

AGENDA

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

**Meeting Place:
SPARTANBURG MARRIOTT
IN THE AZALEA B ROOM – SECOND FLOOR
299 N. Church Street, Spartanburg, SC 29306**

REGULAR MEETING

Tuesday, March 26, 2019, 3:15 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 FEBRUARY 26, 2019**
- 2. MONTHLY FINANCIAL REPORT**

Newt Pressley will present a financial summary of SWS expenditures and revenues for the eight-month period ending February 28, 2019.

- 3. BOND RATING UPGRADE**

Moody's Investors Service recently completed a bond rating review for the Water System. Moody's upgraded the Water System rating from Aa3 to Aa2. Management will review with the Commission.

- 4. WORKERS' COMPENSATION INSURANCE RENEWAL**

Spartanburg Water's Workers' Compensation insurance renews annually on April 1. For the 2019 renewal staff received proposals from McGriff Insurance Services and USI Insurance Services. As agents, these firms are able to obtain quotes from a number of Underwriters on our behalf, and presents the best proposals for consideration. McGriff Insurance Services is currently the agent for Spartanburg Water and the Workers' Compensation

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policy is written through Summit. The premium for the 2018 renewal was \$167,423.52.

The results of the proposals received are tabulated below:

USI Insurance Services:	(Selective)	\$126,482
McGriff Insurance Services:	(Summit)	\$134,767

Based on the findings of the evaluation committee, management recommends approval of the proposal submitted by USI Insurance Services and binding coverage with Selective Insurance Company as the Underwriter for the Workers' Compensation insurance. The 2019 renewal represents a 32% savings over last year.

The Workers' Compensation premium will be allocated as follows, \$94,861.50 for SWS and \$31,620.50 for SSSD.

5. HEALTH AND DENTAL INSURANCE RENEWAL

Management proposes the following design plan recommendations for the upcoming health insurance plan year that is effective May 1, 2019.

These recommendations include the following:

- Vision benefit: raise maximum from \$400 to \$500
- Chiropractic benefit: raise maximum from \$750 to \$1,000
- Diabetes medications: zero copay (preauthorization will apply for non-preferred drugs)
- Eliminate Rally and the clinical rewards program effective 5-1-19
- Hearing Aids allowance: \$2,500 allowance every 3 calendar years to use as needed

These recommendations will be in effect with no changes to the employee contributions.

- Dental Plan-No Change
- Employee Contributions – No change

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2019 - 2020 Per Pay Period Contribution	Consumer Choice Plus Medical Plan	Consumer Choice Medical Plan	Basic Medical Plan	Dental Plan
Employee Only	\$47	\$36	\$15	\$7
Employee plus child	\$61	\$50	\$28	\$10
Employee plus children (2 or more)	\$91	\$70	\$33	\$12
Family	\$118	\$93	\$48	\$14

Management recommends that the Commission approve the above mentioned design changes to the Spartanburg Water Health Insurance Plan that will become effective May 1, 2019.

6. PROPOSALS FOR BILL PRINTING, INSERTING, AND MAILING SERVICES

Responses from a Request for Proposal to perform bill printing, inserting, and mailing services were received on February 11, 2019. This RFP process is intended to achieve the most up to date technology and best possible services in a cost effective manner.

A tabulation of the responses to the request is listed below. The costs are represented in annual totals.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Cathedral Corporation Orlando, FL	\$315,193
Southdata Mount Airy, NC	\$317,831

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SourceLink Greenville, SC	\$320,534
Infosend Dallas, TX	\$325,084
Surebill Duluth, GA	\$331,019
Datamatx Atlanta, GA	\$336,822

The proposals were evaluated using a weighted scoring matrix. The matrix rated the suppliers' (1) approach and comprehensiveness of services provided, (2) technical competency (3) MWBE certification, (4) proposed Community Benefit Program, and (5) cost. The evaluation and scoring of the proposals were conducted by a three person evaluation committee in a group discussion forum. This evaluation identified SourceLink and Datamatx as the top two highest scoring proposals. Both SourceLink and Datamatx provided demos of their tracking and file processing software.

Based on the evaluation of the proposals, demonstrations, and reference checks, management recommends that SourceLink be awarded the contract for bill printing, inserting, and mailing services at an annual cost of \$320,534. Funding will be provided by the SWS operating budget.

7. PREVENTATIVE MAINTENANCE AGREEMENT FOR LABORATORY SERVICES

Laboratory Services maintains Preventive Maintenance Agreements (PMA's) for select laboratory instruments. The proposed contract is an annual agreement and includes service for routine preventive maintenance, troubleshooting, repairs (parts and labor), software support, certain upgrades, and priority emergency repair service. The PMA is provided by the manufacturer, who is the sole source provider of the laboratory service.

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Perkin Elmer ICPMS System

This system is used to analyze water samples for the Safe Drinking Water Act (SDWA) and the Clean Water Act (CWA) programs and support of plant operations. Perkin Elmer has quoted an annual PMA for this system for a total cost of \$25,116.

Funding will be provided through the Laboratory Services operating budget, with costs shared 50% between SWS and SSSD.

Management recommends the approval of the renewal of the Perkin Elmer Preventive Maintenance Agreement for an amount not to exceed \$12,558.

8. AMENDMENT TO THE SPARTANBURG WATER SYSTEM POLICIES AND PROCEDURES FOR USE OF WATER SUPPLY RESERVOIRS

During 2018, staff held listening sessions with adjacent property owners from Lakes Bowen and Blalock. The input from those meetings, along with additional conversations with customers, stakeholders, and business leaders have provided valuable feedback. Staff has surveyed other reservoir management programs and gathered operational rules and regulation information. This information, along with feedback received from stakeholders, serves as the basis for the proposed change to the requirements for structures (docks) on Lake Bowen and Lakes Blalock in the *Spartanburg Water System Policies and Procedures for Use of Water Supply Reservoirs, Rev. May 2017*.

The proposed amendment modifies the current rules by eliminating the different classifications of docks (Types A, B, C), eliminates the requirement to submit engineered drawings with each application, and adopts a set of standards, specifications and construction drawings that each adjoining landowner would have to follow in order to be issued permits for dock construction. This would provide for consistency and standardize construction practices for structures on each reservoir, with an emphasis on safety.

Management is proposing the following change to the Spartanburg Water System Policies and Procedures for use of Water Supply Reservoirs.

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Proposed Amendment: Page 8 “Structures for Lake Bowen and Lake Blalock

Section 1 (page 8) add language addressing that only one connection to the shore is allowed

Existing language	Proposed language
<p>Only property owners with lots approved for residential construction as approved by Spartanburg County and SCDHEC, and with a minimum of 40 feet fronting and abutting on the ponded water at normal pool elevation may be granted authority to construct, install, establish, or create any structure on SWS property. No ramps, roads or driveways shall be constructed on SWS property.</p> <p>Structures must be placed so that all portions of the structure are at least 14 feet from the imaginary projection of adjoining side lot lines as those lines project out into the lake. Projection of these side lot lines is accomplished by extending an imaginary line perpendicular to the structure boundary at each property corner. These lines are determined by bisecting the angle formed by the two structure front property lines that intersect at each corner. Exact placement will be determined by SWS. See Appendix B for dock placement example.</p>	<p>Only property owners with lots approved for residential construction as approved by Spartanburg County and SCDHEC, and with a minimum of 40 feet fronting and abutting on the ponded water at normal pool elevation may be granted authority to construct, install, establish, or create any <i>improvements</i> on SWS property. No ramps, roads or driveways shall be constructed on SWS property.</p> <p>Structures must be placed so that all portions of the structure are at least 14 feet from the imaginary projection of adjoining side lot lines as those lines project out into the lake. Projection of these side lot lines is accomplished by extending an imaginary line perpendicular to the structure boundary at each property corner. These lines are determined by bisecting the angle formed by the two structure front property lines that intersect at each corner. Exact placement will be determined by SWS.</p> <p><i>Spartanburg Water will only permit (1) one connection (tie-in) to the shoreline per deeded parcel.</i></p> <p>See Appendix B for dock placement example.</p>

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Section 2 (page 9) add rationale for why docks in coves are considered on a case by case basis

Existing language	Proposed language
<p>Property owners living in a cove who request a structure permit will be evaluated on a case by case basis.</p>	<p><i>SWS will site all structures that are to be placed on SWS property. Under certain circumstances SWS will deny permits to place a dock or structure on SWS property (see section 7). There are a number of conditions that must be considered when placing a dock in a cove area, depth of water, configuration of existing structures and the general geographic topography of the cove.</i></p> <p><i>Adjoining landowners living in a cove who apply for a structure permit will be evaluated on a case by case basis.</i></p>

Section 3 (page 9) be replaced in its entirety with the proposed language

Existing language	Proposed language
<p>Certain docks and structures constructed prior to the enactment of the Spartanburg Water System Policies and Procedures for Use of Water Supply Reservoirs did not meet the standards set forth herein. Those docks and structures, provided they are maintained in good condition and repair, will be permitted to remain as “grandfathered” subject to the following conditions:</p> <p>a. As long as the grandfathered docks do not interfere with or impede the operation of the water reservoir or other authorized use of the lake, they will be permitted to remain as they are.</p> <p>b. If any grandfathered docks are abandoned or are not maintained, the</p>	<p><i>Non-Conforming Structures</i></p> <p><i>A non-conforming structure is defined as any structure located on SWS property which would not be permitted under then current SWS regulation (a “Non-Conforming Structure”). Any license issued for a non-conforming structure will be so designated on the face of the license and such licenses are non-transferable. SWS may reissue a license to a subsequent property owner as long as the Permittee is in compliance with the terms of this license and the non-conforming structure remains in good repair.</i></p>

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<p>SWS reserves the right to (1) require the owner of the dock to remove the dock or (2) remove the dock at the owner’s expense.</p> <p>c. No grandfathered dock shall be rebuilt or replaced without (1) prior written permission from the SWS and (2) an SWS approved Dock Replacement permit. While replacement of the existing structure size, configuration and footprint is considered, such permission may contain modifications or restrictions as to the location, design and use consistent with these policies and procedures.</p>	<p><i>A non-conforming structure must remain and be maintained in substantially the same condition as it was on the license’s date of issuance. Reasonable repair and maintenance of a non-conforming structure will not terminate this license. Extension, enlargement, rebuilding, changing the materials of the structure, changing the size of the structure, or the adding of any lifts, personal water craft, components, structural members or features not allowed by SWS regulation is prohibited and may lead to license revocation. The Permittee should check with SWS staff before beginning any work on a licensed non-conforming structure.</i></p> <p><i>A non-conforming structure which is destroyed by an Act of God or other catastrophic event cannot be rebuilt or replaced. The Permittee agrees to remove the debris from the destroyed structure promptly. If the Permittee fails to remove such debris, SWS reserves the right to remove the debris at the Permittee’s expense.</i></p>
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Section 4 (page 9) remove the reference to “structure agreement”

Existing language	Proposed language
<p>Application for a structure agreement shall be made to SWS (contact the Warden’s Office for an application and specification requirements).</p>	<p>An application for <i>proper permits or licenses</i> shall be made to SWS (contract the Warden’s Office for an application and instructions).</p>

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Section 5 (page 9) remove the reference to “Private Structure Agreement”

Existing language	Proposed language
A fully executed Private Structure Agreement approved by the Commissioners and signed Permit Approval Form must be secured before initiating construction of a structure.	<i>A fully executed Permit must be in the hands of the adjoining landowner, the contractor performing work, or posted at the site prior to initiating any work.</i>

Section 6 (page 9) No changes proposed

Section 7 (page 9) No changes proposed

Section 8 (page 9) No changes proposed

Section 9 (page 10) No changes proposed

Section 10 (page 10) be replaced in its entirety with the proposed language

Existing language	Proposed language
There are three (3) dock types associated with Lake Bowen and Lake Blalock. Type A docks are standard 12’ by 18’ (max) uncovered docks, Type B docks covered or uncovered 24’ by 28’ (max) slipped docks, and Type C docks are non-standard docks that do not meet the requirements of Type A and Type B docks. Type C docks require design and certification by South Carolina Professional Engineer to ensure safety and suitability of the structure. Anyone desiring a Type C dock should contact SWS to discuss suitability of the proposed structure. Type C docks will be reviewed on a case by case basis. Type C dock request must comply with 1-9 of this section.	<p><i>The maximum water surface area (the footprint) occupied by any structure shall not exceed 1,000 square feet, this shall include boat slips, lifts, walkway and platform area whether floating or fixed. SWS will only permit (1) one connection (tie-in) to the shoreline per parcel.</i></p> <p><i>All structures shall be constructed in accordance with SWS Standards and Specifications for Dock/Structure construction as amended (see appendix B). Engineered drawings are not required unless the adjoining landowner is seeking a variance to the existing standards.</i></p> <p><i>Adjoining landowners seeking a variance to any of the standards and specifications, shall submit a written justification to SWS and provide the details of the variance being requested. SWS may require supporting</i></p>

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	<p><i>Engineered Drawings certified by a South Carolina Professional Engineer to be submitted in situations where variances are being requested. At its sole discretion, the Commission will make a determination as to the suitability of the request for variance, and the decision of the Commission shall be final and binding.</i></p> <p><i>Each dock owner shall be permitted up to (2) two Boat Lifts, (2) two Private Water Craft (PWC) Lifts per structure. This is regardless of whether the lifts are free standing or attached to the structure. The lifts will be considered as part of the “footprint” or maximum allowable square footage for the structure.</i></p> <p><i>Placement and location of the structure shall be at the sole discretion of SWS, and shall not extend no farther from the shore than its original location (if it is a replacement) or beyond the distance from shore than the neighboring structures on either side.</i></p> <p>NOTE: <i>A fully executed Land Access Agreement (LAA) must be on file prior to any permits being issued, or any work taking place.</i></p>
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Section 11 (page 10) remove the reference to type A and B docks

Existing language	Proposed language
Appendix B includes Supporting Documents for Type A and Type B docks.	Appendix “B” includes Supporting Documents for <i>Structures on Lake Bowen and Lake Blalock</i> .

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9. WATER QUALITY REPORT

Management will provide an update on water quality.

10. REPORT ON DRINKING WATER RESERVOIRS

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

11. RECEIPT OF BIDS – FOSTER MILL CIRCLE PHASE II WATERLINE INSTALLATION PROJECT

Bids were received for the Foster Mill Circle Phase II Waterline Installation Project on March 14, 2019. The project consists of the installation of approximately 2,100 linear feet of 8-inch ductile iron pipe, and related appurtenances.

Six contractors obtained the bid documents for the project and four contractors submitted a bid. The bids were as follows:

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
NWF Industries, LLC Lexington, SC	\$100,505.00
CJ Compton Plumbing & Heating, Inc. Spartanburg, SC	\$103,418.00
Double R Utilities, Inc. Gaffney, SC	\$104,645.10
Payne, McGinn, & Cummins, Inc. Travelers Rest, SC	\$161,810.00
Engineer's Estimate	\$115,500.00

Management recommended awarding the contract to the lowest responsive bidder, NWF Industries of Lexington, SC based on their bid of \$100,505.00.

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This project is being funded partially by outside participation fees in accordance with the SWS Participation Policy and SWS capital funds.

12. PARTICIPATION PROJECT CONSISTENT WITH OUTSIDE CITY WATER MAIN EXTENSION POLICY – BENNETT DAIRY ROAD

Recently management received a request from a property owner on Bennett Dairy Road concerning the possibility of obtaining water service. Bennett Dairy Road is east of Gossett Road (Road 57) and north of Cannons Campground Road.

The water main extension consists of approximately 1,810 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.

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 \$89,800. The property owner's participation cost is based on this estimate.

Management recommends Commission approve the above.

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) T.K. Gregg

Dr. T.K. Gregg Community Center located at 650 Howard Street in Spartanburg, SC wishes to connect to a 6-inch water line to the Commission's 8-inch water line along Aden Street to serve a private fire protection system for the above-mentioned community center.

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The City of Spartanburg wishes to enter into an agreement for this service.

Annual Stand-by Revenue - \$148.76

B. Outside City Water Main Extension Agreements

(1) MacDonald Subdivision Phase II

ECS Development, LLC is developing Phase II of the MacDonald Subdivision off SC Highway 11. This development will consist of 22 residential lots, approximately 400 LF of 6-inch water main, 790 LF of 4-inch water main and one hydrant. The developer will bear all costs.

C. Lake Agreements

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

- (1) Jon A. Gaminde and Stephanie K. Gaminde** desire to construct a hard pathway and replace a dock at Lake Blalock.
- (2) Lewis Eddie Dutton and Darlene Bright Dutton Revocable Trust** desire to stabilize the shoreline at Lake Bowen.
- (3) Alan Royce Hawkins and Betty Lawson Hawkins** desire to replace a dock at Lake Bowen.
- (4) Beta LLC** desires to construct a hard pathway and replace a dock at Lake Bowen.
- (5) SRFG Properties, LLC** desires to replace a dock at Lake Bowen.
- (6) David R. Conner and Betty K. Conner** desire to construct a boat lift at Lake Bowen.
- (7) Douglas Henshaw and Patricia Henshaw** desire to construct a boat lift at Lake Bowen.

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(8) **Frederick R. Fletcher** desires to replace a dock and stabilize the shoreline at Lake Bowen.

(9) **Tommy K. Padgett, Jr. and Melissa M. Padgett** desire to stabilize the shoreline at Lake Bowen.

14. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS

15. PUBLIC COMMENT