

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, December 4, 2018, 4:00 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. APPROVAL OF MINUTES OF REGULAR MEETING OF OCTOBER 23, 2018,
AND EXECUTIVE SESSION MEETINGS OF OCTOBER 22, 2018, OCTOBER
31, 2018, AND NOVEMBER 28, 2018**

2. MONTHLY FINANCIAL REPORT

Newt Pressley will present a financial summary of SWS expenditures and revenues for the four-month period ending October 31, 2018.

**3. COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR FISCAL YEAR ENDING
JUNE 30, 2018**

McAbee, Schwartz, Halliday & Company will review the Comprehensive Annual Financial Report and communication letter for SWS.

4. SOUTH CAROLINA SETOFF DEBT COLLECTION PROGRAM

Spartanburg Water System previously obtained Commission approval to participate in the South Carolina Setoff Debt Collection Program. The program allows claimant agencies to recover delinquent debts through offset

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to the state income tax refund. The program is administered through the Municipal Association of South Carolina and the S.C. Department of Revenue.

The Municipal Association requests approval of new Resolutions relating to the recovery of collection costs pursuant to the Setoff Debt Collection Act.

- Resolution #1 authorizes the Municipal Association to act as claimant agency for the collection of debt on behalf of Spartanburg Water System in accordance with the Set off Debt Collection Act.
- Resolution #2 provides that Spartanburg Water System may impose an administrative fee up to \$25.00 to offset the costs of collection associated with the process.

The new Resolutions reflect a few minor revisions. For example, Resolution #1 changes Agent to Agency, and updates the SWS management reference to Chief Executive Officer. Resolution #2 allows up to \$25.00 for the administrative fee, which is currently set at \$15.00. Management requests Commission approval of the resolutions.

5. PROPOSED 2019 COMMISSION MEETING SCHEDULE

January 22	February 26
March 26	April 23
May 28	June 25
July – No Meeting	August 27
September 24 or 26 (WEFTEC)	October 29
November – No Meeting	December 3

6. WATER QUALITY REPORT

Management will provide an update on water quality.

7. REPORT ON THE DRINKING WATER RESERVOIRS

Management will provide an update on activities with the drinking water reservoirs.

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8. IMPROVING BENCHMARKS AT SWS RESERVOIRS

A proposal for Professional Services has been solicited from Lavender and Associates Surveyors to improve the benchmarks around the three Spartanburg Water Reservoirs to better identify the applicable contour line, which is the Spartanburg Water Property line.

The scope of work includes:

- recovering any existing monuments
- verify the elevation of each one
- determine a latitude and longitude of each monument
- measure a reference tie to at least 2 nearby physical features to aid in future recovery
- photograph the monument and the general area around it
- reset any missing monuments and/or establish any new monuments per the direction of SWS.

The Spartanburg Water property line at all reservoirs is a contour line. The location of the contour line has been a topic of concern and discussion from the adjoining landowners, questioning the accuracy of the location and the data used in determining where the Spartanburg Water property line is in relation to theirs. Improving the existing benchmarks and adding benchmarks will improve the visibility of the Spartanburg Water property line and help the adjoining landowners in identifying the property line when there is a question or when they are surveying their own property.

Using the criteria above, management is recommending verifying and improving the condition of the 41 existing monuments at Lake Bowen, establishing 42 new monuments at Lake Blalock and establishing 12 new monuments at Reservoir No. 1.

Management recommends these changes be approved at a not to exceed cost of \$33,250. Funding will be provided through capital funds

9. WATERSHED ECOLOGY CENTER GRANT PROPOSAL

The Watershed Ecology Center's mission is to collect, analyze, and disseminate sound scientific information on the ecology of the region. Special emphasis is placed on water conservation, watershed education,

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water quality, and the study of organisms living in the area encompassed by a watershed. All of the Watershed Ecology Center's educational programming meets state standards and incorporates hands-on learning activities. Last year, programs that focus on water served over 23,300 students with presentations throughout Spartanburg County.

Watershed Ecology Center's annual goal for 2019 is to reach 25,000 K-8 students through watershed based educational programming and they continue to focus many of their efforts around Spartanburg Water reservoirs and watershed. In addition to the many classroom programs, the Watershed Ecology Center offers other programs to promote watershed awareness by offering certification in Adopt-A-Stream program basics as well as a program aimed to develop certified trainers.

In addition, in 2019 the Watershed Ecology Center plans to promote watershed learning for educators. The launching of a teacher certification project in elementary schools will provide teachers an in-depth understanding of the natural world and provide the necessary STEAM tools to support their curriculum for students.

Management recommends the approval of targeted funding for the aforementioned K-8 educational programs and watershed based training initiatives offered by the Watershed Ecology Center in the amount of \$20,000, with an equal allocation of \$10,000 of the funding from SWS and \$10,000 of the funding from SSSD. Funding will be allocated from SWS and SSSD operating funds.

10. PARTICIPATION PROJECT CONSISTENT WITH OUTSIDE CITY WATER MAIN EXTENSION POLICY – BLACKMAN CIRCLE PHASE 1 AND 2

The water main extension consists of approximately 1,946 LF of 6-inch water main and one fire hydrant, 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.

The water main extension necessary to provide domestic service plus fire protection and also provide for future growth, are the same size and quantity, and therefore, the project estimate is \$63,100. The property owner's participation cost is based on this estimate.

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Management recommends Commission approve the above.

11. 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. Outside City Private Fire Service Agreement

(1) Arcadia Mill Lofts FS

Arcadia Mill Lofts located at 1875 Hayne Street in Spartanburg, SC wishes to connect an 8-inch water line to the Commission's 8-inch water line along Arcadia Station Road to serve a private fire protection system, including four private hydrants, for the above-mentioned residential/creative center facility. Cleveland Street, LLC wishes to enter into an agreement for this service.

Annual Stand-by Revenue - \$1,368.16

(2) Penske Truck Leasing FS

Penske Truck Leasing located at 747 Simuel Road in Spartanburg, SC wishes to connect an 8-inch water line to the Commission's 8-inch water line along Belton Drive to serve a private fire protection system, including one private hydrant, for the above-mentioned commercial venture. Penske Truck Leasing Co., LP wishes to enter into an agreement for this service.

Annual Stand-by Revenue - \$698.68

B. Lake Agreements

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

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- (1) **Dave Kiesel** desires to construct a hard pathway at Lake Blalock.
- (2) **Brian James Gray and Rheta Lee Gray** desire to replace a dock at Lake Blalock.
- (3) **Salman Gerami-Sarabi and Leah R. Goodson-Gerami** desire to replace a dock and construct a hard pathway at Lake Blalock.
- (4) **George Reginald Pryor and Rene R. Pryor** desire to replace a dock at Lake Bowen.
- (5) **Gary E. Vanover** desires to construct a hard pathway at Lake Bowen.
- (6) **Adrienne Chapman Barnwell, Tracy Lynn Chapman, and Dustin Harold Chapman** desire to construct a hard pathway and stabilize the shoreline at Lake Bowen.
- (7) **Gladys L. Henry** desires to replace a dock and construct a boat lift at Lake Bowen.
- (8) **Walter D. Moore and Carol L. Moore** desire to replace a dock at Lake Bowen.
- (9) **Douglas Henshaw and Patricia Henshaw** desire to replace a dock at Lake Bowen.
- (10) **Walter Stephen Neal** desires to replace a dock, construct a boat lift and a personal watercraft lift at Lake Bowen.
- (11) **William Ridings and Elizabeth M. Kluza** desire to construct a hard pathway at Lake Bowen.
- (12) **Tommy K. Padgett, Jr. and Melissa M. Padgett** desire to replace a dock at Lake Bowen.

12. PUBLIC COMMENT

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13. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS