

## **AGENDA**

**THE COMMISSIONERS OF PUBLIC WORKS  
OF THE CITY OF SPARTANBURG, S.C.  
Meeting Place: 200 Commerce Street**

### **REGULAR MEETING**

**Thursday, June 20, 2024, 3:00 p.m.  
(or immediately following SSSD meeting)**

This is a regular meeting of The Commissioners of Public Works of the City of Spartanburg, S.C. Written notice of the date, time, and place for this meeting, along with the agenda, has been posted in the lobby and on the Spartanburg Water website, and copies have been forwarded to local and nearby news media (including Spartanburg Herald-Journal, The Spartan Weekly, Greenville News, The Greer Citizen, Hometown News, WSPA-TV 7, WYFF-TV 4, WLOS-TV 13, WHNS Fox Carolina, WORD News Radio, WOLT-FM Radio, Tribune Times, and the Times Examiner) at least 24 hours prior to this meeting.

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES OF REGULAR MEETING OF MAY 21, 2024**
- 3. PUBLIC HEARING FOR PROPOSED FY2024-2025 OPERATING BUDGET**

A public hearing will be held by the Commission to allow input regarding the proposed FY2024-2025 Operating Budget.

- 4. DISCUSSION/APPROVAL OF PROPOSED FY2024-2025 OPERATING BUDGET**

Management requests approval of the proposed FY2024-2025 Operating Budget.

- 5. OLD BUSINESS - NONE**

#### **AGENDA ITEMS 6 – 9 ARE FROM FINANCE AND PROCUREMENT**

- 6. MONTHLY FINANCIAL REPORT**

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A financial summary of SWS expenditures and revenues for the eleven-month period ending May 31, 2024 will be reviewed by the Chief Financial Officer.

**7. ELECTRONIC TIME AND ATTENDANCE SYSTEM**

The current method for time and attendance is labor intensive and a manual process. Spartanburg Water uses Munis, a Tyler Technology product, for our financial system processes, including general ledger, accounts payable, human resources, purchasing and payroll. Munis has incorporated an electronic time and attendance module that integrates with our existing payroll module to allow us to streamline the current manual processes. The implementation cost for this automation project will be as follows:

Initial Cost for license and implementation:	\$61,920
Equipment Cost:	<u>\$33,110</u>
Total Project Cost:	\$95,030

Recurring annual cost after year 1: \$8,500

Management recommends the approval of the electronic time and attendance module for Tyler Munis system in the amount of \$95,030. This project will be funded from capital funds as follows: SWS -\$57,018 and SSSD - \$38,012.

**8. WATER MAIN CONSTRUCTION SERVICES – REQUEST FOR QUALIFICATIONS**

Qualifications were received on April 24, 2024, in response to a Request for Qualification (RFQ) that will allow SWS to compile a list of pre-qualified contractors for water main construction services. The projects will include the replacement of water mains to support ongoing rehabilitation efforts; installation of new water mains to support SWS's participation and system improvement programs; and the relocation of mains resulting from City, County, or SCDOT roadway projects. The pre-qualified contractors will be called upon to submit competitive bids and/or proposals when work is scheduled by the Engineering Department and Collection and Distribution Department. This alternative delivery method will expedite the competitive

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bidding process and allow construction work to be completed in a proactive manner.

Responses were received from thirteen contractors. Responses were scored based on the following criteria: (1) Experience on similar projects, (2) Project Team qualification, (3) Financial Capability, (4) MWBE utilization, and (5) Community Benefit Program.

After careful evaluation, management recommends approval the following twelve respondents as pre-qualified contractors for water main construction services:

**RESPONDING FIRMS**

North American Pipeline Management, Inc. Marietta, GA	Payne, McGinn, & Cummins, Inc. Travelers Rest, SC
Harper General Contractor, Inc. Greenville, SC	Bradley’s Contracting, Inc. Inman, SC
Atlantic Coast Contractors, Inc. Denver, NC	HRH Engineering Services LLC Chesnee, SC
Harrison & Son Contracting Woodruff, SC	Moorhead Construction, Inc. Belton, SC
Double R Utilities, Inc. Gaffney, SC	SM Grading & Excavating LLC Jonesville, SC
T. P. Howard’s Plumbing Co, Inc. Fairview, NC	Long & Sons Utility Simpsonville, SC

Bids will be solicited from each of the twelve pre-qualified contractors on an as-needed basis for a period not to exceed 24 months. Projects will be funded by SWS distribution rehabilitation funds.

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**9. R.B. SIMMS FILTER REHABILITATION**

Spartanburg Water operates eleven dual media filters at the R.B. Simms Drinking Water Treatment Facility as part of a conventional treatment process. Over time, filter media is lost due to normal operations requiring the addition of anthracite (media) to ensure efficient and effective treatment.

A filter surveillance program is in place and is administered by our Drinking Water Treatment (DWT) Department’s Operations and Maintenance staff. Recent observations and review of operational trends reveal that Filter Number’s 1-6 need addition of media and replacement of filter sweep nozzles to return these filters to optimum operating conditions.

Bids were received on May 9, 2024, for the R.B. Simms Filter Rehabilitation project.

The request for bid was advertised in the local media, listed on the Spartanburg Water Website, and forwarded to prospective contractors. Spartanburg Water received responses from five bidders. A cost tabulation of the responses is listed below.

<b><u>BIDDER</u></b>	<b><u>AMOUNT OF BID</u></b>
Rehab Construction Co., Inc. Conyers, SC	\$42,500.00
Cove Utility, LLC Greenville, SC	\$77,105.00
Holliday Utility Services Travelers Rest, SC	\$81,557.95
Unifilt Ellwood City, PA	\$95,200.00
Harper General Contractors Greenville, SC	\$105,000.00

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Management recommends the bid be awarded to the lowest responsible bidder, Rehab Construction Co., Inc., in the amount of \$42,500.00.

Funding will be provided through the DWT depreciation schedule.

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**10. WATER TAP DEMAND TRENDS AND EFFICIENCY IMPROVEMENTS**

Management will update the Commission on water tap demand trends due to development activities in Spartanburg County and efficiency improvements within the C&D organization to meet this demand.

**11. VARIANCE REQUEST – 324 SKYLINE DRIVE – LAKE BLALOCK**

On April 15, 2024, the contiguous property owner applied to install a 12'x18' floating dock and a 4'x18' walkway extending from the shoreline. Per SWS Policies and Procedures, new docks installed on SWS property must be at least 14 feet from the extended property lines on either side of the proposed structure. The angle of the side property lines associated with 324 Skyline Drive does not accommodate the approval of a floating dock. The application was disapproved on April 30, 2024, on the grounds that the requested dock would be in violation of the 14 foot offset.

On May 16, 2024, the adjoining property owner requested a variance to the 14 foot offset from the extended property lines. The proposed marine structure would extend approximately 40 feet into Lake Blalock and would consist of a 4'x18' walkway and 12'x18' floating dock as initially requested. The proposed marine structure would not extend into Lake Blalock beyond the existing docks, and all marine structures would be over 28 feet apart.

Management recommends the approval of the variance to the 14 foot offset policy. The proposed dock would not prove to be a safety hazard, would satisfy all other specified offsets, and would not inhibit either adjacent property owner from obtaining or replacing a marine structure in the future.

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**12. VARIANCE REQUEST – 483 FAGAN DRIVE – LAKE BOWEN**

On April 2, 2024, the contiguous property owner applied to install a single, floating PWC port adjacent to the walkway of the existing marine structure. Per SWS Policies and Procedures, changes to an existing marine structure must be conducted so that the structure is at least 28 feet from the neighboring marine structure on either side. The existing marine structure is only 23 feet from the adjacent dock on the right and only 26 feet from the adjacent boat lift on the left. The application was disapproved on April 12, 2024, on the grounds that the requested dock would be in violation of the 28 foot offset rule.

On May 15, 2024, the adjoining property owner requested a variance to the 28 foot offset from the adjacent marine structures. The proposed PWC port would attach to the existing dock walkway on the back side of the existing boat lift.

Management does not recommend the approval of the variance as requested due to potential safety concerns and the existing violations of the 28 foot offset rule.

**AGENDA ITEM 13 IS FROM ENGINEERING**

**13. AGREEMENTS EXECUTED BY THE CHIEF EXECUTIVE OFFICER ON BEHALF OF THE COMMISSION**

The following agreements have been executed on behalf of the Commission by the Chief Executive Officer in accordance with the resolution adopted by the Commission on January 26, 2023.

**A. Outside City Private Fire Service Agreements**

**1) Highway 29 Storage FS**

Highway 29 Storage RV and Boat, located at 9100 Warren H. Abernathy Highway in Spartanburg, wishes to connect an 8-inch water line to the Commission's 12-inch water line along Warren H. Abernathy Highway to serve a private fire protection system for the

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above-mentioned storage facility. JMCN North American, LLC wishes to enter into an agreement for this service.

Annual Stand-by Revenue - \$475.52

**2) Metro Drive Storage FS**

Metro Drive Storage, located at 183 Metro Drive in Spartanburg, wishes to connect a 6-inch water line to the Commission's 8-inch water line along Metro Drive to serve a private fire protection system, including a private hydrant, for the above-mentioned storage facility. Metro Drive SS, LLC wishes to enter into an agreement for this service.

Annual Stand-by Revenue - \$446.32

**14. PERMITS ISSUED AT THE RESERVOIR**

Applications have been submitted and all fees have been paid on the following Lake Agreements, associated with new construction and replacement.

- (1) **Robert Schweitzer and Seana Schweitzer**, desire to replace a dock and construct a hard pathway on Lake Blalock.
- (2) **Robert L. Barnes and Patricia C. Barnes**, desire to replace a dock on Lake Bowen.
- (3) **Luci W. Daley**, desires to replace a dock on Lake Bowen.
- (4) **Daniel E. and Sandra N. Grayshock**, desire to replace a dock on Lake Bowen.
- (5) **Hal C. Holmes**, desires to construct a dock on Lake Bowen.
- (6) **Donald T. Melton**, desires to replace a dock on Lake Bowen.

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(1) **Jonathan R. Steading**, dock replacement on Lake Bowen.

**15. CHIEF EXECUTIVE OFFICER REPORT**

**16. REFERRALS**

**17. ADJOURNMENT**