

AGENDA

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

**Meeting Place: 301 South Avenue
Spartanburg, SC 29306**

REGULAR MEETING

**Tuesday, October 27, 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 SEPTEMBER 22, 2020**
- 2. PARTNERSHIP FOR SAFE DRINKING WATER AWARDS**

The Partnership for Safe Water recently notified Spartanburg Water System that the R.B. Simms and Landrum WTF's received the Partnership for Safe Drinking Water Directors Award for continually meeting the Phase III program requirements for 2019.

The Spartanburg Water System R.B. Simms Water Treatment Facility has received the Partnership for Safe Water Director's Award for nineteen consecutive years and the Landrum Plant has received the Partnership for Safe Water Director's Award for fourteen consecutive years.

The Partnership for Safe Water is an unprecedented alliance of six prestigious drinking water organizations: American Water Works Association, the Environmental Protection Agency, the Association of State Drinking Water Administrators, the Association of Metropolitan Water Agencies, National Association of Water Companies, and the Water Research Foundation.

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The Partnership’s Mission is to improve the quality of water delivered to consumers by optimizing water system operations. The commitment to delivering superior quality drinking water to customers, even beyond regulatory requirements. The Partnership celebrates utility accomplishments with awards and recognition that honor efforts in continuously optimizing treatment plant and distribution system operation and performance.

3. MONTHLY FINANCIAL REPORT

Newt Pressley will present a financial summary of SWS expenditures and revenues for the three-month period ending September 30, 2020.

4. CHECK SCANNING AND REMOTE CHECK DEPOSIT

Proposals were received on August 24, 2020, for the equipment, software, and services to implement check scanning and remote check deposit. The Customer Service department receives approximately 12,000 mailed checks each month. The implementation of check scanning and remote deposit will greatly improve the efficiency associated with check processing.

The proposals were evaluated using a weighted scoring matrix. The matrix rated the contractor based on (1) company information and experience; (2) technology and service methodology; (3) implementation schedule; (4) cost; (5) MWBE utilization; and (6) Community Benefit Program. The evaluation and scoring of the proposals along with the review of product demonstrations were conducted by an evaluation committee.

The request for proposal (RFP) was advertised in the local media and forwarded to prospective vendors. The solicitation drew responses from two vendors. A cost tabulation of the responses is listed below:

Vendor	Equipment and Software	Annual Support and Service
Aperta St. Louis, MO	\$36,250	\$4,250
RT Lawrence Corporation Whittier, CA	\$33,050	\$5,365

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The highest scoring proposal was submitted by Aperta. Based on the results of their response and matrix score, management recommends an award be granted to Aperta at a total cost of \$36,250. Funding will be provided by SWS Carryover Funds.

5. CUSTOMER PAYMENT PORTAL AND PAYMENT PROCESSING

Proposals were received on September 15, 2020, for the implementation of a new online customer payment portal and payment processing services. The objective is to enhance the customer payment experience in a cost effective manner. The provided services will include online bill payment, eBilling, and Interactive Voice Response (IVR). The IVR features include account balance access and bill payment by phone, as well as outbound customer notifications for past due balances.

The request for proposal (RFP) was advertised in the local media and forwarded to prospective vendors. The solicitation drew responses from five vendors. A cost tabulation of the responses is listed below. The provided cost is estimated based on recent transaction data.

Vendor	Estimated Annual Processing Cost
Kubra Piscataway, NJ	\$415,574
InvoiceCloud Braintree, MA	\$511,960
Paymentus, Corp. Charlotte, NC	\$555,057
Bill2Pay, LLC Jacksonville, FL	\$639,356
Business Information System Piney Flats, TN	\$703,079

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The estimated annual processing cost is the fee the payment processor charges to process each electronic payment transaction. The transactions include payments made by credit card, debit card, bank draft, or electronic check.

The proposals were evaluated using a weighted scoring matrix. The matrix rated the vendors based on (1) company information and experience; (2) technology and service methodology; (3) implementation schedule; (4) cost; (5) MWBE utilization; and (6) Community Benefit Program. The evaluation and scoring of the proposals along with the review of product demonstrations were conducted by an evaluation committee.

The highest scoring proposal was submitted by Paymentus Corp. Based on the results of their response and matrix score, management recommends an award be granted to Paymentus Corp at an estimated annual total cost of \$555,057. The contract for this service is with Spartanburg Water System; the monthly billing is paid by SWS, with SSSD sharing in the cost through a monthly cost allocation process. Funding is provided by operating budget funds.

6. BIDS FOR SODIUM-ZINC HEXAMETAPHOSPHATE

Bids were received on October 6, 2020, from vendors to supply the Spartanburg Water System with the drinking water treatment chemical Sodium-Zinc Hexametaphosphate. The purpose of this solicitation is to secure firm unit pricing for the contract term of November 1, 2020-June 30, 2021.

The request for bid was advertised in the local media and forwarded to prospective vendors. The solicitation drew responses from three bidders. A tabulation of the bid is listed below. The costs listed represents price per ton and estimated total contract amount based on historical usage.

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Vendor	Price per ton	Contract Total
Carus Corporation Peru, IL	\$1,900.00	\$95,000.00
Shannon Chemical Corporation Malvern , PA	\$1,914.14	\$95,707.00
Sterling Water Technologies Columbia, TN	\$1,938.6637	\$96,933.185

Management recommends the contract be awarded to the lowest responsive and responsible bidder, Carus Corporation, at a cost of \$1,900.00 per ton. Funding will be provided from SWS operating funds.

7. REPAIR OF HYDROELECTRIC GENERATOR

Proposals were received on October 13, 2020, for the repair of Hydroelectric Generator #2 at the R.B. Simms Drinking Water Treatment Facility. The generator has been experiencing high vibration levels causing the unit to shut down. An inspection of the unit was performed by an independent contractor in May of this year. The inspection resulted in the determination that the primary source of the unit vibration is a damaged turbine guide bearing. The scope of work calls for the contractor to perform and document all "As Found Measurements"; disassembly the unit; install new bearing or bearings based on internally findings; reassembly and restore unit to "As Found" positioning; clean and test unit; and report on all services provided.

The proposals were evaluated using a weighted scoring matrix. The matrix rated the contractor based on (1) experience and references; (2) project schedule; (3) cost of services; (4) MWBE utilization; and (5) Community Benefit Program. The evaluation and scoring of the proposals were conducted by an evaluation committee. The request for proposal (RFP) was advertised in the local media and forwarded to eight prospective vendors. The solicitation drew one response. A tabulation including cost is listed below:

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<u>BIDDER</u>	<u>AMOUNT OF BID</u>
TurbinePROs Chattanooga, TN	\$29,924.72

Management recommends an award be granted to TurbinPROs at a total cost of \$29,924.72. Funding will be provided by SWS depreciation funds.

8. WATER QUALITY REPORT

Management will provide an update on water quality.

9. REPORT ON DRINKING WATER RESERVOIRS

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

10. VARIANCE REQUEST – 456 NARROW CIRCLE

The adjoining property owner is requesting a variance of the Standard Specifications for a marine structure regarding the 14 feet minimum set back requirement from a side lot property line.

Property owner has requested a permit to install a dock in the same location as a previous dock that had been removed and is no longer on site.

Upon review of the request, staff determined that the location of the old dock was in an area outside of the current structure boundary guidelines and the old dock was constructed prior to the enactment of the current policies and procedures.

Permitted structures must be placed so that all portions of the structure are at least 14 feet from the adjoining side lot lines as those lines project out into the Reservoir. Projection of these side lot lines is accomplished by extending an imaginary line perpendicular to the structure boundary at each property corner in the same manner used to determine a Contiguous Landowner's Buffer Access Area. The exact placement of structures will be determined by SWS.

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Placement of a new dock in the same location would exceed the projection of the side lot line on the right side of the property facing the water. The permit application was denied by staff due to inadequate distances.

The property owner's primary reason for a variance was to have deeper water access for his watercraft. Staff performed a water depth assessment at this location and the average water depth was determined to be approximately 2.5 feet. Staff also determined that there is a slight variation in water depth in the area and that the water depth at the location of the old dock would be approximately 6 inches deeper than the recommended location for the new dock installation.

The property owner requested and receive a letter from the neighbor that would be impacted and the neighbor has no objections.

Management has reviewed the property owner's variance request, evaluated the site, and does not support the variance as described above.

11. PARTICIPATION PROJECT CONSISTENT WITH OUTSIDE CITY WATER MAIN EXTENSION POLICY – 149 CYCLE DRIVE

Recently management received a request from a property owner along Cycle Drive, located east of Boiling Springs Road and north of Old Furnace Road, concerning the possibility of obtaining water service.

The water main extension consists of approximately 80 linear feet 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 has been upsized for future growth in the area to an 8-inch line which increased the original project estimate from \$2,900 to \$5,450. The property owner's participation cost is still based on the original estimate of \$2,900 and not the future growth estimate.

Management recommends Commission approve the above.

12. AGREEMENTS EXECUTED BY THE CHIEF EXECUTIVE OFFICER ON BEHALF OF THE COMMISSION

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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 Water Main Extension Agreement

(1) Clevedale Farms

Mark III Properties, Inc., is developing Clevedale Farms off of Willis Road. The development will consist of 93 residential lots, approximately 350 linear feet of 12-inch water main, 1,530 linear feet of 6-inch water main, 621 linear feet of 4-inch water main and four hydrants. SWS will participate in the off-site water main construction cost in accordance with the Water Main Extension Policy.

(2) Drayton Mill Village

DM Venture, LLC is developing Drayton Mill Village located off Dalmation Drive. This development will consist of 132 residential lots, approximately 4,301 LF of 6-inch water main, and four hydrants. The developer will bear all costs.

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) Bradford J. Calloway and Jennifer L. Calloway**, desire to construct a boat lift on Lake Bowen.
- (2) Todd David Danielson and Rae Fuller Danielson**, desire to stabilize the shoreline on Lake Bowen.
- (3) Leatha and Bret Day**, desire to replace a dock on Lake Bowen.
- (4) Roger D. Estes and Deborah C. Estes**, desire to construct a personal watercraft lift on Lake Bowen.

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- (5) **William P. Gee**, desires to stabilize the shoreline on Lake Bowen.
- (6) **Philip W. Hodge and Katherine T. Hodge**, desire to construct a boat lift on Lake Bowen.
- (7) **Randal E. Mulkey**, desires to construct a dock and a hard pathway on Lake Blalock.
- (8) **Jason E and Jennifer C Murphy**, desire to replace a dock on Lake Blalock.

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

- (1) **Bobby J. Barnette and June H. Barnette**, boat lift, personal watercraft lift, and shoreline stabilization on Lake Bowen.
- (2) **John Beeson**, hard pathway on Lake Bowen.
- (3) **Richard Blanton**, boat ramp, dock replacement, and shoreline stabilization on Lake Bowen.
- (4) **William R. and Jeannine B. Bowers, as Co-Trustees and Successors in Trust**, hard pathway on Lake Bowen.
- (5) **Gloria C. Butler**, dock replacement and shoreline stabilization on Lake Bowen.
- (6) **Michelle P. Carracino**, dock replacement, personal watercraft lift, and shoreline stabilization on Lake Bowen.
- (7) **Stephen W. Cobb and Melanie B. Campbell**, boat ramp, dock replacement, and shoreline stabilization on Lake Bowen.
- (8) **William and Lorraine F. Cogen**, boat lift on Lake Bowen.
- (9) **Terry Cole**, dock replacement on Lake Blalock.

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- (10) **James M. Cox**, boat ramp and hard pathway on Lake Bowen.
- (11) **Wade C. and Shelley F. Crow**, boat lift on Lake Bowen.
- (12) **Michael T. Culbreth and Linda T. Culbreth**, dock replacement and shoreline stabilization on Lake Bowen.
- (13) **Roger D. Estes and Deborah C. Estes**, dock replacement and shoreline stabilization on Lake Bowen.
- (14) **Andrew J. Fryml**, shoreline stabilization on Lake Bowen.
- (15) **David R. Garner and Cathy E. Garner**, personal watercraft lift and shoreline stabilization.
- (16) **Ronald W. and Kelly A. Garner**, personal watercraft lift and shoreline stabilization.
- (17) **Sara H. Goodwin**, shoreline stabilization on Lake Bowen.
- (18) **Edwin Griffin and Molly Griffin**, boat lift and dock replacement on Lake Bowen.
- (19) **Dr. Billy J. Haguewood Jr. and Stacy Haguewood**, boat lift, dock replacement, hard pathway, personal watercraft lift, and shoreline stabilization on Lake Bowen.
- (20) **Peggy Hamrick**, dock replacement on Reservoir 1.
- (21) **Sharon Kathleen Hawkins**, personal watercraft lift and shoreline stabilization on Lake Bowen.
- (22) **Scott L. Hutchins and Karen Hutchins**, boat lift, dock replacement, and hard pathway on Lake Bowen.
- (23) **Robert James, Laurie James**, dock replacement, hard pathway, and shoreline stabilization on Lake Bowen.
- (24) **Carly Jo Jensen**, hard pathway on Lake Bowen.

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- (25) **Hal Brian Johnson and Lori Johnson**, dock replacement, hard pathway, personal watercraft lift, and shoreline stabilization on Lake Bowen.
- (26) **Donald F. Jones**, dock replacement and shoreline stabilization on Lake Bowen.
- (27) **Suzanne and Bruce Landsverk**, boat lift, dock replacement, and shoreline stabilization on Lake Bowen.
- (28) **Daniel A. McDowell and Nancy McDowell**, dock replacement and shoreline stabilization on Lake Bowen.
- (29) **Kenneth J. Newman**, boat lift, boat ramp, dock replacement, and shoreline stabilization on Lake Bowen.
- (30) **Chris Patterson**, dock replacement on Lake Bowen.
- (31) **Cynthia Broyles Powell**, dock replacement and shoreline stabilization on Lake Bowen.
- (32) **Hanspeter and Mathilde Ruegger**, personal watercraft lift on Lake Bowen.
- (33) **Gloria Kay Shockley (LE) and James Channing Brown**, dock replacement on Lake Bowen.
- (34) **Kyle P. and Jessica H. Sisk, Christopher D. and Amelia H. Huskey**, boat ramp and dock replacement on Lake Bowen.
- (35) **Phillip C. Stevens**, dock replacement, hard pathway, and shoreline stabilization on Lake Bowen.
- (36) **David H. Strickland**, personal watercraft lift and shoreline stabilization on Lake Bowen.
- (37) **Mom Stroup, Dwight Stroup**, dock replacement and hard pathway on Lake Bowen.

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(38) **Charles J. and Susannah Swanger**, shoreline stabilization on Lake Bowen.

(39) **Michael Tolleson**, boat ramp, dock replacement, personal watercraft lift, and shoreline stabilization on Lake Bowen.

(40) **Mark G. Vaughn**, dock replacement and shoreline stabilization on Lake Bowen.

(41) **William Wagoner and Theresa A. Wagoner**, dock replacement and shoreline stabilization on Lake Bowen.

C. Encroachment Agreements

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

(1) **Danny Blalock**, encroachment on Lake Bowen.

(2) **Flynnerrise**, amendment to existing encroachment agreement on Lake Bowen.

(3) **Christopher Fant**, encroachment on Lake Bowen.

D. Right-of-Way and Easement Agreements

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

(1) **Broad River Electric Cooperative, Inc.**, right-of-way over Lake Bowen on Foster Road bridge.

13. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS