



May River Watershed Action Plan Advisory Committee Meeting

Thursday, October 22, 2026 at 3:00 PM

**Theodore D. Washington Municipal Building, Henry “Emmett” McCracken Jr. Council Chambers,
20 Bridge Street, Bluffton, SC**

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. ADOPTION OF MINUTES

- [1.](#) Adoption of July 23, 2026 Meeting Minutes

IV. PUBLIC COMMENT

V. PRESENTATIONS, CELEBRATIONS, AND RECOGNITIONS

- [1.](#) Presentation on May River Watershed Action Plan Stormwater Model Calibration - Amanda Balkus, Water Resources Designer II, and Jason Hetrick, Assistant Director at McCormick Taylor, Inc.

VI. NEW BUSINESS

- [1.](#) Adoption of 2027 WAPAC Meeting Schedule - Beth Lewis, Watershed Resilience Manager

VII. DISCUSSION

VIII. ADJOURNMENT

ANTICIPATED NEXT MEETING DATE: JANUARY 28, 2027

“FOIA Compliance – Public notification of this meeting has been published and posted in compliance with the Freedom of Information Act and the Town of Bluffton policies.”

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Town of Bluffton will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. The Town of Bluffton Council Chambers are ADA compatible. Auditory accommodations are available. Any person requiring further accommodation should contact the Town of Bluffton ADA Coordinator at 843.706.4500 or adacoordinator@townofbluffton.com as soon as possible but no later than 48 hours before the scheduled event.

Executive Session – The public body may vote to go into executive session for any item identified for action on the agenda.

**Please note that each member of the public may speak at one public comment session and a form must be filled out and given to the Town Clerk. To submit a public comment online, please click here:*

<https://www.townofbluffton.sc.gov/FormCenter/Town-15/Public-Comment-60>

Public comment is limited to 3 minutes per speaker.

May River Watershed Action Plan Advisory Committee Meeting

Theodore D. Washington Municipal Building, Henry “Emmett” McCracken Jr. Council Chambers, 20
Bridge Street, Bluffton, SC

July 23, 2026

I. CALL TO ORDER

Chairman Rogers called the meeting to order at 3:02PM.

II. ROLL CALL

PRESENT

Vice Chair Al Stokes

Chair Stan Rogers

Jessie White

Chris Kehrer

Larry Toomer

ABSENT

Chris Shoemaker

Amber Kuehn

III. ADOPTION OF MINUTES

1. Adoption of April 23, 2026 Meeting Minutes

Motion to adopt the April 23, 2026, meeting minutes made by Mrs. White, Seconded by Vice Chair Stokes.

Voting Yea: Chair Rogers, Kehrer, Toomer

IV. PUBLIC COMMENT

Jim Lawton (52 Oyster St), commented on the ongoing bicycle and pedestrian path project between Bluffton and Alljoy Road, requesting additional water quality information for areas near stormwater outfalls and South Carolina Department of Environmental Services (SCDES) shellfish monitoring stations in the May River. Mr. Lawton expressed interest in continued water quality monitoring during construction and anticipated environmental benefits from the BJWSA septic-to-sewer conversion project that just commenced. Town Staff clarified that the bicycle and pedestrian path project is outside the Town's jurisdiction and explained the differences between the Town's water quality monitoring program and the SCDES shellfish harvesting monitoring program, including the locations and parameters monitored.

V. NEW BUSINESS**1. WAPAC Strategic Plan Priorities for FY27-FY28 - Beth Lewis, Watershed Resilience Manager**

Mrs. Lewis summarized the Town's FY27–FY28 Strategic Plan, noting that the new two-year planning cycle began July 1. She reviewed how the Town's Comprehensive Plan, Strategic Plan, and departmental work plans align, highlighting that watershed management initiatives primarily support the strategic focus area of protecting the May River and Surrounding Rivers and Watersheds. She also noted that all seven WAPAC priorities were adopted by Town Council as part of the a Strategic Plan.

Mrs. Lewis then opened the floor to questions The committee discussed drought impacts on water quality monitoring, stormwater management, and irrigation demands, and emphasized the importance of evaluating Action Plan projects before implementation.

Ms. Lewis announced that McCormick Taylor, Inc. will present to the committee in October to review the May River Watershed Action Plan stormwater modeling work.

2. Election of Officers - Beth Lewis, Watershed Resilience Manager

In accordance with the committee charter, Mrs. Lewis reminded committee members that the Chair and Vice Chair positions must be elected every July or as soon thereafter as possible. Chair Rogers and Vice Chair Stokes announced that they would be willing to step down from their respective positions to allow other members the opportunity to serve.

A motion was made to elect Chris Kehrer to the Chair position by Mayor Toomer, Seconded by Mrs. White.

Voting Yea: Vice Chair Stokes, Chair Rogers, Kehrer

A motion was made to elect Jessie White to the Vice Chair position by Mayor Toomer, Seconded by Mr. Kehrer.

Voting Yea: Vice Chair Stokes, Chair Rogers, White

The remaining committee members will continue to serve as members-at-large. Staff noted that the new officer appointments will take effect at the October meeting.

VI. OLD BUSINESS**1. Proposed Ordinance to Amend the Town of Bluffton Code of Ordinances, Chapter 23 – Unified Development Ordinance, Article 5 – Design Standards, Sec. 5.10 (Stormwater); and Article 9 – Definitions and Interpretation, Sec. 9.2 (Defined Terms) Update - Beth Lewis, Watershed Resilience Manager**

Mrs. Lewis provided a verbal update on the details of a Proposed Ordinance to amend the Town of Bluffton's Municipal Code of Ordinances, Chapter 23 – Unified Development Ordinance, Article 5 – Design Standards, Sec. 5.4 (Wetlands) and Sec. 5.10 (Stormwater); and Article 9 – Definitions and Interpretation, Sec. 9.2 (Defined Terms).

It was noted that the ordinance has already passed first reading and is scheduled for second reading before Town Council on August 11. Mrs. Lewis encouraged committee members to attend the Town Council meeting if interested and confirmed that the meeting agenda and supporting packet will be distributed approximately seven days in advance. Staff will share the agenda link with the committee once it is available.

2. Beautification Committee Storm Drain Marking Program Update – Beth Lewis, Watershed Resilience Manager

Mrs. Lewis provided an update on the Storm Drain Marking Program. our winning designs by local middle and high school students will be installed on storm drain inlets across Bluffton's Historic District.. Artwork features messages encouraging proper disposal of litter and pollution prevention. Staff noted that the installations will be promoted through the Town's website, social media, and a press release once completed.

VII. DISCUSSION

None

VIII. ADJOURNMENT

Motion to adjourn at 3:57 PM made by Mayor Toomer, Seconded by Mr. Kehrer.

Voting Yea: Vice Chair Stokes, Chair Rogers, White.

NEXT MEETING DATE: OCTOBER 22, 2026



1

Background

- In recent decades, the Town of Bluffton has undergone rapid land use changes due to growth and development in the May River Watershed.
- The development has greatly increased the impervious surfaces in the area, leading to larger volumes of stormwater runoff.
 - Increased runoff is also linked to a rise in pollutants, such as fecal coliform (FC), which ultimately drains to the May River.
 - More pollutants in the May River have led to disruptions to the river’s key qualities, including shellfish harvesting and organism habitats.
- The “May River Watershed Action Plan” was developed to monitor and combat the rise of the pollutants.
- The model calibration efforts presented here will utilize components of the Action Plan to develop a water quality model to assess FC in the Headwaters of the May River.



2

Project Overview

- In a previous update to the May River Watershed Action Plan:
 - Water quality models were created in XPSWMM for 2002 (baseline) and 2018 (current) conditions.
 - Updates to Town’s water quality monitoring program were suggested to reduce model assumptions.
 - Concepts for areas and types of water quality BMPs were suggested to target reducing pollutants.



3

Project Overview

- In a previous update to the May River Watershed Action Plan:
 - Water quality models were created in XPSWMM for 2002 (baseline) and 2018 (current) conditions.
 - Updates to Town’s water quality monitoring program were suggested to reduce model assumptions.
 - Concepts for areas and types of water quality BMPs were suggested to target reducing pollutants.
- The model update presented here will focus on:
 - Creation of an updated water quality model for present day (2024) conditions.
 - Utilizing more robust data set following changes made to water quality monitoring program.
 - Converting previously developed XPSWMM models for 2002 and 2018 conditions to PCSWMM to compare with the new current model (2024) for this update.
 - More user-friendly software compared to XPSWMM, but both rely on the same framework for modeling stormwater.
 - Incorporating the preliminary concept plan designs for “action projects” into PCSWMM to evaluate their impact on pollutant reduction.

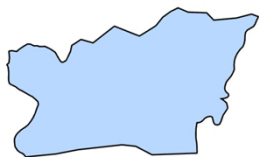


4

Model Development

- Drainage Network
 - To simplify calculations, the models are broken out into various drainage areas, defined as the area where stormwater drains to a single outfall point.

Subcatchment RD-17

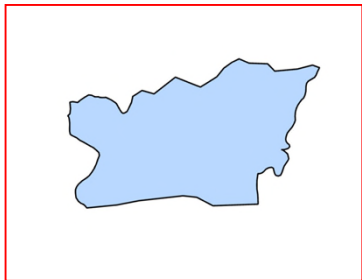


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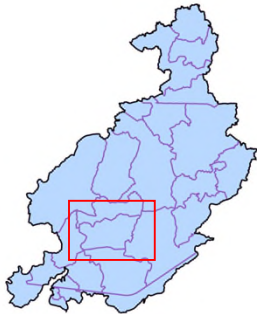
Model Development

- Drainage Network

Subcatchment RD-17



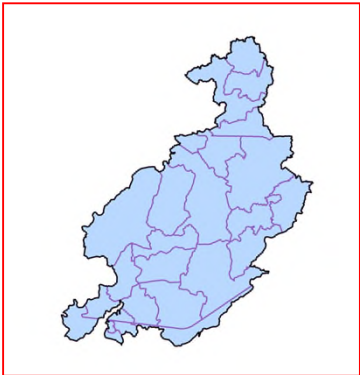
Rose Dhu Creek Subwatershed



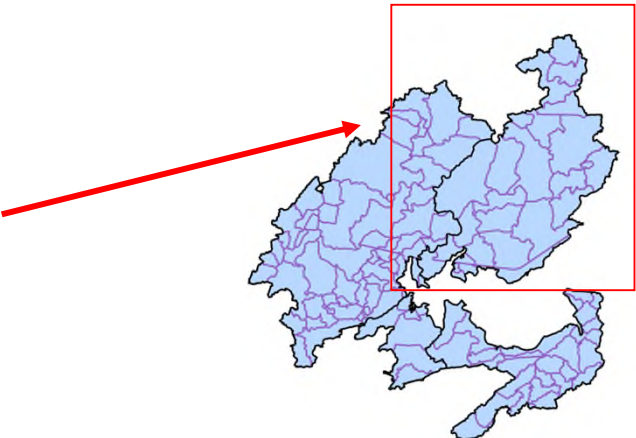
6

Model Development

- Drainage Network



Rose Dhu Creek **Subwatershed**



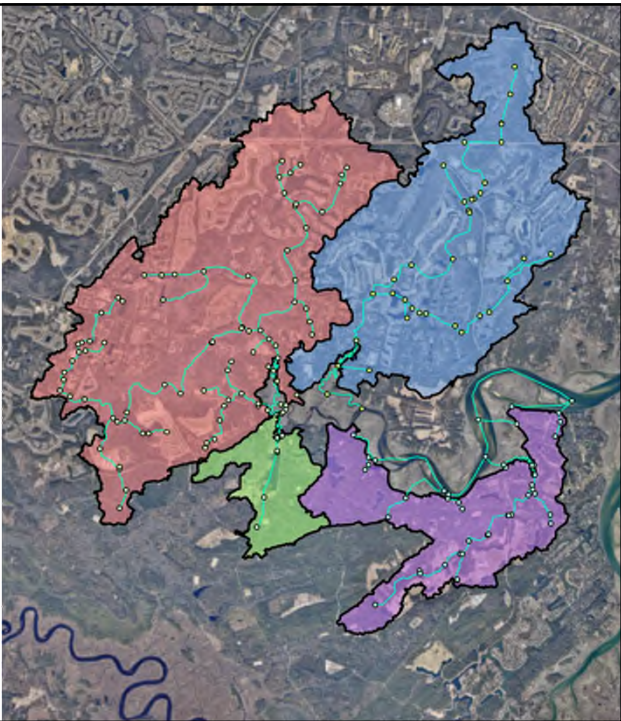
Headwaters of the May River **Watershed**



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Model Development

- Channels
 - Main drainage pathways in subwatersheds were used.
 - Measured from LiDAR.
 - Upstream and downstream channel invert also taken from LiDAR and adjusted accordingly.
 - Flow lengths estimated to be the length of the channels going through each subcatchment.
 - Used to calculate subcatchment widths.



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Model Development

- Impervious Cover
 - Impervious GIS data provided by Town.
 - Added pond footprints to impervious dataset.

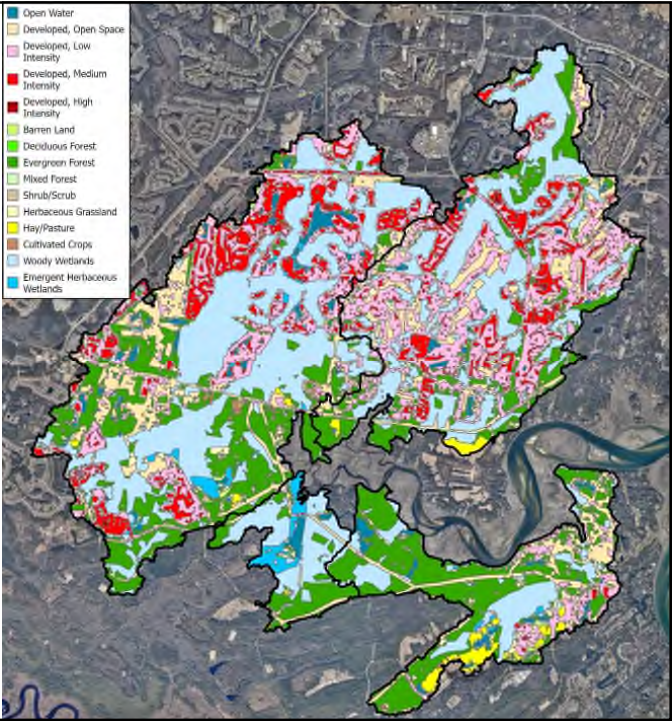




9

Model Development

- Land Use
 - National Land Cover Database (NLCD).
 - Town provided land cover types by parcel, NLCD has fixed resolution.





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Model Development

- Wastewater Type (by parcel)
 - Parcels that utilize septic systems
 - Parcels that have connections to sewer
- Distinction made as septic tanks can lead to higher amounts of pollutants in stormwater runoff, especially during heavy rains or system failures.



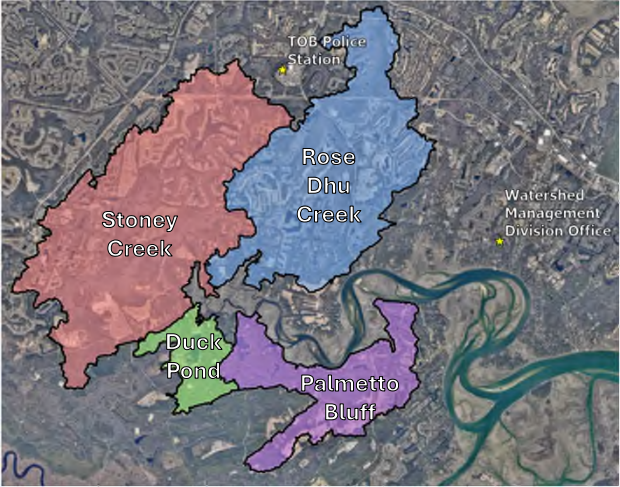
A map showing a residential area with parcels colored red and green. A legend in the top left corner indicates that red parcels are 'Septic Parcels' and green parcels are 'Sewered Parcels'. The map shows a complex network of streets and property lines.



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Model Development

- Meteorological Data
 - Rainfall
 - TOBPD Station
 - Collects rainfall/other weather data every 15 minutes.
 - WMDO
 - Collects data every 30 minutes
 - More complete dataset for model period, used in PC24 models.
 - Evapotranspiration/Evaporation
 - Calculated with Hamon method using weather station data.
 - (vapor pressure/monthly avg temp)



A map showing a watershed area with several sub-areas labeled: Stoney Creek (red), Rose Dhu Creek (blue), Duck Pond (green), and Palmetto Bluff (purple). The map also shows the TOB Police Station and the Watershed Management Division Office. The background is an aerial photograph of the area.



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Model Development

- Infiltration
 - Minimum infiltration rates set based on Hydrologic Soil Group (HSG) Type.
 - Maximum infiltration rates set based on developed/undeveloped land use types.

Minimum Infiltration Rates.

HSG	Infiltration rate (in/hr)
A	0.37
B	0.22
C	0.10
D	0.03

Maximum Infiltration Rates

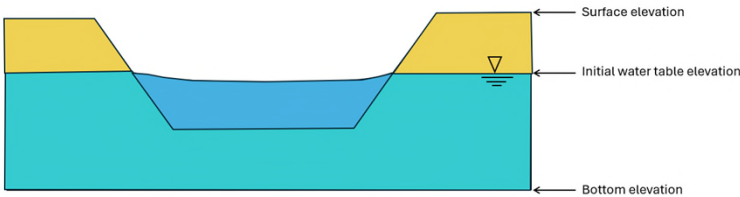
Pervious Area Land Cover Type	Infiltration Rate (in/hr)
Managed/Developed Pervious	5
Forest/Heavy Vegetation	10



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Model Development

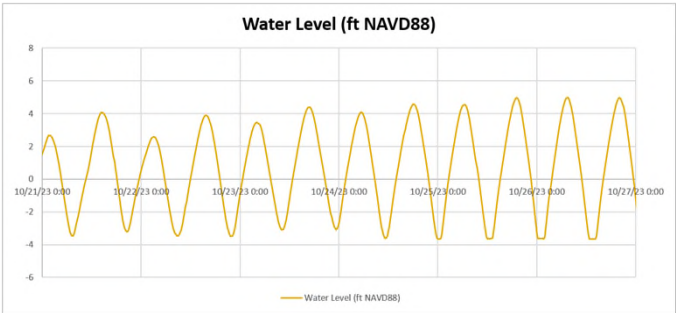
- Groundwater
 - Initial parameters set based on previous XPSWMM model inputs assuming no major changes since development and literature values.
 - Models must run for some time before baseflow from groundwater becomes established.



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Model Development

- Downstream Boundary
 - Tidal Data from Calhoun St Dock Gauge
 - Used fit equations from previous tidal study to translate the WSEs at Calhoun St to WSEs closer to subwatershed outlets.



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Model Development

- Water Quality EMC Values

PCSWMM Land Use Type	NLCD Land Covers Included	Initial FC EMC value (#/100mL)
Developed, Open Space	Developed, Open Space	2500
Developed, Low/Medium Intensity (Sewer)	Developed, Low Intensity (Sewer), Developed, Medium Intensity (Sewer)	5150
Developed, Low/Medium Intensity (Septic)	Developed, Low Intensity (Septic), Developed, Medium Intensity (Septic)	6180
Developed, High Intensity (Sewer)	Developed, High Intensity	4000
Natural/Open Water	Barren Land, Deciduous Forest, Evergreen Forest, Mixed Forest, Shrubland, Hay/Pasture, Cultivated Crops, Woody Wetlands, Emergent Herbaceous Wetlands, Open Water	400



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Flow Calibration

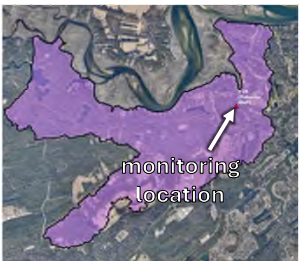
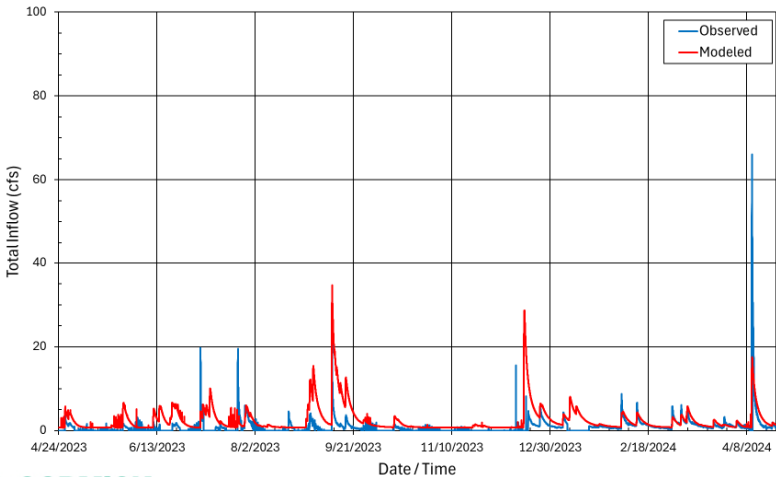
- Flow calibration performed using flow monitoring data recorded in Rose Dhu Creek, Stoney Creek, and Palmetto Bluff subwatersheds.
 - Monitoring locations were compared to the closest model node location.
- Duck Pond used a water surface elevation study of the pond surface to calibrate how water is retained in and exits the pond.
- PCSWMM’s Sensitivity-based Radio Tuning Calibration (SRTC) tool used to overlay field measurements with model results and adjust parameters to better calibrate the models.



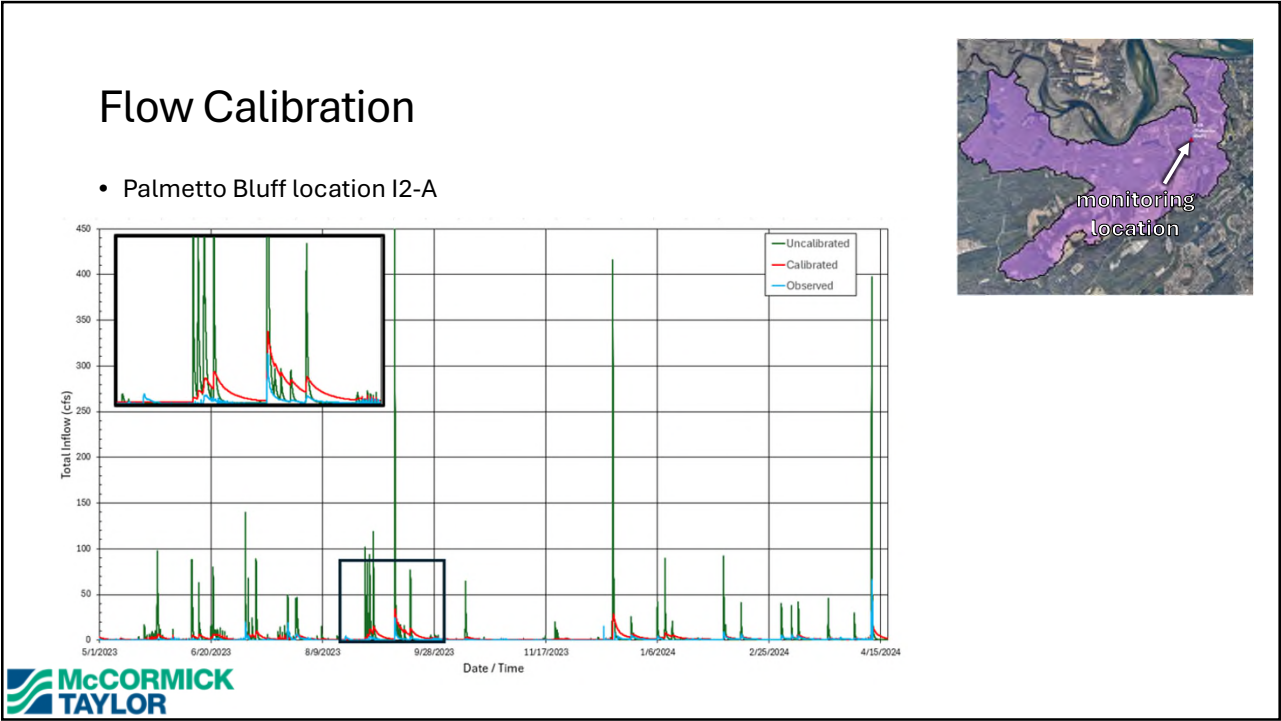
17

Flow Calibration

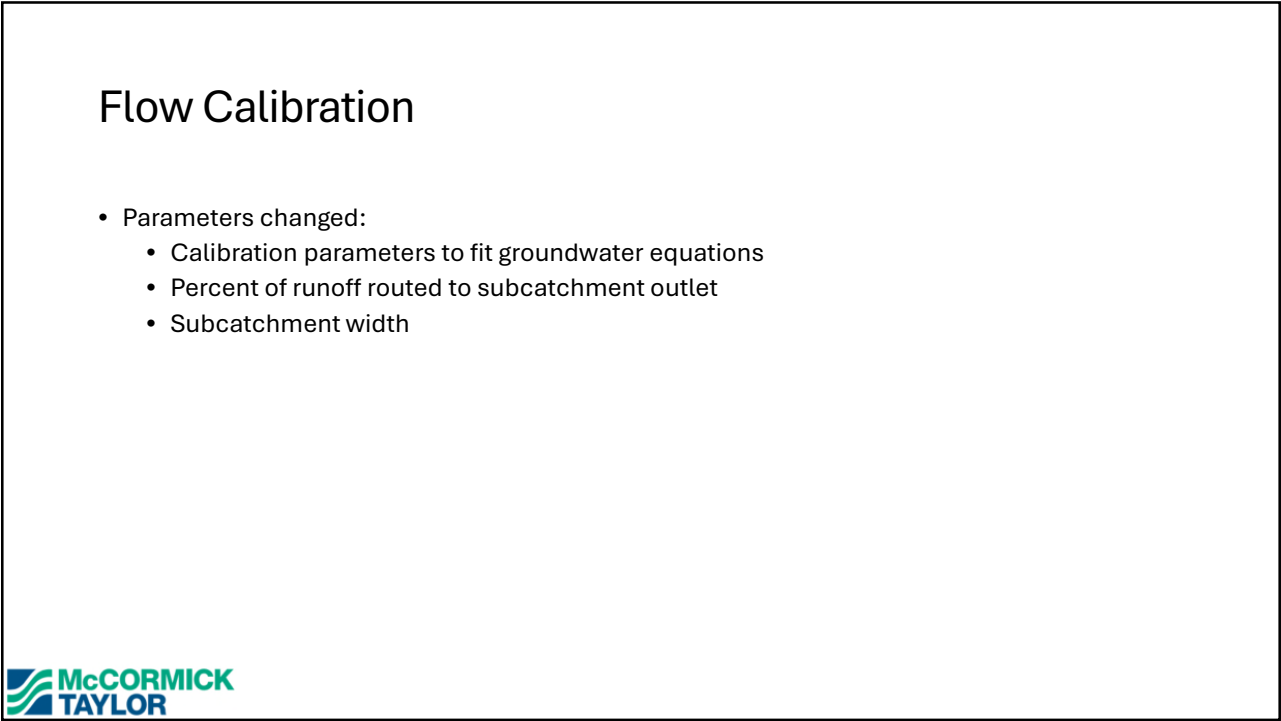
- Palmetto Bluff location I2-A



18



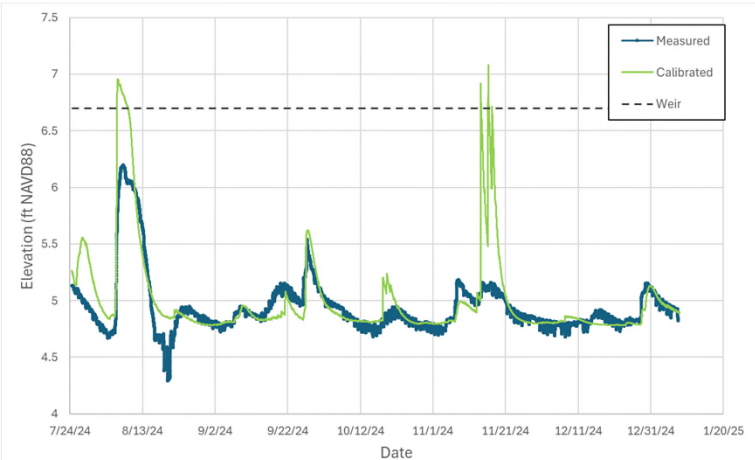
19



20

Flow Calibration

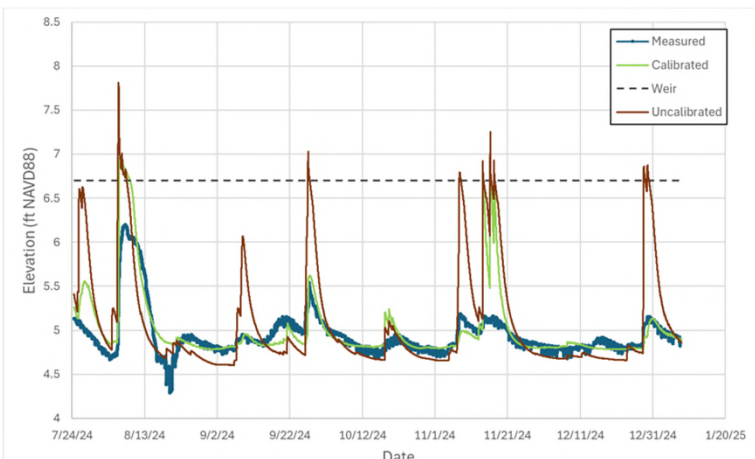
- Duck Pond



21

Flow Calibration

- Duck Pond



22

Flow Calibration

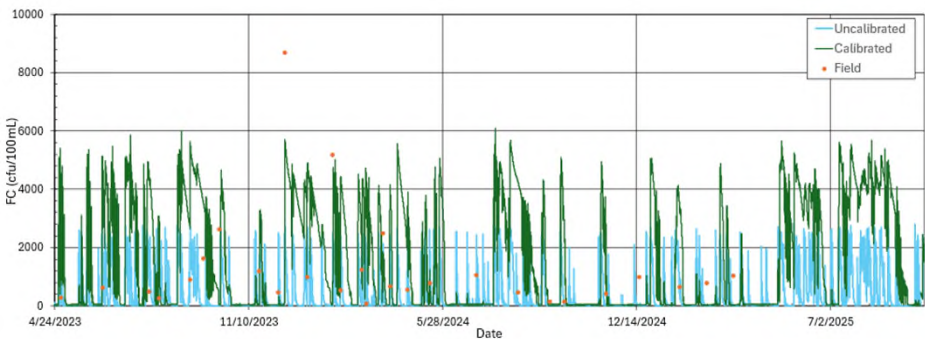
- Parameters changed:
 - Calibration parameters to fit groundwater equations
 - Percent of runoff routed to subcatchment outlet
 - Subcatchment width
 - Adjusted orifice at pond outfall to better capture water surface elevations



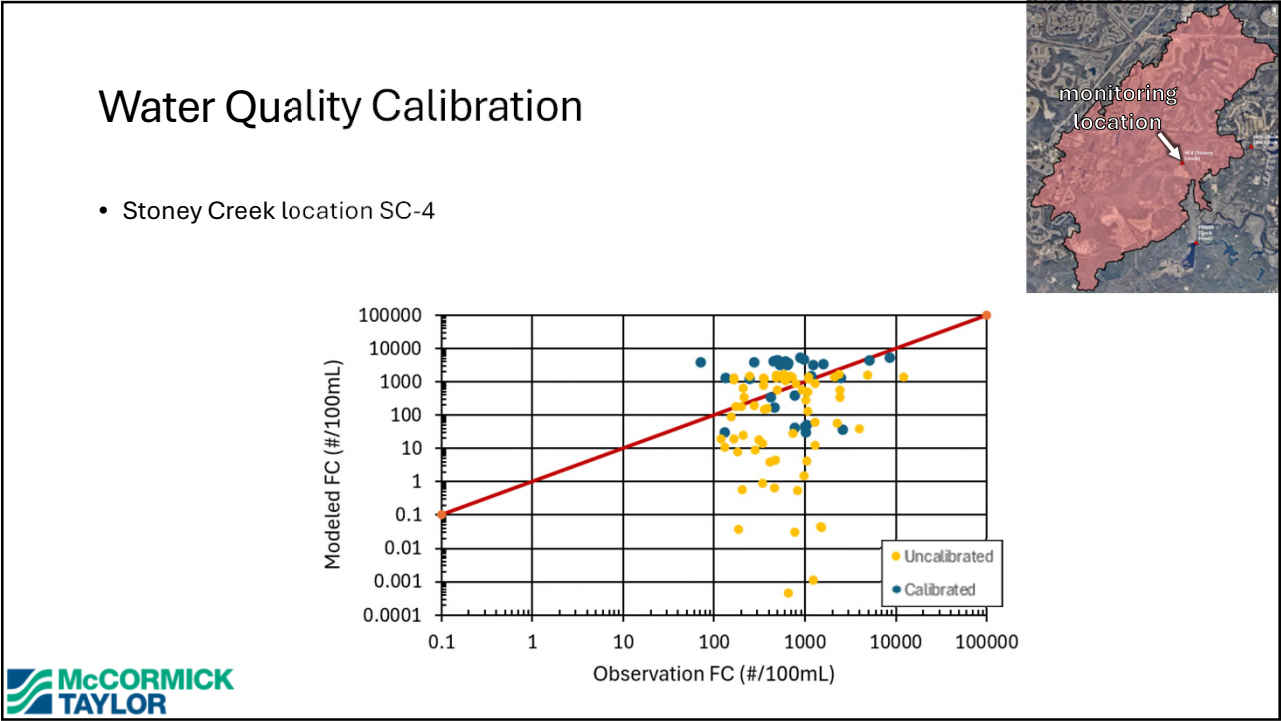
23

Water Quality Calibration

- Stoney Creek location SC-4



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Water Quality Calibration

- Parameters changed:
 - Some impact from the flow calibration variables that were changed
 - Modified EMC values

PCSWMM Land Use Type	Initial FC EMC Value (#/100ml)	Calibrated FC EMC Value (#/100ml)
Developed, Open Space	2,500	6,500
Developed, Low/Medium Intensity (Sewer)	5,150	12,400
Developed, Low/Medium Intensity (Septic)	6,180	15,000
Developed, High Intensity (Sewer)	4,000	10,000
Natural/Open Water	400	1,200

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2002 and 2018 Model Conversion

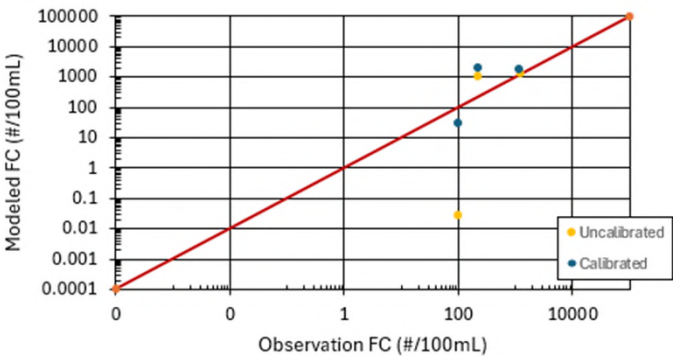
- Used XPSWMM Viewer v2024.1 to convert 2002 and 2018 XPSWMM model inputs to PCSWMM inputs.
- Direct conversion resulted in high routing errors.
 - Solution: modify channel cross sections and elevations to allow for overbank flows during larger storm events.
- All other inputs such as land uses, impervious, etc. preserved from earlier models.
- Once converted, 2002 and 2018 PCSWMM models went through their own calibration like the 2024 PCSWMM model.



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2002 and 2018 Model Conversion

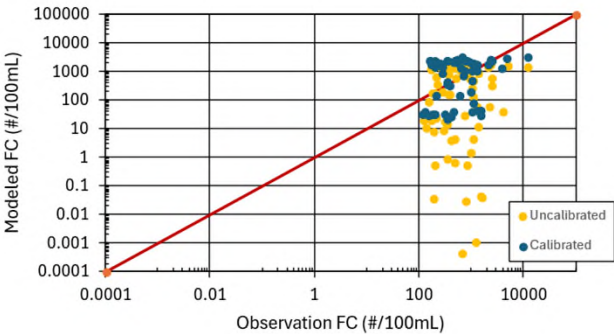
- 2002 Stoney Creek SC-149



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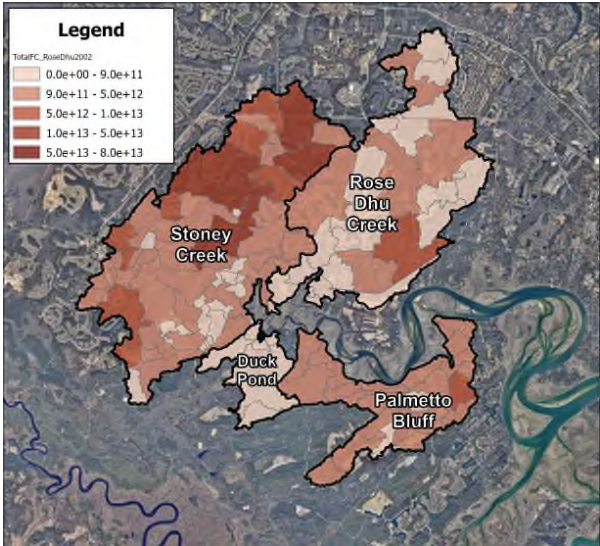
2002 and 2018 Model Conversion

- 2018 Stoney Creek SC-4



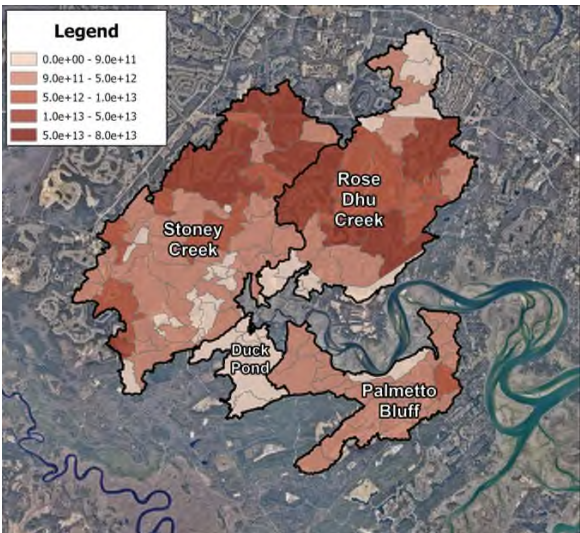
Model Results

- 2002 Total FC loading (#/yr)



Model Results

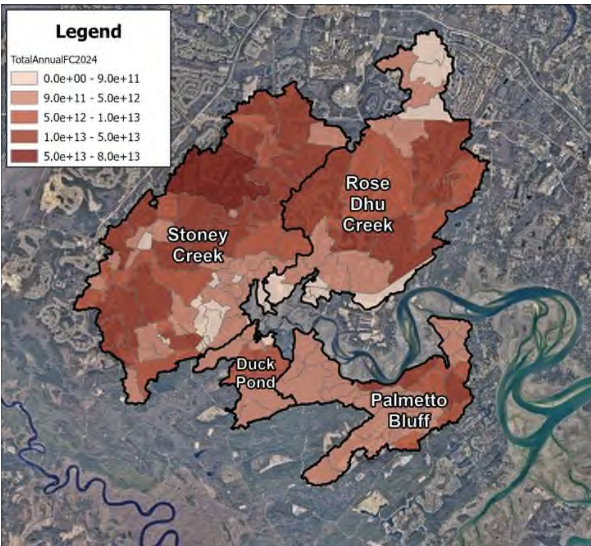
- 2018 Total FC loading (#/yr)



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Model Results

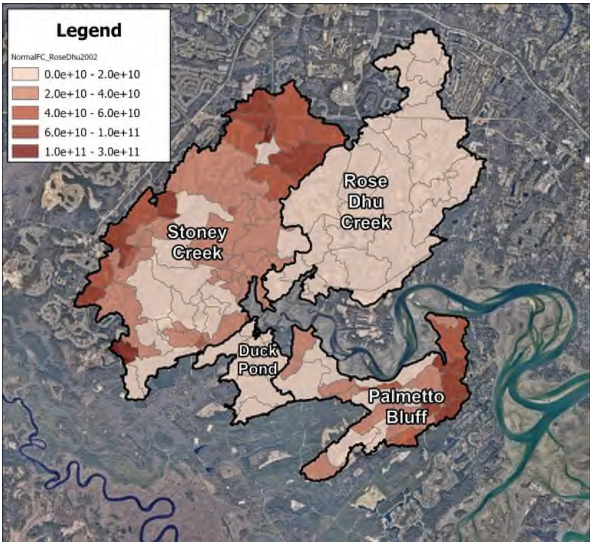
- 2024 Total FC loading (#/yr)



32

Model Results

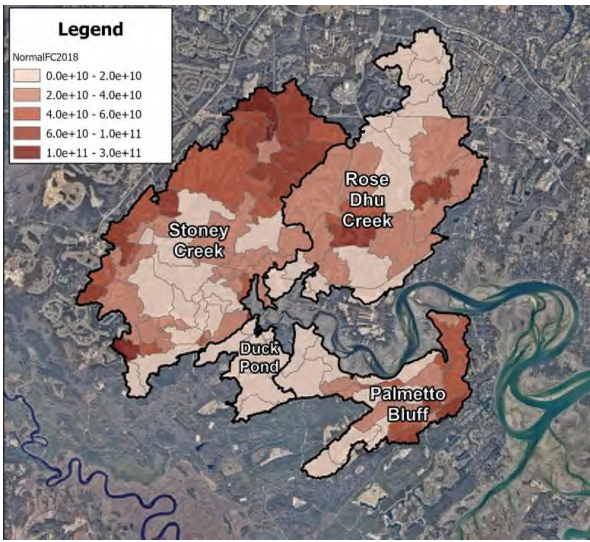
- 2002 Normalized FC loading (#/yr/acre)



33

Model Results

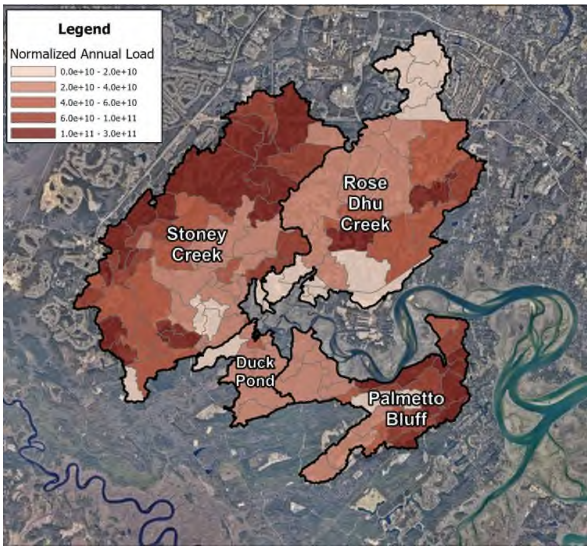
- 2018 Normalized FC loading (#/yr/acre)



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Model Results

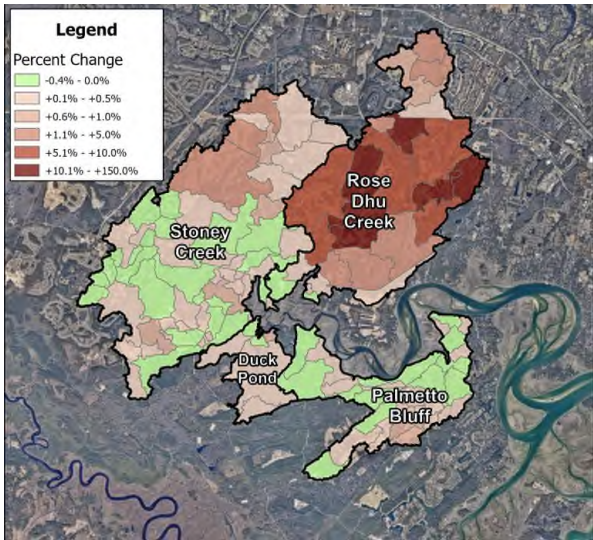
- 2024 Normalized FC loading (#/yr/acre)



35

Model Results

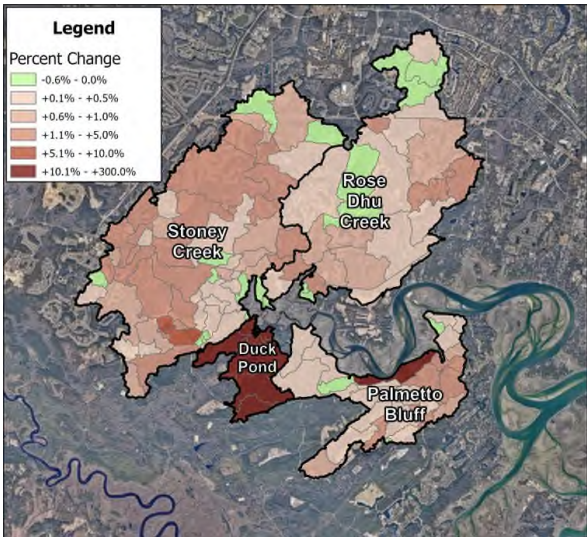
- Change in Normalized FC loading (#/yr/acre) 2002 to 2018



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Model Results

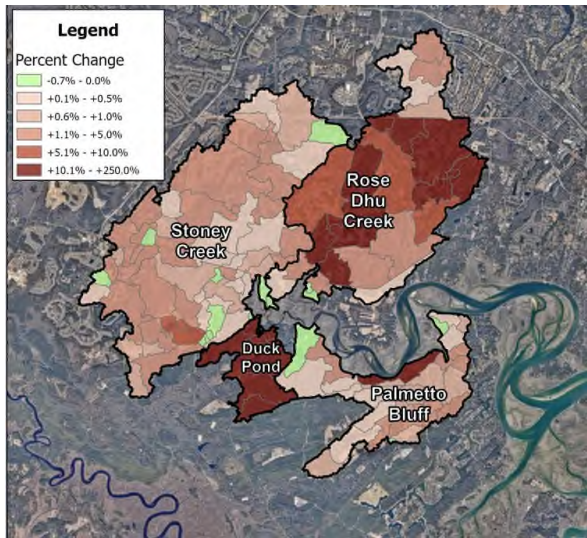
- Change in Normalized FC loading (#/yr/acre) 2018 to 2024



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Model Results

- Change in Normalized FC loading (#/yr/acre) 2002 to 2024



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Action Plan Projects

- Preliminary concept plan designs were developed for 9 sites throughout the Headwaters.
- Each site contains several proposed water quality BMPs, including:
 - Bioretention cells
 - Infiltration trenches
 - Permeable pavement
 - Infiltration chambers
 - Conservation areas (not modeled)



Action Plan Projects

Site Name	Abbreviation	Subwatershed Location
Bluffton Early Learning Center	BELC	Rose Dhu Creek
Bluffton High School	BHS	Rose Dhu Creek
Bluffton Elementary School	BES	Rose Dhu Creek
H. E. McCracken Middle School	HEMMS	Rose Dhu Creek
May River High School	MRHS	Stoney Creek
Pritchardville Elementary School	PES	Stoney Creek
Boys & Girls Club	BGC	Rose Dhu Creek
Buckwalter Recreation Complex	BRC	Rose Dhu Creek
Benton House	BH	Stoney Creek



Action Plan Projects

- How action plans were recorded in the models:
 - LID editor in PCSWMM
 - Modeled “full” design scenario versus “reduced” design scenario

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Action Plan Projects

Site Abbreviation	Full Projects FC Removal (billions/yr)	Reduced Projects FC Removal (billions/yr)	Difference
BELC	286	136	-52%
BHS	1,828	1,828*	0%
BES	402	383	-5%
HEMMS	813	690	-15%
MRHS	3,054	701	-77%
PES	623	318	-49%
BGC	241	224	-7%
BRC	374	374*	0%
BH	253	0**	-100%
Total	7,088	4,654	-34%

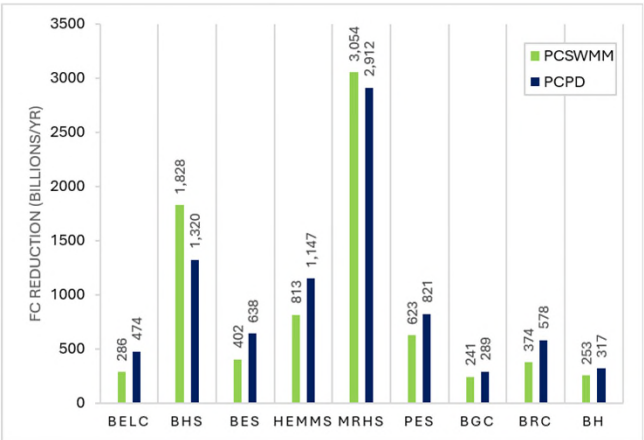
* All BMPs are ranked high/medium, no additional reduction in FC.

** All BMPs that are not conservation areas are ranked low.

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Action Plan Projects

- Compared modeled FC reductions in PCSWMM to the original preliminary concept plan designs.



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Action Plan Projects

Modeled Annual FC Reductions at Subwatershed Outfall.

Site Abbreviation	Full Projects FC Removal (billions/yr)	Reduced Projects FC Removal (billions/yr)	Difference
BELC	154	71	-54%
BHS	1,105	1,105	0%
BES	226	217	-4%
HEMMS	548	440	-20%
MRHS	2,378	453	-81%
PES	423	214	-49%
BGC	70	37	-48%
BRC	238	238	0%
BH	205	0	-100%
Total	5,346	2,774	-48%



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Conclusions

- Monitoring program updates following the development of the 2002 and 2018 XPSWMM models allowed for the creation and calibration of a new “current” water quality model to that is more accurate as it relies less on assumptions.
- While water quality models are known to have high uncertainty, the models here are suitable for the incorporation of the “Action Plan” projects and determining how effective they will be at reducing pollutants.
 - Beneficial in modeling long-term pollutant trends.
 - Measuring impact in FC fate and transport with land use changes and reductions that result from implementing “action plan” projects.
- The water quality models created in PCSWMM are intended to be able to adapt and change as the Town’s Watershed Action Plan continues to evolve.
 - Models can continue to be recalibrated as more data becomes available in the future.
 - Additionally, models can be modified in the future to consider other pollutants or changes to BMPs as the progression of the action plan projects develop over time.



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Questions?



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TOWN OF BLUFFTON

MAY RIVER WATERSHED ACTION PLAN ADVISORY COMMITTEE 2027 Meeting Schedule

MEETING DATES
January 28, 2027
April 22, 2027
July 22, 2027
October 28, 2027

QUARTERLY MEETINGS ARE HELD ON THE FOURTH (4TH) THURSDAY
OF JANUARY, APRIL, JULY, AND OCTOBER AT 3:00 PM

Please Note:

Meetings will be held on scheduled meeting dates unless otherwise advertised with FOIA compliance.

RESOLUTION

ADOPTING THE RULES OF PROCEDURE FOR THE TOWN OF BLUFFTON MAY RIVER WATERSHED ACTION PLAN ADVISORY COMMITTEE

WHEREAS, the Town of Bluffton May River Watershed Action Plan Advisory Committee was established by Town Council Resolution on May 8, 2012 (Establishing Resolution), and further defined by an amended Town Council Resolution on December 12, 2017 (Amended Resolution), for the purpose of offering guidance and assistance to the Town of Bluffton Town Council on matters impacting the environmental health of the Town of Bluffton and the May River Watershed Action Plan; and

WHEREAS, the May River Watershed Action Plan Advisory Committee shall adopt these Rules of Procedure by Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF BLUFFTON MAY RIVER WATERSHED ACTION PLAN ADVISORY COMMITTEE AS FOLLOWS:

1. The May River Watershed Action Plan Advisory Committee hereby adopts the Rules of Procedure which are attached and incorporated as "Exhibit A" hereto.

THIS RESOLUTION SHALL BE EFFECTIVE IMMEDIATELY UPON ADOPTION.

SIGNED, SEALED AND DELIVERED AS OF THIS 22ND **DAY OF** MARCH,
2018.


Chair

ATTEST:

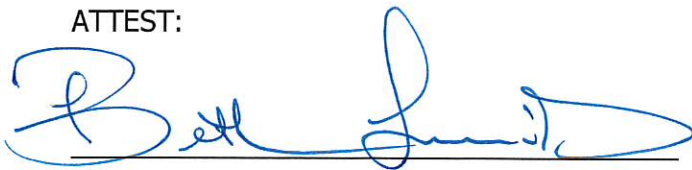

Secretary

Exhibit A

Town of Bluffton May River Watershed Action Plan Advisory Committee Rules of Procedure

Section 1. Establishment.

The Town of Bluffton May River Watershed Action Plan Advisory Committee (Committee) was established by Town Council Resolution on May 8, 2012 (Establishing Resolution), as amended by Town Council Resolution on December 12, 2017 (Amended Resolution), for the purpose of offering guidance and assistance to the Town of Bluffton Town Council on matters impacting the environmental health of the Town of Bluffton and the May River Watershed Action Plan.

Section 2. Rules.

The Committee is adopting these Rules of Procedure by Resolution.

Section 3. Membership.

A. Appointment. The Committee shall consist of seven (7) voting members comprised of six (6) at-large members and one (1) Town of Bluffton Town Council Member appointed by Town Council in accordance with the Amended Resolution. A vacancy in membership must be filled for the unexpired term by Town Council appointment. Committee members shall serve without compensation. No at-large member of the Committee shall hold any other public office or elected position in the Town, other municipalities within Beaufort County, or Beaufort County.

B. Officers. The Chair and Vice-Chair shall be elected annually in July, or as soon thereafter as possible, by a majority vote of members present and qualified to vote who shall perform the following duties:

1. The Chair shall be a voting member of the Committee and shall:

- i. Call meetings of the Committee to order;
- ii. Call Special Meetings of the Committee;
- iii. Preside at meetings and hearings;
- iv. Sign documents for the Committee;
- v. Have decisions of the Committee delivered to parties; and
- vi. Perform other duties approved by the Committee.

2. The Vice-Chair shall preside over the meeting or hearing and perform the required duties set forth in Section 3.B.1 of these Rules of Procedure in the absence of the Chair. In the absence of the Chair and Vice-Chair, an acting Chair shall be elected by a majority vote of members present and qualified to vote.

C. Secretary. The Watershed Management Division Manager, or their designee, shall serve as Secretary and shall perform the following duties:

1. Provide notice of meetings and Public Hearings;
2. Assist the Chair and Staff in preparation of agenda and supporting material;
3. Keep minutes of meetings and hearings;
4. Maintain Committee records as public records;
5. Attend to Committee correspondence;
6. Deliver decisions of the Committee to parties; and
7. Perform other duties normally carried out by a Secretary.

- D. Removal. A member shall notify the Secretary of an absence 24 hours before the scheduled meeting. Town Council may remove any member after written notice in accordance with Code of Ordinances of the Town of Bluffton Chapter 3, Section 3.2(d).

Section 4. Education and Training.

- A. Town Manager Boards and Commissions Training. The Town Manager may develop and implement such periodic training sessions as may be reasonable and appropriate for members of Boards, Commissions, Committees, and Staff liaisons. Such training may include basic provisions of parliamentary procedure, the role of municipal government in the regulatory context, the extent of authority delegated to Boards, Commissions, and Committees by Town Ordinances, and other topics the Town Manager deems appropriate. Attendance by members of Boards, Commissions, Committees, and Staff liaisons shall be mandatory. Failure to attend Town sponsored training without an excused absence for just cause may be cause for removal.
- B. Yearly Boards and Committee Updates. Not less frequently than once annually, the Town Manager may convene a meeting of all Chairs of the Boards, Commissions, and Committees for purposes of allowing the Chairs to share experiences in addressing issues of process and procedure. Not less frequently than once annually, the Engineering Director, or their designee, shall present an update to Town Council of the Committee's activities for the previous 12 months at a regularly scheduled Town Council meeting.

Section 5. Voting/Quorum.

- A. Quorum. A majority of the members of the Committee shall constitute a quorum. A quorum shall be present before any business is conducted other than rescheduling the meeting.
- B. Voting. A member must be present to vote. Each member shall vote on every question unless disqualified by law. The Committee may deliberate and make final disposition of a matter by a majority vote of members present and qualified to vote. Deliberating and voting shall be done in public.

Section 6. Ethics.

- A. Ethics Reform Act. The Committee and its members shall adhere to the *South Carolina Ethics Reform Act*, (S.C. Code of Laws, Title 8, Chapter 13).

- B. Disqualification. The question of disqualification shall be decided by the member affected, who shall announce the reason for disqualification, provide the Secretary with a completed Recusal Form, have it placed in the minutes, and refrain from deliberating or voting on the question in any way.
- C. Ex Parte Contact. Any ex parte contacts with applicants, opponents, or other parties of interest in a matter to come before the Committee shall be reported at the earliest opportunity to the Chair. It shall be considered the duty of Committee members to conduct themselves in a manner that will discourage such contact.
- D. Expressions of Bias. Committee members shall avoid all situations and circumstances that may lead to bias or prejudice in manners presented to the Committee. No Committee member shall offer expressions of individual opinion regarding any matter of consideration by the Committee prior to the meeting.

Section 7. Meetings.

- A. Robert's Rules of Order. The current edition of *Robert's Rules of Order* shall govern the conduct of meetings except as otherwise provided by these Rules of Procedure.
- B. Meeting Schedule. The Committee shall adopt an annual meeting schedule. Each November, the Committee shall adopt, publish, and post its schedule of meetings for the next calendar year. Meetings shall be held at the Theodore D. Washington Municipal Building located at 20 Bridge Street, or a designated public building, and shall be open to the public. Meetings may be cancelled by the Director of Engineering if there is no business before the Committee.
- C. Agendas. The Secretary shall post the meeting agenda at least five (5) days prior to each regular meeting by notice delivered to the local news media, interested citizens and posting at Town Hall. Special meetings may be held at the call of the Chair or a majority of the Committee upon twenty-four (24) hours by notice delivered to the local news media, interested citizens and posting at Town Hall.
- D. Agenda Amendment. Items may only be added to the agenda at a meeting pursuant to the regulations set forth in the *South Carolina Code of Laws Title 30 Chapter 4 Freedom of Information Act*.
- E. Conduct of Meeting. In matters brought before the Committee for public meeting, the normal order to hear the agenda item, subject to modification by the Chair, shall be:
 - 1. Statement of matter to be heard;
 - 2. Presentation by Staff or Invited Speaker;
 - 3. Staff Remarks;
 - 4. Committee Comments and Questions;
 - 5. Final Staff Remarks; and
 - 6. Motion, 2nd to the motion, discussion of the motion, and vote of the Committee.
- F. Public Comment. Members of the public desiring to be heard by the Committee during the Public Comment agenda item or during a Public Hearing must provide written notice to the Secretary before the start of the meeting. Members of the

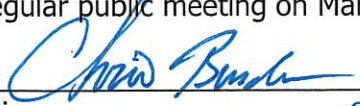
public shall be recognized by the Chair before stating their business and shall be limited to three (3) minutes. Members of the public shall avoid disrespect to the Committee, Town Staff, and other members of the meeting.

- G. Recess. A recess may be called by the Chair or by a majority vote of members present and qualified to vote. The Chair shall state the duration of the recess and time the meeting will recommence before the recess begins. The recess start and end time shall be recorded in the minutes.
- H. Executive Session. The Committee may enter Executive Session as set forth in the *South Carolina Code of Laws Title 30 Chapter 4 Freedom of Information Act*. The Committee may request the attendance of non-members as they deem appropriate. All proceedings of Executive Sessions are confidential and attendees are honor bound not to divulge the proceedings.
- I. Workshops. The Committee may periodically hold workshops to discuss issues and general policies and procedures to determine the necessity for future action. No formal action shall be taken at the workshop. Workshop sessions shall be open to the public.
- J. Stakeholder Involvement Public Meetings. The Committee may be involved in public meetings that provide opportunities for stakeholder involvement in updating the May River Watershed Action Plan.
- K. Minutes. The Secretary shall prepare minutes of each meeting showing the vote of each member upon each question, and if members are absent or failing to vote. The minutes shall also document the Committees examinations and other official actions. The minutes shall be approved by a majority vote of members present and qualified to vote at the next regular meeting. Minutes shall be maintained as public records in the Department of Engineering.
- L. Decisions of the Committee in Writing. All final decisions of the Committee must be in writing which may include recommendations forwarded to Town Council, letter, or other documents issued by the Engineering Director. Decisions shall be permanently filed in the Department of Engineering as a public record.

Section 8. Amendment and Adoption.

These Rules may be amended at any regular meeting of the Committee by a majority vote of members present and qualified to vote at least seven (7) days after the written amendment is delivered to the members.

These rules were adopted by a majority vote of members present and qualified to vote at a regular public meeting on March 22, 2018.


Chair

ATTEST: 
Secretary

CODE OF ORDINANCES FOR THE TOWN OF BLUFFTON

Chapter 3. Boards, Committees and Commissions Terms, Appointments and Qualifications

Section. 3.1. Definitions.

Board: A body established by the Town of Bluffton or laws of the state of South Carolina to advise council and its staff in appropriate matters as set forth by its charter, and/or perform such other functions granted to the group by the enabling statute or ordinance and any other amendments thereto.

Committee: An ad hoc group established to advise Council in matters for which the group is organized.

Commission: An organization with authorities, limitations and responsibilities as specified by the laws of the South Carolina.

Section. 3.2. Membership.

(a) Number of members

- 1) The Board, Committee or Commission shall have odd number of voting members of no less than three, nor more than nine unless modified by individual charter. The Board, Committee or Commission may also include one nonvoting member serving ex-officio as designated by the Town Manager or Town Council.

(b) Term

- 1) Terms shall apply to those Boards, Committees or Commissions for which Town Council has established terms lengths.
- 2) Board, Committee or Commission members shall serve at the pleasure of Town Council for a whole-year term of 3 years.
- 3) Any partial term in excess of one-half plus one day of a full term shall not be considered as a full term.
- 4) Any partial term less than half the full term shall be considered a full term.
- 5) Members shall serve until their successors are appointed and qualified.

Chapter 3. Boards, Committees And Commissions Terms, Appointments and Qualifications

- 6) No reappointment can be considered less than 30 days prior to the expiration of a particular term.
 - 7) Board, Committee or Commission terms as established by Town Council begin July 1 and end June 30.
 - 8) Establishment of a new Board, Committee or Commission will start with staggered terms of one year, two years and three years divided evenly as possible between the new members starting July 1 and ending June 30 for each term.
- (c) Selection criteria.
- 1) Town Council shall appoint Board, Committee or Commission members with consideration for demographic representation and the following:
 - 2) Knowledge and experience relevant to the needs of the particular Board, Committee or Commission;
 - 3) Diverse representation of backgrounds, professions and viewpoints;
 - 4) Diverse geographic representation of the Town; and
 - 5) Potential dual membership on more than one Board, Committee or Commission.
- (d) Removal from Board/Committee/Commission.
- 1) The Town Council has the absolute authority to remove a member, with or without cause, upon a majority vote of Town Council
 - 2) A member shall be removed automatically for:
 - i. Absence from more than 1/3 of the Board, Committee or Commission meetings per annum whether excused or unexcused;
 - ii. Failure to attend any three consecutive regular meetings;
 - iii. Violation of subsection (e) below.
- (e) Conflict of interest.
- 1) Conflicts of interest and disqualifying economic interests shall, in the first instance, be governed by the South Carolina

Chapter 3. Boards, Committees And Commissions Terms, Appointments and Qualifications

Ethics Reform Act of 1991, as amended. Conflict of interest shall be handled in the following way.

- 2) Upon making application for membership on a Board, Committee or Commission, all members shall certify they do not have a conflict of interest.
 - 3) Upon appointment, members shall disqualify themselves from voting or otherwise participating in any particular issue, which may arise, in which they have a conflict of interest or disqualifying economic interest, as required by S.C. Code Section 8-13-700(B).
 - 4) A member, who has an actual or known potential conflict of interest, shall take such action as is required by the South Carolina Ethics Reform Act of 1991, as amended and abstain from voting and discussing the issue, which is the subject of a conflict.
- (f) Registered voter.
- 1) Board, Committee or Commission members shall hold a valid voter registration card in Beaufort County.
- (g) Quorum.
- 1) Quorum means a simple majority of the members serving.

Section. 3.3. Chairman and Vice Chairman.

The Board, Committee or Commission shall elect a chairman and a vice chairman, by simple majority of the voting members during their first meeting in July. The chairman and the vice chairman shall serve for one year and shall be eligible for re-election to serve in that post for as long as that individual remains a member of that Board, Committee or Commission.

Section. 3.4. Compensation.

Members of Boards, Committees or Commission shall serve without pay. However, they may be reimbursed for expenses incurred in the discharge of their duties, with prior approval of the Town Manager, subject to the provisions of their respective charter.

Section. 3.5. Support.

Town staff and resources shall be provided to any Board, Committee or Commission on an ongoing basis, or on a case-by-case basis, at the sole discretion of the Town Manager.

Section. 3.6. Compliance.

Boards, Committee or Commission covered by the Municipal Code of the Town of Bluffton or laws of the state of South Carolina must follow the Town of Bluffton policies that may be implemented or adopted from time to time.

Section. 3.7. Minutes.

The Chairman of each Board, Committee or Commission shall keep or cause to be kept activities of each body, including minutes of all meetings.

(Ord. No. 2012-01, 2-20-2012; Ord. No. 2012-08, 11-13-2012)