

**Community Services Associates, Inc.
Maintenance, Enhancements,
and Major Projects Committee
Meeting,
March 12, 2020**

On March 12, 2020, a regular meeting of the Community Services Associates, Inc., (CSA), Maintenance, Enhancements, and Major Projects Committee Meeting, was held at the CSA Administration Building- Large Conference Room, 175 Greenwood Drive, Hilton Head Island SC, 29928

Roll Call

Present:	James Richardson Barry Barth John Parsons Bob Hodde	Bill Johnson Steve Alfred Don Sigmon	Ron Thomas Becky Pardue
Ex-Officio:	Larry Movshin Dave Borghesi		
Absent:	Richard Denny Fritz Smith		
Staff:	Russell Fredericks Jerred Mayse	David Henderson Theresa McVey	Victoria Shanahan

1. Call to Order

The meeting was called to order by James Richardson, at 9:00 a.m., Eastern Time.

2. Verify Quorum

With the majority of Committee Members in attendance, quorum was met.

3. Ratify Approval of the November 7, 2019, Meeting Minutes

A motion was made by James Richardson, to ratify approval of the November 7, 2019, CSA Maintenance, Enhancements, and Major Projects meeting minutes. The motion was seconded and unanimously carried:

“**RESOLVED**, the Community Services Associates, Inc., Maintenance, Enhancements, and Major Projects, ratified approval of the September 19, 2019, meeting minutes, as finalized by e-mail”.

4. Unfinished Business

a. 2020 Road Resurfacing/Construction Projects Update:

Russell Fredericks provided an update on the 2020 road resurfacing and construction projects.

1. Greenwood Drive Phase 2 - in the final stages of the project. Grading is taking place, while the vehicular and pedestrian railings are being constructed. Additionally, irrigation is being installed.
2. Lighthouse Road – paving operations, storm water repairs and stamped crosswalks are

complete. All signs have been installed and additional attention is being focused on the removal of erosion protection, roadway striping and landscaping operations. Erosion control around catch basins will remain until The Town of Hilton Head approves removal. Getting positive feedback on relocating the crosswalk at Lighthouse Road/Plantation Drive intersection near the Hargray building. Rearranging/installing landscaping to direct pedestrians/bicycles to use crosswalk.

3. Ruddy Turnstone Road is being resurfaced, paving operations to occur the week of March 16th.

b. Roadway Restriping Update:

Roadway striping has diminished along areas contributing to safety issues, especially at night. To address these issues restriping will be performed along the following roadways:

North Sea Pines Drive - Ocean Gate to South Beach
Lighthouse Road - Fraser Circle to Sea Pines Drive
Greenwood Drive – Portions

c. Plantation Drive Tree Mitigation Update:

Pricing for trees are being reviewed. J.R. will make calls for pricing. Follow up on planting trees to occur.

d. South Beach Lagoon Dredging Update:

Town contractor continuing to clean sediment blocking the pipes.

e. Beach Boardwalk #47 Update:

Construction of Boardwalk #47 is scheduled to occur mid-March. The boardwalk will be extended over the dune and has been approved by the Town and ARB.

f. North Sea Pines Drive Engineering:

The Request for Proposals (RFP) was sent to four (4) engineering firms and we're expecting proposals from two (2) firms. Engineering will address intersection improvements at key intersections, crosswalks, connections to beach walks, leisure trail realignment/widening and drainage component. The engineering will take into consideration the Ocean Gate inbound/outbound alignment for future plans. Widening the leisure trail from Lawton Drive to Duckhawk Road to 8 feet and look at widening/realigning the entire leisure trail from Ocean Gate to Beach Lagoon. Approximately three (3) encroachment agreements will be necessary. Project will potentially impact some driveways. A pit fall of the project will be significant tree removal. A substantial landscape plan will be necessary as part of the project. Depending on the contractor, encroachment agreements, permits, etc., the project could start sooner if funds are available. Full design is due in mid-July. Projections for a fall start with a forecasted cost of 1.3 to 1.4 million which does not include entire leisure trail design. An inquiry was made as to possibly budget this project for 2021.

- g. **Sea Pines Drive Survey from Lighthouse Road to South Beach:**
Preparing to send out RFP. Survey will be conducted in two (2) phases: Lighthouse Road to Audubon Pond Road and Audubon Pond Road to Lands End. The survey will be used for future roadway and leisure trail construction.
- h. **Greenwood Drive Leisure Trail:**
Approximately 3.5 miles of leisure trail is being evaluated for resurfacing. The section from Governors Road to Hearthwood Drive has already been completed. Looking at spring to complete section along Lawton Stables. Continuing to solicit pricing for resurfacing the leisure trail.
Low spots on Plantation Drive leisure trail are scheduled to be fixed.
- i. **Forest Preserve Service Road Project Update:**
David Henderson provided an update on the Forest Preserve Service Road project. The project was funded by the Forest Preserve. Hydro seeding is currently taking place. Railings are being modified on the vehicle timber bridge and will match the pedestrian bridge. Looking to add a third bridge for horses. Horses will continue to use the vehicle bridge until third bridge is built. Lawton Stables has committed to incur cost for the equestrian bridge, approximately \$50,000. Proceeding with permitting.
- j. **2020 New Signage Initiative Update:**
Major roads project includes upgrading signing to new standards and using 6x6 posts. Gates sign – addressing legacy signs and upgrading them to new standards, signs are too small to read. J.R. will discuss at next Safety and Security meeting.

5. **New Business**

- a. **Financial Update:**
Financial update was provided by Victoria Shanahan and Dave Borghesi
- b. **Leaf Blower Noise/Town of Hilton Head Ordinance:**
Landscape contractor is compliant with the Town of Hilton Head requirements for noise levels from leaf blowers at 65 decibels. The Town’s requirement is 95 decibals
- c. **Lawton Canal Pump Station – New Pump Shed/Electric Components:**
The Town of Hilton Head is currently working on repairing pumps. The pump shed needs to be reconfigured based on the latest building codes and standards.
- d. **Open Space Maintenance:**
Mulching and pine straw application will be occurring. Flower change out will begin the week of April 20th. The following Brightview operations will be picking up: Litter pickup will extend to 5:30 PM.

6. **Other Business**

No other business was discussed.

7. **Adjournment**

With no further business to come before the Committee, James Richardson adjourned the meeting at 9:57 a.m.

The next scheduled meeting, of the Community Services Associates, Inc., Maintenance, Enhancements, and Major Projects Committee, is August 7, 2020 at 9 a.m., at the CSA Administration Building- Large Conference Room, 175 Greenwood Drive, Hilton Head Island SC, 29928

Respectfully Submitted,



James Richardson

Chair