

Maintenance, Enhancement and Major Projects Committee
Meeting Minutes
Thursday, June 2, 2016
9:00 a.m.
CSA Main Conference Room

The June meeting of the Maintenance, Enhancement and Major Projects Committee was called to order at 9:00 a.m. in the main CSA Conference Room.

1. Roll Call

Present:	JR Richardson, Chair Susan Allhusen John Parson	Truitt Rabun John Griffin	Cliff McMackin Kim Hall
Ex-officio:	Mark Griffith		
Absent:	James Bradshaw	Randall Chambers	Mike Lawrence
Staff:	Beau Barnett Jerred Mayse	David Henderson Kristine Wasilewski	Bret Martin

2. Approval of May 5, 2016 Meeting Minutes

A copy of the minutes from the May 5, 2016 meeting were included in the committee's package. Mr. John Griffin made the following motion, seconded by Mr. Cliff McMackin and was unanimously passed:

"RESOLVED, the Meeting Minutes of May 5, 2016 are approved as submitted."

3. Old Business:

a. Recommendation to Change the Rules and Regulations for Contractors:

We are continuing to work with security to update. Once complete, we will bring back to the committee with a recommendation to present to the CSA Board.

b. Project Updates:

1. *Sea Pines Circle Landscape:* Mr. Barnett presented three design concepts that we have received from Whitmer, Keefer and Jones, LTD.

Option 1: Very formal, would possibly include some type of art feature along with plantings of Crepe Myrtles. Existing flag plaza would remain.

Option 2: Seasonal color, Palmetto Trees around the flag plaza. Existing Pines and Palmettos would remain.

Option 3: Large live Oaks with existing Pines canopy and Palmettos. Seasonal colors and again, the flag plaza would remain.

2. **Fraser Circle Landscape:** Mr. Barnett continues to work with Whitmer, Keefer and Jones, LTD design firm gathering costs for a fresh landscape concept for the Circle.
 3. **Lighthouse Lane Project:** Tentative construction plans have been received from Pittman Engineering Co. Mr. Barnett gave a copy of the plans to the committee to review and asked for any feedback or ideas.
 4. **Hydrology Study:** The RFP is complete and bids have been submitted from three engineering firms. These bids are being reviewed.
 5. **2016 Road Paving:** Wisteria Lane, Planters Woods and Planters Wood Court will be complete by the end of June.
 6. **Deer Island Bridge:** Permits have been received and work will begin once the Canvasback Fence project is complete.
 7. **Asphalt Patching and Stamping:** Project is complete.
- c. **Greenwood Corridor:**
Mr. Barnett has met with Whitmer, Keefer and Jones, LTD who are working on landscape plans for the corridor. MEMP will hold a special meeting to discuss the options/possibilities for this project.
- d. **Signage:**
This is an on-going project. It will take several years to replace all signs within Sea Pines.

4. New Business:

a. **Three Year Plan:**

Mr. Barnett presented an overview of the three year plan to the committee.

Included in the plan:

- Capital Equipment Purchase
- Road Resurfacing
- Drainage (Pending Hydrology Study Reports)
- Leisure Trails and Recreation
- Beach Paths and Walkways
- Facilities
- Landscape Improvements

Further discussions within the committee will determine recommendations for year 2017.

b. **MR & R Summary:**

Mr. Barnett shared a handout of the 2016 Budgeted projects and forecasts. This handout also included a line item of unbudgeted safety or "Have to" related projects.

c. **Project Update:**

1. ***Lighthouse Road Leisure Trail:*** The survey and engineering layout is complete. MEMP is actively working on suggestions/recommendations to take back to the engineering firm.
2. ***Southbeach Gate Structure:*** Replacement and repair – Working with the Town.
3. ***Dredging Beach Lagoons:*** Waiting on permits
4. ***Chain Links Fencing (Canvasback):*** Waiting on encroachment agreement
5. ***Spotted Sand Piper pipe replacement:*** Working with the Town
6. ***Duck Hawk Pipe Replacement:*** Working with the Town
7. ***Baynard Outfall Decking and Gate Replacement:*** Working with the Town
8. ***Canvasback Fence:*** This project was scheduled to be completed on July 1, 2016. Unfortunately, the wood supplier sent the wrong pressure treated lumber and in turn has pushed our completion date to July 21, 2016.
9. ***Ocean Gate Sewer:*** Contractor bids have been received for the Ocean Gate Sewer System. Quotes came in at a total of \$17,650 for the project. Presently, we are spending \$2700 on yearly pumping fee. This improvement would pay for itself over the next 7 years.

d. Additional Approvals

None at this time

e. Six Oaks Park

Mr. Henderson reported a wetlands delineation and survey have been completed. The six oaks located in the park are some of the best specimens on Hilton Head Island. The park abuts Six Oaks Cemetery, so additional discussion and careful planning will be required when considering park development.

5. Member Comments

No additional comments were made.

6. Adjournment

With no further items to discuss, Mr. JR Richardson made a motion to adjourn the meeting at 10:15 a.m., the motion was seconded by Ms. Hall and was unanimously passed. The next meeting is scheduled for September 1, 2016 at 9:00 a.m. in the main conference room of the CSA Building.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'James N. Richardson, Jr.', with a stylized, flowing script.

James N. Richardson, Jr.
Chairman