

AGENDA

THE COMMISSIONERS OF PUBLIC WORKS OF THE CITY OF SPARTANBURG, S.C.

**Meeting Place:
SPARTANBURG MARRIOTT
IN THE CROFT/WADSWORTH ROOM
299 N. Church Street, Spartanburg, SC 29306**

REGULAR MEETING

Tuesday, August 28, 2018, 3:45 p.m.

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. PUBLIC COMMENT**
- 2. APPROVAL OF MINUTES OF REGULAR MEETING OF JUNE 26, 2018**
- 3. MONTHLY FINANCIAL REPORT**

Newt Pressley will present a financial summary of SWS expenditures and revenues for the 12-month period ending June 30, 2018, and the one-month period ending July 31, 2018.

- 4. CITY OF SPARTANBURG – ECONOMIC DEVELOPMENT PARTICIPATION AGREEMENT**

Spartanburg City Manager, Ed Memmott, and Assistant City Manager, Chris Story, will provide an update to the Commission on the Economic Development Participation Agreement.

- 5. CUSTOMER SURVEY SERVICES**

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The Spartanburg Sanitary Sewer District and Spartanburg Water System utilize customer surveys to achieve the following: learn what is important to customers when determining their satisfaction with water/sewer services; measure satisfaction levels; uncover service problems; and identify ways to better meet customer needs. Professional services facilitate the design and execution of these surveys as well as the overall survey process and presentation of results. The types of surveys conducted include:

- **Monthly Transactional Survey**

This is a monthly survey of at least 50 customers randomly selected from a list of calls received by Spartanburg Water during the previous month. This survey focuses on the customer service the customer received. Statistical findings are reported on a quarterly basis.

- **Biennial Customer Satisfaction Survey**

This survey is conducted every two years and makes a statistical selection of 400 residential customers from the Spartanburg Water database. This is a comprehensive survey which evaluates customer satisfaction with a variety of attributes. Surveyed customers may or may not have had recent contact with Spartanburg Water. The survey results and feedback are presented to the Commission.

For both types of surveys, alerts are provided to Spartanburg Water for customers in need of a return call. Staff conducted a formal Request for Proposal process and Research America was the only firm to submit a proposal. Research America is a full-service, custom market research firm with over 20 years of experience providing utility customer tracking programs.

Based on their qualifications, experience, pricing, and methodology, management recommends an award to Research America at the below survey pricing:

- Monthly Transactional Survey - \$17,800 annually
- Biennial Customer Satisfaction Survey - \$12,000 every two years

The cost will be funded from operating funds, and split equally between the Spartanburg Water System and the Spartanburg Sanitary Sewer District.

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6. CHANGES TO THE FEES AND RULES FOR PAVILION #1

Pavilion #1 is the only fully enclosed heated and cooled recreational pavilion furnished to the public by Spartanburg Water. In 2017 Pavilion #1 was rented 120 of 365 days, in most cases every weekend (Friday, Saturday or Sunday) is booked. In recent years, staff has observed an increase in the number of instances where damage to the walls or other areas within the facility occurs and also noted an increase in the number of times when trash is not properly bagged and placed in the dumpsters that are provided. These occurrences require additional cost and staff time to address, and in some cases requires overtime hours due to concurrent Saturday and Sunday weekend rentals.

To address the increasing exposure to damage, trash issues and maintenance, management is proposing the following changes to the rental rules and policies.

1. Increase the rental fee from \$375 to \$400 (the rental fees have not been adjusted since 2012).
2. Introduce a \$100 damage deposit. The deposit will be refunded provided all of the rules are followed and no damages are done during the rental.
3. Update the rules and rental agreement to include the increased rental fee and establishing the damage deposit.
4. Change the rules governing reservations to allow for rentals to be booked on a rolling calendar year basis (currently reservations for the next calendar year are not accepted until October 1 of the current year).

Management recommends these changes be approved and become effective as of October 1, 2018.

7. WATER QUALITY UPDATE FOR LAKE WILLIAM C. BOWEN AND MUNICIPAL RESERVOIR #1

Management will provide an update on source water quality for Lake William C. Bowen and Municipal Reservoir #1.

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8. LAKE BOWEN UPDATE

Management will provide an update on recent meetings with stakeholders.

9. PROFESSIONAL SERVICE AGREEMENTS FOR OUTSIDE LABORATORY SERVICES

Laboratory Services utilizes select outside vendors to perform a variety of required analytical and consulting services to meet regulatory monitoring requirements and evaluate water quality conditions over a variety of programs. These professional services include analytical testing for parameters in which the Water Quality Laboratory is currently not certified or does not have the technical capability, and associated consulting. Services include sampling and monitoring design, result interpretation and historical evaluation/trending, regulatory and reporting services, and event characterization. The following vendors are proposed to be utilized in FY18-19:

ASI Laboratories: Cryptosporidium and Giardia analysis, biological consulting, program design, and regulatory consultation.

Eurofins/Eaton Analytical: Taste and Odor analysis, Disinfection By-Products, general analytical services and special studies.

General Engineering: Radiological and specialized sampling and associated analytical consulting.

Roger and Callcott Environmental: General analytical, engineering, and consulting services to support drinking water, wastewater, biosolids, groundwater, and watershed monitoring.

Shealy Consulting: Investigations, special consulting, and regulatory services.

Water Systems of West Columbia: Toxicity testing, biological assays.

Management recommends the use of selected vendors for professional services for FY 18-19 at costs not to exceed \$360,000 to be paid out of existing SWS operational funds.

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10. PROPOSED REVISIONS TO SPARTANBURG WATER’S CROSS CONNECTION CONTROL PROGRAM

Management is proposing revisions to the Spartanburg Water System’s Cross Connection Control Program. Spartanburg Water, in accordance with the Federal Safe Drinking Water Act of 1974 and South Carolina State Primary Drinking Water Regulations, has the primary responsibility for preventing water or any other substances from entering the public potable water system by initiating and maintaining a viable cross connection control program. The program consists of locating and eliminating unprotected cross connections and maintaining records of existing backflow prevention assemblies or devices, and that these devices are tested annually to indicate compliance. Spartanburg Water currently has over 4,750 devices that must meet these requirements on an annual basis. The Cross Connection Control Manual last revisions were in May 2011.

These proposed revisions consist of:

- Section 4 Definitions – Word modifications made for added clarity
- Section 5 Responsibilities – Emphasizes the preferred method of protection as containment behind the meter and the tester qualifications
- Section 6 Requirements – Wording modifications for liability clarification
- Section 8 Requirements – Identification of timeline for non-compliance
- Section 10 Testing Requirements – Non-compliance time frame shortened and more detailed description of the notification and testing process
- Section 11 Enforcement Authority – New section – Defines Spartanburg Water System’s enforcement authority and strengthens procedures

Management is providing this as information and will be requesting approval of these revisions at the September 25, 2018 Commission Meeting.

11. PROFESSIONAL ENGINEERING SERVICES – I-85 WIDENING PROJECT WATER AND SEWER RELOCATIONS

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The SCDOT has begun widening I-85 from Exit 80 through Cherokee County. The proposed widening plans include reconfiguration of the interchange at Exit 83 (SC Hwy 110) and realignment of frontage roads. Changes in roadway alignment, new bridge foundation structures, and addition of retaining walls affect the existing infrastructure, requiring the relocation of existing utilities.

Staff recently requested a proposal from Summit Engineering Group of Spartanburg, SC to assist with the development of water and sewer relocation plans, coordination with the SCDOT, and necessary permitting. They are currently providing similar services for other water and sewer utilities in Cherokee County impacted by the widening project.

Management recommends the approval of a professional services contract with Summit Engineering Group based on their hourly rate schedule with a not to exceed amount of \$45,000 for SWS and \$30,000 for SSSD for a total of \$75,000. The funding will come from capital funds.

12. RECEIPT OF BIDS – R.B. SIMMS HYDROELECTRIC NO. 2 DRAFT TUBE REPLACEMENT

Bids were received for the R.B. Simms Hydroelectric No. 2 Draft Tube Replacement Project on August 8, 2018. The project consists of the replacement of the number 2 draft tube at the R.B. Simms Hydroelectric Station. The hydroelectric unit number 2 has been out of service since September of last year. Replacement of the draft tube will make the unit operational.

Six contractors obtained the bid documents for the project with two contractors submitting a bid. A tabulation of the responses is listed below:

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Intercoastal Marine, LLC Castle Hayne, NC	\$296,699
BHI Energy Piedmont, SC	\$460,000

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Ballard Marine Construction
Washougal, WA

NO BID

Crowder Construction Co.
Charlotte, NC

NO BID

Hall Contracting Corporation
Cayce, SC

NO BID

Regional Utility Services, Inc.
Spartanburg, SC

NO BID

Management recommends awarding the contract to the lowest bidder, Intercoastal Marine, LLC of Castle Hayne, NC based on their bid of \$296,699. This project is being funded by depreciation funds.

13. PARTICIPATION PROJECT CONSISTENT WITH OUTSIDE CITY WATER MAIN EXTENSION POLICY – ALDRICH ROAD-POINT SOUTH

The water main extension which consists of approximately 1,840 LF of 6-inch water main and one hydrant, is consistent with the SWS Participation Policy. It will be billed at the outside city rate plus surcharge until such time as the full share is recovered.

The water line design has been upsized to an 8-inch line for future growth in the area which increased the original project estimate from \$73,700 to \$93,500. The property owner's participation cost is still based on the original estimate, and not the future growth estimated cost.

Management recommends Commission approve the above.

14. PARTICIPATION PROJECT CONSISTENT WITH OUTSIDE CITY WATER MAIN EXTENSION POLICY – 570 ZION HILL ROAD

The water main extension consists of approximately 100 LF of 6-inch water main and is consistent with the SWS Water Main Extension Policy. It will be billed at the outside city rate plus surcharge until such time as the full local share is recovered.

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The water main extension has been upsized for future growth in the area to a 12-inch line which increased the original project estimate from \$4,600 to \$9,240. The property owners' participation cost is still based on the original estimate and not the future growth estimated cost.

Management recommends Commission approve the above.

15. CONVERSE HEIGHTS HYDRANT FLOW TESTING

Per the South Carolina State Primary Drinking Water Regulations, a flow test shall be conducted on all fire hydrants at a minimum of once every three years. Performing these hydrant flows ensures that hydrants are fully operational and able to provide adequate fire protection when required. Hydrant flows need to be performed within the Converse Heights Community.

Collection and Distribution personnel will begin performing hydrant flows in the Converse Heights Community beginning in late September 2018. The piping within Converse Heights consists of primarily unlined cast iron piping that dates back to the late 1880's to the origins of a water system for the City of Spartanburg and is now over 130 years old. These unlined pipes are highly susceptible to tuberculation which is small rounded nodules from the reaction between the chemicals used to treat the water and the metallic nature of the pipe. This can reduce the volume of water available from those pipes and impede the ability to provide fire protection within the community. These factors present some concerns associated with the increased velocities within these pipes while performing hydrant flows in the community. While performing these hydrant flows customers within the area may experience discolored water or high turbidity from the particles and sediment that is stirred up from the increased velocities.

Prior to performing the actual hydrant flow tests Spartanburg Water plans to utilize a method of flushing the lines called "Unidirectional Flushing". Unidirectional flushing consists of isolating particular pipe sections or pipe loops, typically through closing appropriate valves and residential meters and opening hydrants in an organized, sequential manner. By utilizing this method Spartanburg Water anticipates containment of the potential discolored water to the area and pipes that are being flushed. Once flushing is complete and water quality is acceptable, water service is restored. The

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entirety of the Converse Heights Community will be performed in phases to minimize the disruption to customers.

The above is provided as information to the Commission.

16. SOUTHGATE ROAD WATERLINE INSTALLATION PROJECT – SUMMARY CHANGE ORDER

The Southgate Road Waterline Installation Project is now complete. The project was installed by Payne, McGinn, and Cummins out of Travelers Rest, SC and included approximately 2,200 LF of 6-inch ductile iron pipe. The project was a participation project to extend water service along Southgate Road.

Change Order #1 was the Summary Change Order for a \$95 increase to the contract price for adjustment of the unit quantities based on actual work done. This change order was executed as per current water system policy.

The financial summary of the project is as follows:

Construction Contract	\$114,830
Change Order No. 1 (Summary) additions to the unit quantities based on actual work done.	<u> \$95</u>
Final Contract Amount	\$114,925

The above is provided as information to the Commission.

17. 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 March 28, 1989.

A. Inside City Private Fire Service Agreements

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(1) Tuesday Morning

Tuesday Morning located in Converse Place at 1200 East Main Street, Spartanburg, SC wishes to connect a 6-inch water line to the Commission's 8-inch water line, running in a SWS easement in Converse Place, to serve a private fire protection system for the above-mentioned retail facility. Waterstone Properties Group wishes to enter into an agreement for this service.

Annual Stand-by Revenue - \$148.76

B. Outside City Private Fire Service Agreements

(1) The Regency At Blackstock

The Regency at Blackstock located at 281 Willis Road in Spartanburg, SC wishes to connect a 6-inch water line to the Commission's 12-inch water line along Willis Road to serve a private fire protection system, including one private hydrant, for the above-mentioned apartment complex. The Regency At Blackstock, LLC wishes to enter into an agreement for this service.

Annual Stand-By Revenue - \$446.32

C. Outside City Water Main Extension Agreements

(1) Adens Place

M. Seay, LLC is developing Adens Place Subdivision at Highland Ridge Trail. This development will consist of 107 residential lots, approximately 3,694 LF of 6-inch water main, 1,956 LF of 4-inch water main, and four hydrants. The developer will bear all costs.

(2) Kensington Creek Phase 2

Mark III Properties, LLC is developing Kensington Creek Phase 2. This development will consist of 52 residential lots, approximately 1,372 LF of 6-inch water main, 1,017 LF of 4-inch water main, and two hydrants. The developer will bear all costs. This project was

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originally submitted to the Commission in March 2015. The project was subsequently divided into phases, and the original Ownership Agreement has expired.

(3) MacDonald Subdivision

ECS Development, LLC is developing the MacDonald Subdivision off of Bertha Burns Road. The development will consist of 19 residential lots, approximately 1,735 LF of 6-inch water main, and one hydrant. SWS will participate in the off-site water main construction in accordance with the Water Main Extension Policy.

(4) Providence Farm

Holly Drive Properties, Inc., is developing Providence Farm off of Sugar Ridge Road. The development will consist of 45 residential lots, approximately 1,180 LF of 8-inch water main, 761 LF of 6-inch water main, 1,315 LF of 4-inch water main and two hydrants. SWS will participate in the off-site water main construction cost in accordance with the Water Main Extension Policy.

D. Lake Agreements

Applications have been submitted and all fees have been paid on the following Lake Agreements.

- (1) Eugenie Caroselli** desires to construct a dock and stabilize the shoreline at Lake Bowen.
- (2) Larry D. Price** desires to construct a personal watercraft lift at Lake Bowen.
- (3) Karen Cox Jackson** desires to construct a personal watercraft lift and stabilize the shoreline at Lake Bowen. An encroachment agreement has been executed.
- (4) Michael C. and Krystal M. Lancaster** desire to construct a personal watercraft lift, replace a dock, and stabilize the shoreline at Lake Bowen.

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- (5) **Clifton Simmons, Jr. and Leah G. Simmons** desire to construct a personal watercraft lift at Lake Bowen.
- (6) **Susan C. Gray** desires to replace a dock at Lake Bowen.
- (7) **Jane B. Crook** desires to replace a dock at Lake Bowen.
- (8) **Otis Petty** desires to replace a dock at Lake Bowen.
- (9) **Milton D. Trout** desires to replace a dock at Lake Blalock.
- (10) **Thomason C. Cato** desires to construct a hard pathway and replace a dock at Lake Blalock.
- (11) **Phillip G. Esce** desires to construct a hard pathway and replace a dock at Lake Blalock.
- (12) **David R. Scherping and Wendy C. Scherping** desire to replace a dock at Lake Blalock.
- (13) **Christopher W. Lanford and Heather G. Lanford** desire to replace a dock at Lake Blalock.
- (14) **James G. Mackey** desires to construct a hard pathway and replace a dock at Lake Blalock.
- (15) **Donald R. Morrow Sr. and Sandra K. Morrow** desire to construct a personal watercraft lift at Lake Bowen.
- (16) **Dee Camp** desires to construct a boat lift and a personal watercraft lift at Lake Bowen.
- (17) **Randall A. and Patricia S. Collins** desire to construct a boat lift and replace a dock at Lake Bowen.
- (18) **Michael P. Young and Heather A. Lawter** desire to construct a hard pathway and personal watercraft lift at Lake Bowen.

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- (19) **Terry D. Ridings** desires to stabilize the shoreline and construct a personal watercraft lift at Lake Bowen.
- (20) **Robert C. Speiss and Julie Speiss** desire to stabilize the shoreline and replace a dock at Lake Bowen.
- (21) **Adrienne Chapman Barnwell, Tracy Lynn Chapman, and Dustin Harold Chapman** desire to replace a dock at Lake Bowen.
- (22) **Phil M. Long and Keela B. Long** desire to maintenance a dock at Lake Bowen.
- (23) **Ewen H. and Amy Lennon** desire to construct a personal watercraft lift, replace a dock, and stabilize the shoreline at Lake Bowen.

18. EXECUTIVE SESSION

The Commission will meet to discuss personnel matters.

19. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS