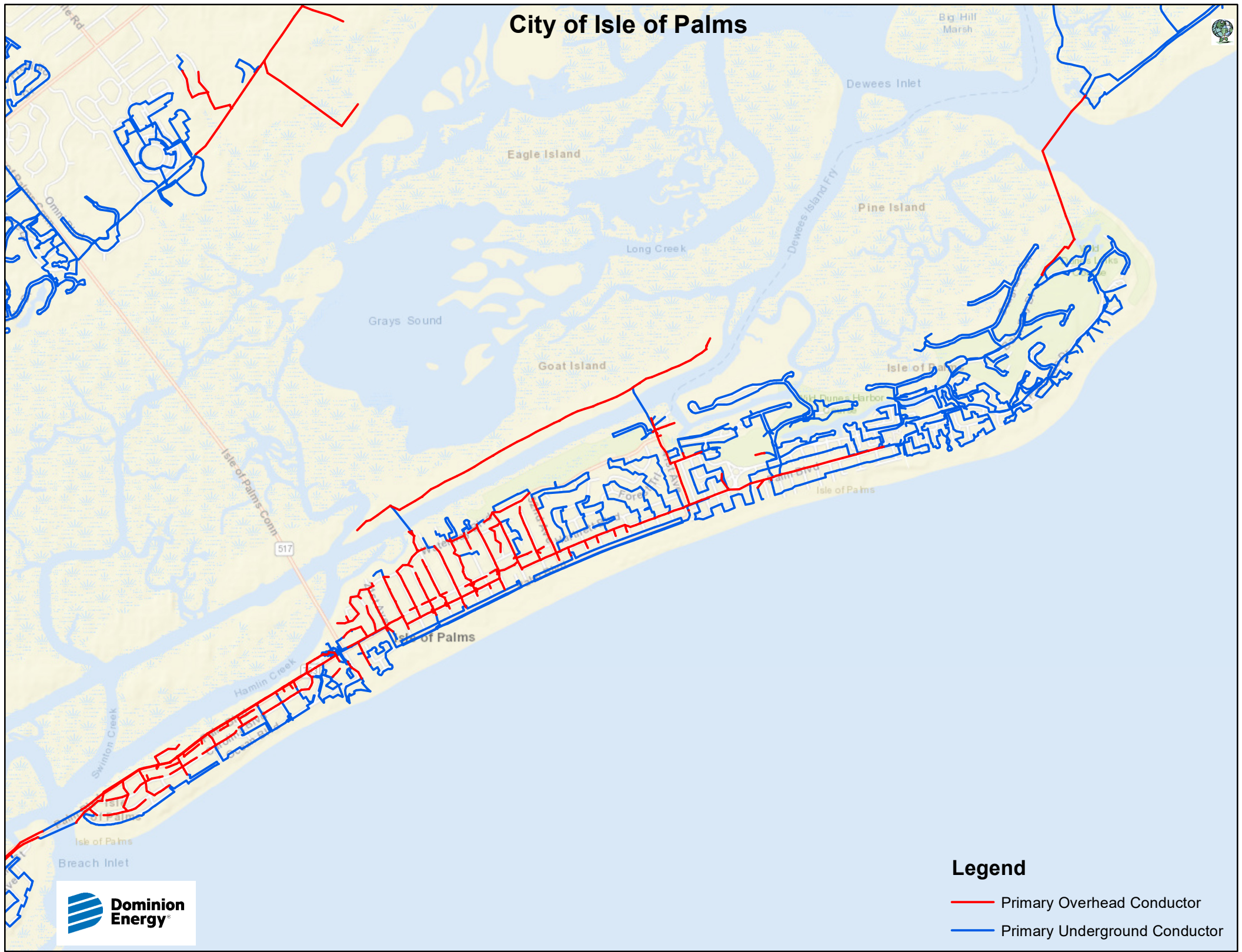
Compactor / Dumpster

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

Certifications, training and meetings

- Safety team meeting at the Police Dept.
- Review of DPW safety procedures and inspections.
- Updating of DPW MSDS-SDS book.
- Monthly UST testing of Marina and DPW.
- Preconstruction marina meeting.
- City of IOP strategic planning meeting.

City of Isle of Palms



Total IOP Beach Litter		
<u>Total IOP Beach Litter</u>	<u>Cigarette and Cigar Litter</u>	<u>%</u>
57,407	15,307	27%
<u>Total IOP Beach Litter</u>	<u>Cigarette and Cigar Litter</u>	<u>%</u>
21,240	5,364	25%
Howard Hogue Beach Litter		
<u>HH Beach Litter</u>	<u>Cigarette and Cigar Litter</u>	<u>%</u>
17,921	5,740	32%
<u>Total IOP Beach Litter</u>	<u>Cigarette and Cigar Litter</u>	<u>%</u>
16,800	4,403	26%