

AGENDA

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

Meeting Place: 301 South Avenue
Spartanburg, SC 29306

REGULAR MEETING

Tuesday, December 1, 2020, 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. APPROVAL OF MINUTES OF REGULAR MEETING OF OCTOBER 27, 2020

2. MONTHLY FINANCIAL REPORT

Newt Pressley will present a financial summary of SWS expenditures and revenues for the four-month period ending October 31, 2020.

3. COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR FISCAL YEAR ENDING JUNE 30, 2020

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

4. PROPOSED 2021 COMMISSION MEETING SCHEDULE

January 26	February 23
March 23	April 27
May 25	June 22
July – No Meeting	August 24
September 28	October 26
November – No Meeting	December 7

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5. SPARTANBURG AREA CONSERVANCY (SPACE) GRANT PROPOSAL

The Spartanburg Area Conservancy (SPACE) was formed in 1989 to protect and preserve Spartanburg area lands and the water resources that run through them. The mission of SPACE is to promote, protect and preserve natural resources and open space in the Spartanburg community.

SPACE has made inroads in protecting the Pacolet Rivers and Lawson Fork Creek, as well as lands throughout Spartanburg County. To date, SPACE has protected over 5,000 acres in the Spartanburg region. Properties SPACE has protected encompass varied, unique features, including watershed protection, wetlands, historically significant land, farms, forests, geological formations, and habitat for numerous rare and/or threatened flora and fauna.

The pandemic has spotlighted the importance of how outdoor recreation systems can connect fellow citizens safely with fresh air and space to roam. Spartanburg Area Conservancy's grant request includes the development and launching of a children's nature exploration course called, "SPACE to Learn". In partnership with the John F. Green Spartanburg Science Center, this program will provide free outdoor learning opportunities along the Cottonwood Trail for Spartanburg County Pre-K to High School students on the importance of preserving and caring for the Pacolet River Watershed. Designed around South Carolina's science educational standards, these programs would provide an alternative outside the classroom box for science teachers, homeschooling groups and children's organizations.

Specific curriculum proposed for this outside classroom field experience include the following:

- The Pacolet Watershed and How it Impacts Your Family
- What's Out of Your Tap
- Your Every Day Choices – How it Affects Our Watershed

Research has shown that teaching children in an outdoor space is more than a fun, novel experience for kids – it actually helps them focus once they return to the classroom or virtual learning format. Teaching them about watershed topics, including weaving in the importance of water and wastewater treatment systems in protecting health and the environment, should provide an impactful learning experience for the youth of Spartanburg County.

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Management recommends the approval of targeted funding for the outdoor educational programs proposed by SPACE in the amount of \$12,606, with an equal allocation of \$6,303 of the funding from SWS and \$6,303 of the funding from SSSD. Funding will be allocated from SWS and SSSD operating funds.

6. WATERSHED ECOLOGY CENTER GRANT PROPOSAL

The Watershed Ecology Center's mission is to encourage watershed awareness through education, experience, and community outreach. Special emphasis is placed on water conservation, watershed education, 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 thousands of students in both (limited) classroom and virtual formats for students throughout Spartanburg County. The success of last year, despite COVID-19 restrictions, showcase the resilience and adaptability of programmatic efforts of the Watershed Ecology Center to reach children and adults through multi-media formats.

Watershed Ecology Center's annual goal for 2021 is to reach 22,000 K-8 students through watershed based educational programming. In addition to expanding the virtual classroom, the Watershed Ecology Center endeavors to promote other programs related to watershed awareness by expanding monitoring in the Pacolet River Watershed through the Adopt-A-Stream program, a credentialed citizens monitoring network.

Building on the success of their program to promote watershed learning for educators, they will continue to facilitate teacher success in the classroom by providing tools to incorporate both virtual formats, individual student supplies, and more hands on education of science and math. This will complement their teacher certification program in elementary schools and will provide teachers an in-depth understanding of the natural world and provide them guidance on the use of STEM tools to support their curriculum for students. The continuation of this watershed focused certification initiative will expand teacher knowledge of the aquatic world and equip them to explain it to their students.

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The Watershed Ecology Center plans to continue to leverage technological innovations with the development of a virtual reality curriculum that supplements student’s learning and understanding of the natural world. With this technology, the Watershed Ecology Center intends to bring interactive programs and concepts into the classroom such as virtual water and wastewater treatment plant tours, and development of “virtual field trips” for various watershed ecosystems in South Carolina.

Management recommends the approval of targeted funding for the aforementioned K-8 educational programs and watershed based program initiatives offered by the Watershed Ecology Center in the amount of \$16,000, with an equal allocation of \$8,000 of the funding from SWS and \$8,000 of the funding from SSSD. Funding will be allocated from SWS and SSSD operating funds.

7. WATER QUALITY REPORT

Management will provide an update on water quality.

8. REPORT ON DRINKING WATER RESERVOIRS

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

9. AMENDMENT TO THE SPARTANBURG WATER SYSTEM POLICIES AND PROCEDURES FOR LAKE H. TAYLOR BLALOCK

The proposed amendment modifies the current Tree and Vegetation Management Section of Spartanburg Water System Policies and Procedures for Lake H. Taylor Blalock, Rev. July 10, 2020. The purpose of the amendment is to enhance the Tree and Vegetation Management Guidelines by providing consistency and standardize practices for Contiguous Landowners and clarification/definition of tree, tree saplings, and shrub/understory vegetation.

Management is proposing the following changes to Spartanburg Water System Policies and Procedures for Lake H. Taylor Blalock.

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Proposed Amendment: Pages 11-12 – Sections 2; 5; 6; 7 “Tree and Vegetation Management”

Existing Language	Proposed Language
<p>2. Contiguous Landowners must first obtain a Vegetation Management permit before removing, pruning, damaging or otherwise harming any tree on SWS Property including trees in their Buffer Access Area. For these purposes, a tree is defined as any species of perennial plant with a trunk measuring greater than 4 inches at ground level.</p>	<p>2. Contiguous Landowners must first obtain a Vegetation Management permit before removing, pruning, damaging or otherwise harming any tree on SWS Property including trees in their Buffer Access Area. For these purposes, a tree is defined as any species of perennial plant with a trunk measuring <u>2 inches or greater</u> at ground level. <u>A tree sapling is defined as any species of perennial plant with a trunk measuring less than 2 inches at ground level.</u></p>
<p>5. The blowing, raking or depositing of yard debris onto SWS Property or in the Reservoir is prohibited.</p>	<p>5. The blowing, raking or depositing of yard debris onto SWS Property or in the Reservoir is prohibited. <u>The clearing or removal of forest floor leaf or humus layers in the Buffer Area is prohibited.</u></p>
<p>6. Contiguous Landowners must first obtain a Vegetation Management permit before removing or thinning of shrub/understory vegetation and/or the clearing or removal of forest floor leaf or humus layers in the Buffer Area. For these purposes, shrub/understory is defined as woody plant species which are less than 4 inches in diameter at ground level. Typical examples of shrub/understory varieties include tree saplings, viburnum, mountain laurel, muscadine, catbrier, and other species.</p>	<p>6. Contiguous Landowners must first obtain a Vegetation Management Permit before removing or thinning shrub/understory vegetation. For these purposes, shrub/understory is defined as woody plant species which are <u>less than 3 inches</u> in diameter at ground level. Typical examples of shrub/understory varieties include viburnum, mountain laurel, muscadine, catbrier, and other species.</p>

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Existing Language	Proposed Language
<p>7. Please note that clearing/thinning cannot result in the total removal of all shrub/understory vegetation such that an obvious maintained appearance develops. Undergrowth is critical to proper management of the Buffer Area and water quality in the Reservoir. Accordingly, undergrowth must remain at least 12 inches in height. All permitted Vegetation Management will be conducted at the Contiguous Landowners expense and in strict compliance with the requirements of the permit. If the Contiguous Landowner fails to comply with the requirements of any Vegetation Management permit, the Contiguous Landowner will be responsible for the cost of restoring the damaged areas to the satisfaction of SWS.</p>	<p>7. Please note that clearing/thinning cannot result in the total removal of all shrub/understory vegetation such that an obvious maintained appearance develops. Undergrowth is critical to proper management of the Buffer Area and water quality in the Reservoir. Accordingly, <i>shrubs/understory</i> must remain at least 12 inches in height. <i>Tree saplings measuring less than 2 inches at ground level, may be cut to ground level.</i> All permitted Vegetation Management will be conducted at the Contiguous Landowners expense and in strict compliance with the requirements of the permit. If the Contiguous Landowner fails to comply with the requirements of any Vegetation Management permit, the Contiguous Landowner will be responsible for the cost of restoring the damaged areas to the satisfaction of SWS.</p>

Management recommends that the Commission adopt this amendment to the Policies and Procedures for Lake H. Taylor Blalock.

10. AQUATIC PESTICIDE APPLICATIONS

Proposals were received on November 4, 2020, in response to a Request for Proposal for aquatic pesticide application services. The objective of the request is to select an experienced and qualified vendor to provide aquatic pesticide services on an as needed basis in order to maintain high-level water quality and ecosystem in the drinking water reservoirs.

The scope of services includes the evaluation of sample data; development of comprehensive treatment plans; procurement of prescribed products; and application of products in accordance with all local, state, and federal law.

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Only service providers that are licensed in the state of South Carolina through the Department of Pesticide Regulation and hold a valid South Carolina Commercial Applicator Category 5 License were considered.

The contract will be for an initial 24-month term with the option to renew for two additional 12-month terms.

The request for proposal was advertised in the local media and forwarded to prospective vendors. A list of the responding service providers is listed below.

Aqua Services
Guntersville, AL

Solitude Lake Management
Charlotte, NC

Estate Management Services, Inc.
Brunswick, GA

A team of five staff members evaluated each response. Responses were scored based on the following criteria: (1) Previous Experience including applications on large public water bodies with drinking water intakes; (2) Qualifications including proper licensing and certification in the State of South Carolina; (3) Approach including the type of technology and equipment used as well as risk management plans and quality control programs; (4) Pricing and fee structure; (5) MWBE utilization; and (6) Community Benefit Program.

The highest scoring proposal was submitted by Aqua Services. Based on the results of their response and matrix score, management recommends an award be granted to Aqua Services. Funding for any necessary applications will be provided through SWS operating funds.

11. LANDSCAPE MAINTENANCE AT LAKE BOWEN PARK AND LAKE BLALOCK PARK

Bids were received on November 18, 2020, from vendors to provide landscape maintenance services at Lake Bowen Park and Lake Blalock Park.

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Scope of work includes weekly mowing, weed trimming, blowing off and collection of leaves and other debris, mulching, and pruning and trimming of bushes and trees at both parks.

The request for bid was advertised in the local media and forwarded to prospective vendors. A pre-bid meeting was held and site visits conducted on November 3, 2020. The solicitation drew responses from three bidders. A tabulation of the bid responses is listed below. Costs shown represent annual totals for both parks.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
MB&B Lawn Works, LLC Moore, SC	\$25,929
The Greenery, Inc. Hilton Head, SC	\$47,826
Sodfather, Inc. Spartanburg, SC	Non-responsive

Management recommends the contract be awarded to the lowest responsive and responsible bidder, MB&B Lawn Works, LLC at a total annual cost of \$25,929 for both parks. The contract will be for an initial 12-month term with the option to renew for two additional 12-month terms.

Funding will be provided from SWS operating funds.

12. SCDHEC SECTION 319 GRANT AWARD

SCDHEC receives an annual grant allocation from the USEPA under Section 319(h) of the Clean Water Act to help prevent, control and/or abate nonpoint source pollution (NPS) in support of the state's Nonpoint Source Management Plan. Management is pleased to announce that Spartanburg Water has received \$269,000 in grant funding to implement the South Pacolet River Watershed BMP Implementation Project Agreement.

The objective of this project is to protect our drinking water supply reservoirs by increasing public awareness and by decreasing nutrient, bacteria and

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sediment loads entering Lake Bowen and Municipal Reservoir #1. The focus of this project is on source water protection, preventing impairment and improving water quality in the South Pacolet River Watershed. The BMPs included in this project improve shoreline habitat and water quality. The BMPs will be constructed in visible locations where demonstration projects may promote community engagement and encourage future construction of additional water quality improvement practices to mitigate the impacts of ongoing development and other land use activities.

The total estimated construction costs for the South Pacolet River Watershed BMP Implementation Projects is \$430,000. The construction costs are split 60% (\$269,000) SCDHEC and 40% (\$172,000) SWS. SCDHEC will reimburse SWS a total amount not to exceed \$269,000 in accordance to the Grant Agreement. The additional \$172,000 will be funded through the SWS capital funds. This Grant Agreement requires the proposed BMPs be completed within 36 months of the effective date of the agreement.

The above is provided as information to the Commission.

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 March 28, 1989.

A. Inside City Private Fire Service Agreement

(1) Hillcrest Market Place

Hillcrest Market Place, located at 1985 East Main Street in Spartanburg, SC, wishes to connect a 6-inch water line to the Commission's 6-inch water line in an easement on the east side of the Market Place section to serve a private fire protection system, including one fire hydrant, for the above-mentioned retail suites. ERP Hillcrest, LLC wishes to enter into an agreement for this service.

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Annual Stand-by Revenue - \$297.52

B. Lake Agreements

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

- (1) **Daniel M. Schiefer and Heather M. Schiefer**, desire to construct a dock on Lake Bowen.
- (2) **Michael P. Sasser**, desires to construct a boat lift on Lake Blalock.
- (3) **Scott Gammons and Susan A. Gammons**, desire to replace a dock on Lake Bowen.
- (4) **James M. Mikutowicz**, desires to replace a dock on Lake Bowen.
- (5) **Dustin Craig Humphries and Meagan Humphries**, desire to replace a dock on Lake Bowen.
- (6) **Floretta Trenner Tenney**, desire to replace a dock on Lake Bowen.
- (7) **Roger R. Goff**, desires to construct a hard pathway on Lake Blalock.

Applications have been submitted and all fees have been paid on the following Lake Agreements, associated with acknowledgement of ownership.

- (1) **Anarudh K. Agarwal**, dock replacement and hard pathway on Lake Bowen.
- (2) **Matthew E. Allen and Ginger W. Allen**, dock replacement on Lake Bowen.

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- (3) **George A. and Anna H. Blestel**, dock replacement on Lake Bowen.
- (4) **Rafael Botello and Carol A. Botello**, dock replacement and shoreline stabilization on Lake Bowen.
- (5) **William and Lorraine F. Cogen**, boat lift on Lake Bowen.
- (6) **Joel DeMeza and Cher Blevins**, dock replacement and hard pathway on Lake Blalock.
- (7) **Judy Dills**, dock replacement on Lake Bowen.
- (8) **Roland Elmore and Carolyn Elmore**, dock replacement and hard pathway on Lake Bowen.
- (9) **Michael and Helen Firby**, boat lift, dock replacement, hard pathway, and shoreline stabilization on Lake Bowen.
- (10) **James W. Fowler, III, and Joy Fowler**, personal watercraft lift and shoreline stabilization on Lake Bowen.
- (11) **John A. Garner, III, and Karen Ann Garner**, dock replacement on Lake Blalock.
- (12) **Orin H. Garner**, hard pathway on Lake Bowen.
- (13) **Cynthia Pool McCluey and Richard T. Good**, boat ramp and hard pathway on Lake Bowen.
- (14) **Lisa Johnson Gruenthal**, dock replacement on Lake Bowen.
- (15) **Mark J. and Dana L. Hodge**, dock replacement and shoreline stabilization on Lake Bowen.
- (16) **Joseph B. and Angela J. Hunt**, dock replacement on Lake Bowen.

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- (17) **Scott L. Hutchins and Karen Hutchins**, boat lift, dock replacement, and hard pathway on Lake Bowen.
- (18) **Matthew Jett**, dock replacement on Lake Bowen.
- (19) **Brinda A. Josey**, boat ramp, dock replacement, and shoreline stabilization on Lake Bowen.
- (20) **Adelheid Karcher, Trustee of the Adelheid Karcher Trust dated April 3, 2002**, dock replacement and shoreline stabilization on Lake Bowen.
- (21) **Martha H. McDaniel**, hard pathway and shoreline stabilization on Lake Bowen.
- (22) **Patricia T. Mitchell**, boat ramp on Lake Bowen.
- (23) **Ron Mueller, Debbie Mueller, Maxine Mueller**, boat lift, dock replacement, and shoreline stabilization on Lake Bowen.
- (24) **Anne Z. O’Connell**, dock replacement on Lake Bowen.
- (25) **Steven Pennington**, dock replacement and shoreline stabilization on Lake Bowen.
- (26) **Robert E. Pettis and Cheryl F. Pettis**, boat lift and dock replacement on Lake Bowen.
- (27) **Robert Prust, Jane Prust**, dock replacement and hard pathway on Lake Bowen.
- (28) **Mark A Razzano and Carre F. Razzano**, hard pathway on Lake Bowen.
- (29) **Patrick B. Russell**, dock replacement on Lake Bowen.
- (30) **Seize the Day Properties, LLC**, boat ramp, dock replacement, and shoreline stabilization on Lake Bowen.

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(31) **Robbie Swofford**, boat ramp on Lake Bowen.

(32) **Michael W. Wellmon, Jr. and Samantha P. Wellmon, and Brandon K. Wellmon**, boat lift, dock replacement, and shoreline stabilization on Lake Bowen.

(33) **Cove Road, LLC**, personal watercraft lift and shoreline stabilization on Lake Bowen.

C. Encroachment Agreements

All paperwork, surveys, etc., have been completed and the encroachment agreement has been recorded.

(1) **Gloria Kay Shockley**, dwelling encroachment on Lake Bowen.

(2) **Larry and Kathy Stringer**, dwelling encroachment on Lake Bowen.

(3) **Robert Butscher**, revocation of private structure agreements on Lake Blalock.

D. Right-of-Way and Easement Agreements

All paperwork has been completed and the Right-of-Way/Easement agreement has been recorded.

(1) **Converse Mill Developer, LLC**, amendment to easement for recreational use and maintenance agreement.

14. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS