

PLANNING COMMISSION
August 15, 2018

AGENDA

The Isle of Palms Planning Commission will hold its regular meeting on Wednesday, August 15, 2018 at 4:30 p.m. in the City Hall Conference Room, second floor, 1207 Palm Boulevard.

A. Call to order and acknowledgment that the press and the public were duly notified in accordance with state law

B. Public comments

C. Approval of minutes: July 11, 2018

D. Old business: discuss development of Memorandum of Understanding regarding future sewer expansion

update on Phase 3 Drainage - Outfalls Design and Permitting RFP

E. New business discuss pervious concrete

F. Miscellaneous business

G. Adjourn

MINUTES OF THE ISLE OF PALMS
PLANNING COMMISSION MEETING
July 11, 2018

The Isle of Palms Planning Commission met in the City Hall conference room, 1207 Palm Boulevard on July 11, 2018 at 4:30 p.m. Members attending included Ron Denton, Vince DiGangi, Richard Ferencz, Phillip Pounds, and Lisa Safford; the Director of Planning Douglas Kerr was present as well. Lewis Gregory and Bill Mills were absent. Mr. Ferencz acknowledged that the press had been notified of the meeting and the agenda for the meeting was posted in City Hall and the Building Department to comply with the Freedom of Information Act.

PUBLIC COMMENTS

Mr. Dan Kubek, 100 block of Carolina Boulevard, explained that his neighborhood has made some progress with SCDOT and they have been cleaning the ditches and drainage boxes, but the check valve continues to not operate properly and allows tidal water into the system at each high tide. He stated that they needed to close the loop with Kevin Mitchell with SCDOT and see what their long-term resolution to that situation is going to be.

The Commission thanked Mr. Kubek for the update.

DISCUSSION OF MEMORANDUM OF UNDERSTANDING REGARDING FUTURE SEWER EXPANSION

Mr. Ferencz stated that for the sake of not keeping City Administrator Emerita Tucker at the meeting too long, he would like to reorder the agenda to discuss the proposed Memorandum of Understanding (MOU) at this point. A motion was made, seconded and unanimously approved to reorder the agenda.

Ms. Tucker thanked the Commission for the opportunity to talk about this project and she explained that since the Planning Commission had been the key group in working on the issues associated with expanding the sewer system, she wanted to use the group to assist in developing an MOU for the City to enter into with the Isle of Palms Water and Sewer Commission (IOPWSC) regarding how the two should proceed with expanding the sewage infrastructure to all properties in the City. She asked as a starting point if the members agreed with the stated overall goal of the MOU that she had distributed.

Mr. DiGangi stated that he thought the stated overall goal captures the important elements of what he thought the MOU should include.

Mr. Pounds asked if Ms. Tucker or the group thought that the MOU should encompass more than just expanding the infrastructure.

Ms. Tucker answered that she thought the MOU would establish the framework for a better operating relationship between the City and the IOPWSC and she felt like this has already started to occur with the two groups entering into a much more narrow MOU regarding the master planning work underway with Thomas and Hutton.

Mr. Pounds explained that he thought broad-based language about collaborating on projects and sharing information, including bidding documents and mapping, should be included in the MOU.

Ms. Tucker answered that she agreed and that this type of language was inserted into the initial masterplan update MOU regarding the final product being shared between the two groups.

Mr. Safford explained that she was concerned about the funding of the project and she knew that there was a large number of residents that are on fixed incomes and the prospect of a mandatory tie into a new sewer system has always been a fear of these families. She stated that she was hopeful that some grant funding would be discovered that could help and she thought that language referencing this concern and how to address the concern could be incorporated into the MOU.

Ms. Tucker responded that she agreed and that part of the work she would be doing would include looking into various funding sources. She added that the IOPWSC was very encouraged to be awarded grant funding to help offset some of the expense associated with expanding the wastewater system at Forest Trail. She added that some pockets of the island may be able to be carved out and targeted with grant funding, as there are some areas of the island that have residents that are not as wealthy as others.

Mr. Ferencz explained that he was hopeful that if there were opportunities to address other concerns as this project unfolded, like adding fire hydrants in areas not currently covered, that this work would also be approached with the same level of cooperation as the sewer expansion project.

He also explained that he felt like the IOPWSC had concerns about supplying information such as the locations of sewer lines, or the cost of projects, or mapping in general, and he was hopeful that the MOU could establish that the two groups would freely exchange information both ways and support each other as necessary. He stated that the IOPWSC is a wealth of information and it is unfortunate to not be able to access the information.

Mr. DiGangi stated that he knew that the expansion of the sewer system will ultimately come up against funding challenges, as it will be an expensive endeavor, and he stated that it may be that there needs to be an understanding that if the City financially

contributes to the effort that there would need to be some offsetting gain to the City, either financial or otherwise. Otherwise, he felt like it would be challenging for the City to agree to participating financially.

Mr. Pounds explained that he could see the need for an arbitration mechanism to be developed and included in the MOU. He said that presumably some issue would arise that needed to be refereed over ownership or responsibilities and it would be good from the onset to have an agreed upon method to resolve disputes.

Mr. Kerr explained that as he understood how the most recent public meetings unfolded, the two groups would work towards updating the masterplan and the associated budget and then the next move might be hiring a rate consultant to help determine what funding options were available. He explained that he thought at that point there would need to be intense study of how to proceed and he would hope that the Planning Commission would be given the opportunity to study the information provided and see if there are alternatives that are different from what the Planning Commission has already recommended.

Mr. Ferencz added that he thought that the MOU should include language indicating that there would be regular meetings on the issue with full representation of all the groups involved.

Ms. Tucker thanked the group for the feedback and indicated that if it was ok with the Commission, she would like to return to the group with an outline of the MOU at the next meeting. The group agreed that this would be good.

APPROVAL OF MINUTES

Mr. Ferencz explained that the next item on the agenda was the approval of the June 13, 2018 minutes and he made a motion to approve the minutes as submitted and Mr. Pounds seconded the motion. The vote was unanimous in favor of the motion.

DISCUSSION OF STORMWATER REQUEST FOR PROPOSALS DRAFT

Mr. Kerr explained that since their last regular meeting, he had modified the draft request for proposals (RFP) to include the comments made at the last meeting. He stated that the RFP included the design, permitting, surveying and construction oversight for a comprehensive redesign of the drainage outfalls at 30th Avenue, 3605 Waterway Boulevard and 41st Avenue.

He explained that additionally he attended the City Council meeting to share the RFP and get feedback from the Council regarding the direction the group was heading. He stated that the feedback from City Council was positive and they seemed to be in agreement with the approach being suggested in the RFP.

The group discussed the draft RFP and Mr. Pounds stated that he thought the new language stating that the chosen firm would provide a list of key performance indicators should be itemized as a separate task in the scope of work. Mr. Kerr answered that he thought this work would be done as part of analyzing the proposed design alternatives and therefore was related to that task. The group agreed that this would be a task on its own of providing performance indicators for the chosen design and Mr. Kerr agreed that he would break it out into a standalone task.

The group discussed the timing of the project and Mr. Kerr explained that he could release the RFP in the coming weeks, which he did not believe would provide enough time to have proposals back in time for the August Planning Commission meeting, therefore he suggested making the September Planning Commission meeting a target date for having the proposals submitted. The group agreed.

Mr. Kerr indicated that he would work towards this and keep the Commission members posted of progress. He added that he would forward and link and time stamp of the Council meeting where they discussed the outfall RFP.

MISCELLANEOUS BUSINESS

Mr. Kerr indicated that he would be out of town on the date of the next meeting and asked if the group could meet one week later on August 15th. The group indicated that they could, so they agreed to shift back the August meeting.

ADJOURNMENT

With there being no further business, the meeting was adjourned at 5:55 p.m.
Respectfully submitted, Richard Ferencz, Chairman

4. The City of Isle of Palms budgeted and adopted \$50,000 in the Fiscal Year 2019 budget to facilitate its ability to fund the updated cost estimates for expansion of the public sewer system.
5. On May 30, 2018, the City and WSC entered into an initial Memorandum of Understanding agreeing to a 50:50 cost share of a \$38,600 study to update the island's sewer master plan.
6. Thomas and Hutton was engaged to perform the tasks detailed in the initial MOU based on their history and their participation in the original sewer master plan for WSC in the 90's.
7. The City of Isle of Palms and WSC further agree that the proliferation of non-traditional treatment systems, like grinder pump systems, are less than ideal, unsightly, rarely have alternative power supplies making them non-functional during periods of power outages.
8. WSC has previously taken the proactive position in their agreements with customers having grinder pump systems that when public sewer becomes available, those customers are required to abandon the grinder pump systems and connect to the public sewer at their expense.
9. WSC has engaged the services of a rate consultant who has completed a study on impact fee increases, and this modeling will facilitate gathering of needed rate and cost information for future extensions.
10. The City and WSC commit to a goal to improve the barrier island environment, increase sustainability and improve property values. The parties to this agreement plan to achieve this goal by systematically expanding WSC's public sewer system in a planned,

- safe sequence that is not only economically viable but also maximizes grant resources to mitigate costs to the customers.
11. The City and WSC set a target of realizing this goal by no later than ten (10) years from the date of this agreement.
 12. This work and analysis will comprise data provided by Thomas & Hutton, as well as information on flood complaints; repetitive losses from flooding; the concentration of grinder pumps, new grinders and grinder requests; malfunctioning septic tanks; requests for sewer service; areas lacking service; and downstream improvements/impacts.
 13. The City and WSC agree to support one another in the pursuit of available grant funding for areas which may qualify. Funding, and issues related to proximity to the treatment plant, may also become a determining factor in the timing and location of phases towards accomplishing the goal.
 14. When necessary, the City and the WSC shall develop any required ordinances as a means of facilitating individual homeowners connecting their properties to the system, once available, without undue financial hardship to the homeowners. Factors to be considered might be length of home ownership, owner occupancy and Homestead Exemption. Properties with alternative grinder systems, by previous agreement with the Commission, must connect to the system when available.
 15. The City and WSC commit to improving and facilitating communication during the budgetary process and planning process, to continue to create awareness of the stated goals, and to coordinate projects and possible cost saving opportunities created by economies of scale.

16. The City and WSC commit to maximizing grant sources and identifying potential sources of funds in accordance with the attached draft funding plan, to support and facilitate the necessary upgrades to accommodate the connection of all individual systems to the City System.

NOW, therefore, the City and WSC agree that it is the intent of this Memorandum of Understanding to formalize their agreement to cooperate in this endeavor and to the terms of this MOU and the City requests WSC to sign this Memorandum of Understanding and proceed as diligently as possible with achieving the overall goal by the target ten-year deadline.

In Witness Whereof, the parties hereto have duly approved this MOU and their respective representatives have duly signed, sealed, and delivered this MOU as of the dates indicated by each parties' signature.

CITY OF ISLE OF PALMS

Date: _____

By: _____

Mayor, City of Isle of Palms

IOP WSC

Date: _____

By: _____

Dana Love, Chair

DRAFT