

## AGENDA

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

#### REGULAR MEETING

Tuesday, May 27, 2025, 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 APRIL 22, 2025**
3. **APPROVAL OF MINUTES OF BUDGET WORK SESSION OF MAY 15, 2025**

#### OLD BUSINESS

4. **COMMISSIONERS OF PUBLIC WORKS OF THE CITY OF SPARTANBURG SOUTH CAROLINA – BYLAWS**

The following amendments are being recommended for the second approval of the Commission to the CPW Bylaws.

Current Bylaws require proposed amendments to be voted on at two separate Commission meetings. April 22, 2025, was the first request for Commission approval of the requested amendments to the CPW Bylaws as reflected below.

#### **Article III – Duties of the Commission**

**3.5** The Commissioners shall approve the appointment of an outside certified public accounting and audit firm (CPA). **This appointment shall come directly**

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**from and be based on the recommendations of the Commission Audit Reviewer after the Audit Reviewer has met, discussed and received recommendations from the CEO.** The CPA firm shall have the duties to provide annual audited financial statements to the Commissioners for the Commissioners’ review and acceptance.

**3.10** The Chairman shall recommend and the Commissioners shall vote to approve one member from among the members of the Commissioners to **serve as Audit Reviewer** each year. These appointments shall be made no later than the Commissioners June meeting each year.

**Article V – Chief Executive Officer**

**5.12** The Chief Executive Officer shall provide for an independent annual audit of all financial records and transactions of SWS. Such audits shall be made by a firm of certified public accountants who has no personal interest, direct or in direct, in the fiscal affairs of SWS or any of its officers **and who have been properly appointed by the Commission as required under Article III, Section 3.5 of these Bylaws.** The report of the audit shall be made available for public inspection.

**5.14** The Chief Executive Officer shall make a recommendation to the **Audit Reviewer of the** Commission for the appointment of an outside certified public accounting and audit firm whose sole responsibility is to prepare and present annual audited financial statements to the Audit **Reviewer** of the Commission and **ultimately to the full Commission.** Recommendations shall be for appointments of **three (3)** year engagements.

**Article VII – Commission Meetings**

**7.4 The Commission Audit Reviewer** shall conduct their regular annual audit meeting within six months of fiscal year end.

**NEW BUSINESS**

**AGENDA ITEMS 5-9      FINANCE AND PROCUREMENT**

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**5. MONTHLY FINANCIAL REPORT**

A financial summary of SWS expenditures and revenues for the ten-month period ended April 30, 2025, will be reviewed by the Chief Financial Officer.

**6. ADMINISTRATION OFFICE IMPROVEMENTS**

Proposals were received on May 6, 2025, from contractors for renovations to the Administration Office Building. The renovation will be completed in two phases. Phase one includes the reconfiguration and expansion of the Commission Room to better serve the Commission and general public; as well as the renovation of the current Reception area and Customer Experience Manager Office to improve functionality. Renovations are being made to enhance security as well. Phase two includes the installation of bullet proof glass and panels in the Cashiering and Customer Experience areas in order to provide additional safety and security.

An evaluation team was created to review and score the proposals received. The evaluation criteria consisted of the responder’s approach and strategy, project schedule, cost information, MWBE utilization, and Community Benefit Program. Each proposal was evaluated using a weighted score matrix, with the successful contractor being selected for the highest scoring proposal.

The solicitation was advertised in the local newspaper, on the SWS website, and emailed to contractors known to perform the requested services. The solicitation drew responses from three contractors. A cost tabulation of the responses is listed below.

<b><u>BIDDER</u></b>	<b><u>AMOUNT OF BID</u></b>
Dunbar Construction Spartanburg, South Carolina	\$260,167
Sossamon Construction Co., Inc. Gaffney, South Carolina	\$262,401
Harper General Contractors Greenville, South Carolina	\$353,289

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Based on the results of the bid evaluations, management recommends the approval of an award to Sossamon Construction Co., Inc., in the amount of \$262,401. Funding will be provided from the SWS capital budget (\$157,441) and SSSD capital budget (\$104,960).

**7. PURCHASE OF LARGE METER TESTING SERVICES**

Responses from a sealed bid for large meter testing and repair services were received on Thursday, May 8, 2025. The sealed bid specified that 165 meters ranging in sizes from 3" to 10" will be tested annually, and seven meters will be tested semi-annually. Services needed include testing, repairing, and retests. The purpose of this solicitation is to secure firm pricing based on the quantity needed per test for the contract term.

The invitation for sealed bid was advertised in the local media, posted to the Spartanburg Water Website, and forwarded to prospective suppliers which drew responses from three bidders. A tabulation of the bid is listed below. The cost listed represents semi-annual and annual totals based on estimated annual quantities.

The contract will be for an initial twelve month term with two optional 12-month renewal terms.

<b><u>BIDDER</u></b>	<b><u>AMOUNT OF BID</u></b>
RWRS-EAST, LLC Trion, GA	\$48,246
Vanguard, Inc. Owensboro, KY	\$52,795
M. E. Simpson Valparaiso IN	\$127,380

Management recommends the contract be awarded to the lowest responsible bidder, RWRS-EAST, LLC, at an annual cost of \$48,246. Funding will be provided from SWS operating funds.

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**8. EZ VALVE SERVICE KIT**

One bid was received on April 29, 2025, for the purchase of an EZ Valve 4-12 inch complete service kit. The EZ Valve kit assists in the installation of a valve and allows this process to be successfully completed with no interruption of service. The request for bid was published in the local media, listed on the SWS web site, and forwarded to five prospective bidders.

A tabulation of the response is listed below:

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Ferguson Greenville, SC	\$71,294.88

Management recommends an award be granted to Ferguson based on their bid \$71,294.88. Funding will be provided through the SWS depreciation budget.

**9. CLEARWELL #3 CURTAIN REPLACEMENT**

Proposals were received on May 7, 2025, from contractors to provide services for the curtain replacement and installation for Clearwell #3 at the R.B. Simms Drinking Water Treatment Plant.

The scope of work calls for the contractor to remove, dispose, and install the required hardware and curtain at Clearwell #3.

The solicitation was advertised in the local newspaper, on the SWS website, and forwarded to potential vendors to perform the requested services. The solicitation drew one response. A cost tabulation is listed below.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
SE Diving Greenville, SC	\$185,535

Management recommends the contract be awarded to SE Diving in the amount of \$185,535. Funding will be provided through depreciation funds.

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**AGENDA ITEM 10                    OPERATIONS**

**10.    DREDGING REQUEST– 158 BERTHA BURNS LANE – LAKE BOWEN**

Mr. William Cooke, who has property adjacent to Lake Bowen, has secured a permit from the South Carolina Department of Environmental Services (SCDES, formerly SCDHEC) to perform dredging activities in the area associated with his property. The requested dredging activities have been reviewed by Spartanburg Water Staff and are consistent with Spartanburg Water System’s Policies and Procedures, Revised January 23, 2024.

Management recommends that the Commission approve the request by Mr. William Cooke to perform dredging activities as defined by Spartanburg Water.

**AGENDA ITEM 11                    ENGINEERING**

**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 January 26, 2023.

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

**(1) Cowpens Mixed Use FS**

Cowpens Mixed Use, located at 5365 North Main Street in Cowpens, wishes to connect a 6-inch water line to the Commission’s 10-inch water line along Hampton Street to serve a private fire protection system for the above-mentioned residential/retail building. Cowpens 5365, LLC wishes to enter into an agreement for this service.

Annual Stand-by Revenue - \$223.16

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**B. Outside City Water Main Extension Agreements**

**(1) North Grove CONA**

North and West Grove Properties, LLC is developing Carolina Orthopaedic & Neurosurgical Associates medical office building located off North Grove Medical Park Drive, at North Grove Medical Park. This development will consist of two commercial lots, approximately 453 linear feet of 8-inch water main, and one hydrant. The developer will bear all costs.

**12. 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.

**LAKE BOWEN RESERVOIR**

- (1) Robert C. Abrams**, desires to construct a personal watercraft lift on Lake Bowen.
- (2) Kenneth W. Allison, Jr. and Ileana Sunei**, desire to construct a boat lift, replace a dock, construct a hard pathway, and construct a personal watercraft lift on Lake Bowen.
- (3) Margaret M. Bishop**, desires to replace a dock on Lake Bowen.
- (4) Chad A. Brannon**, desires to replace a dock on Lake Bowen.
- (5) Kerry L. Comer and Angela Rogers**, desire to replace a dock, construct a personal watercraft lift, and construct a boat lift on Lake Bowen.
- (6) Curtis Tyrone Gilmore, Jr.**, desires to replace a dock on Lake Bowen.
- (7) Monica M. Byrnes**, desires to replace a dock on Lake Bowen.

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- (8) **Edwin Griffin and Molly Griffin**, desire to replace a dock on Lake Bowen.
- (9) **Philip W. Hodge and Katherine T. Hodge**, desire to replace a dock on Lake Bowen.
- (10) **Michael G. McGuire**, desires to replace a dock on Lake Bowen.
- (11) **Trang Nguyen**, desires to construct a personal watercraft lift on Lake Bowen.
- (12) **Cuong P. Pham and Hoang Sa Thi Tran**, desire to construct a dock and hard pathway on Lake Bowen.
- (13) **Mark A. Razzano and Carre F. Razzano**, desire to replace a dock and construct a personal watercraft lift on Lake Bowen.
- (14) **Hanspeter and Mathilde Ruegger**, desire to replace a dock on Lake Bowen.
- (15) **Miroslav and Oksana Tkach**, desire to construct a hard pathway on Lake Bowen.
- (16) **Sandra Leigh Warlick**, desires to construct a hard pathway on Lake Bowen.
- (17) **Janice Weaver and Holly W. Loftis**, desire to construct a boat lift and personal watercraft lift on Lake Bowen.

**LAKE BLALOCK RESERVOIR**

- (1) **Chad and Anita Cox**, desire to replace a dock on Lake Blalock.
- (2) **John R. Hyatt and Denise W. Scruggs**, desire to replace a dock on Lake Blalock.
- (3) **Sarah O. Isbell**, desires to replace a dock on Lake Blalock.

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**MUNICIPAL RESERVOIR 1**

- (1) **Dennis R. Hecht**, desires to construct a hard pathway on Municipal Reservoir 1.

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

**LAKE BOWEN RESERVOIR**

- (1) **William Patrick Barker and Jacqueline Elizabeth Barker**, dock replacement, hard pathway, personal watercraft lift, and shoreline stabilization on Lake Bowen.
- (2) **Patrick L. Lucariello, Jr., and Kolleen M. Lucariello**, dock replacement, personal watercraft lift, and shoreline stabilization on Lake Bowen.
- (3) **Troy Murphy and Tracy Murphy**, dock replacement, hard pathway, and shoreline stabilization on Lake Bowen.
- (4) **Trang Nguyen**, dock replacement and shoreline stabilization on Lake Bowen.
- (5) **Charles W. Somervill and Megan McLaughlin Somervill**, boat lift, dock replacement, and personal watercraft lift on Lake Bowen.

**LAKE BLALOCK RESERVOIR**

- (1) **TCJ Spartanburg, LLC**, dock replacement and hard pathway on Lake Blalock.
- (2) **Dustin Mendenhall and Nicole Celestin Mendenhall**, dock replacement on Lake Blalock.

**MUNICIPAL RESERVOIR #1**

**NONE**

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**13. CHIEF EXECUTIVE OFFICER REPORT**

**14. REFERRALS**

**15. ADJOURNMENT**

## **AGENDA**

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

**Meeting Place: 200 Commerce Street**

### **BUDGET WORK SESSION MEETING**

**Thursday, May 15, 2025, 10:30 a.m.**

**(or immediately following SSSD budget work session meeting)**

This is a budget work session 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.

This work session will be held to discuss the proposed FY 2025-2026 budget.