

## **AGENDA**

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

**MEETING PLACE:  
RIVER BEND SPORTSMAN'S RESORT  
1000 WILKIE BRIDGE ROAD, INMAN, SC 29349**

### **RETREAT**

**Tuesday, March 21, 2017, 1:00 p.m.**

This is a retreat 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 retreat will be held to discuss organization planning for the Commission of Public Works of the City of Spartanburg, S.C.

## **AGENDA**

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

#### **REGULAR MEETING**

**Tuesday, March 28, 2017, 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 FEBRUARY 28, 2017  
AND COMMISSION RETREAT OF MARCH 21, 2017**

**2. MONTHLY FINANCIAL REPORT**

Newt Pressley will present a financial summary of SWS expenditures and revenues for the eight-month period ending February 28, 2017.

**3. PARTNERSHIP FOR SAFE WATER**

Spartanburg Water's Landrum Water Treatment Facility recently received recognition by the Partnership for Safe Water Committee of the South Carolina Section of the AWWA. During the 2017 South Carolina Environmental Conference (SCEC), the Landrum facility was recognized as having met the requirements of the Directors Award for the tenth consecutive year, by maintaining consistent high-quality performance and a commitment to optimizing water system operations. The Partnership's water treatment plant program has a subscriber base of more than 200 utilities with more than 400 plants, but only a small number earn the Directors Award, with even fewer earning 10 and 15 year designations.

The Partnership for Safe Water is an alliance of six drinking water organizations: American Water Works Association, the Environmental Protection Agency, the Association of State Drinking Water Administrators,

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the Association of Metropolitan Water Agencies, National Association of Water Companies and the Water Research Foundation. The Partnership's award-winning utilities demonstrate an outstanding 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.

**4. HEALTH AND DENTAL INSURANCE RENEWAL – FY18**

Management proposes no changes to the following design plan for the upcoming health insurance plan year that is effective May 1, 2017.

This includes maintaining the following employee contribution structure:

<b>2017 - 2018 Per Pay Period Contribution</b>	<b>Consumer Choice Plus Medical Plan</b>	<b>Consumer Choice Medical Plan</b>	<b>Basic Medical Plan</b>	<b>Dental Plan</b>
Employee Only	\$47	\$36	\$15	\$7
Employee plus child	\$60	\$49	\$27	\$10
Employee plus children (2 or more)	\$89	\$68	\$31	\$12
Family	\$114	\$89	\$44	\$14

Management recommends that the Commission approve the Spartanburg Water Health Insurance Plan that will become effective May 1, 2017.

**5. WORKERS' COMPENSATION INSURANCE**

Spartanburg Water's Worker's Compensation insurance renews on April 1, 2017. The current carrier, Amerisure has submitted a renewal quote of a \$230,000 premium.

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We also received quotes from Keyrisk and Summit. Their quotes are below:

Summit - \$177,451  
Key Risk - \$197,716

Management recommends changing to Summit as the carrier. The allocation between companies is \$133,088.25 for SWS and \$44,362.75 for SSSD.

**6. PREVENTATIVE MAINTENANCE AGREEMENTS FOR LABORATORY SERVICES**

Laboratory Services maintains Preventative Maintenance Agreements (PMA's) for select laboratory instruments and software programs. The proposed contracts are annual agreements and include service for routine preventative 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 of the laboratory service.

**A. 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 services as described above for a total cost of \$23,472.

The total cost for the renewal for the ICPMS is \$23,472. 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 Agreements for an amount not to exceed \$11,736.

**7. 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 22, 2017. The Water System will be transitioning to monthly billing in early 2018. This RFP process is intended to achieve the most up to date technology and best possible services in a cost effective manner. The following proposals were received.

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<b>Vendor</b>	<b>Location</b>	<b>Regular Bill Unit Price</b>	<b>Second Notice Pricing</b>	<b>Current Annual Cost</b>
SureBill	Duluth, GA	\$0.080	\$0.085	\$34,554
Southdata	Mt. Airy, NC	\$0.092	\$0.092	\$39,302
Business Ink	Charlotte, NC	\$0.089	\$0.089	\$38,021

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 four person evaluation committee in a group discussion forum. This evaluation identified SureBill and Southdata as the top two highest scoring proposals. Staff conducted site visits to each of these vendor locations to review the operation and management of the facilities. Based on the evaluation of the proposals, site visits, and reference checks, management recommends that Southdata be awarded the contract for bill printing, inserting, and mailing services. Funding will be provided by the SWS operating budget.

**8. HUMAN RESOURCES BUILDING ROOF REPLACEMENT**

Proposals were received on March 14, 2017, to replace the roof system at the Human Resources building. The building's roof has had issues with leaking that need to be addressed. Canon Consulting and Engineering was hired to assist with the development of specifications, supplier qualifications, and the selection process. The request for proposals was forwarded to prospective bidders and advertised in the local media. A pre-bid meeting was held at the C&D Complex on March 6, followed by a site visit to the Human Resources building to provide an opportunity to visually inspect the roof. Three qualified vendors responded. A tabulation of the responses is listed below.

**BIDDER**

**AMOUNT OF BID**

Pickens Roofing & Sheet Metals, Inc.  
Spartanburg, SC

\$129,700

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A.C.E. Bourne & Co., Inc. Greenwood, SC	\$138,750
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Tecta America Carolina Indian Trail, NC	\$165,500
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Management recommends an award be granted to Pickens Roofing & Sheet Metals, Inc., based on their proposal of \$129,700. Funding will be provided through the SWS depreciation fund.

**9. UPSTATE FOREVER GRANT PROPOSAL**

Since 2003, Upstate Forever has been working to protect and improve water quality throughout the Upstate region of South Carolina. Permanent land protection, improved regulations, strategic professional education, and incentive programs are all strategies Upstate Forever has successfully employed to improve water quality throughout the Upstate.

With a grant from Spartanburg Water, Upstate Forever will prioritize lands within the South and North Pacolet River Watersheds that are most critical to protecting water quality. After prioritization, and land ownership identification, recommendations for best suited specific land protection tools to maximize water protection will be developed to help in SWS’s outreach efforts. By these efforts, Upstate Forever will be able to complement the work being completed by Hazen and Sawyer for SWS (the development of the *South Pacolet River Watershed Based Plan for Nutrient Load Reduction in Lake Bowen and Municipal Reservoir #1 - Watershed Based Plan*), and their own Critical Watershed Area initiative. Whereas the Watershed Based Plan will identify pollution sources/causes, load reduction and management measures, it will not identify the specific critical parcels or prioritize the property owners.

Management recommends the approval of grant funding for Upstate Forever in the amount of \$25,000. Funding will be allocated from SWS operating funds.

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**10. UPPER PACOLET WATERMAIN REHAB PHASE 1**

Approximately 1500 linear feet of 8" DIP, 2400 linear feet of 6" DIP, and 1200 linear feet of 2" HDPE were installed replacing old cast iron and galvanized piping. Cast Iron piping within this project dated back to 1915. This project addressed hydraulic capacity limitations associated with five fire hydrants located on the old cast iron piping and small diameter galvanized replacement. Replacement and relocation of these lines to the road right-of-way eliminated existing lines that were located in backyards making them difficult to maintain. Completion of this project restored hydraulic capacity to the existing fire hydrants and added additional fire protection in the area. The cost of materials to complete the work was estimated at \$123,000. Final actual material cost totals are pending.

The above is provided as information to the Commission.

**11. OUTSIDE CITY WATER MAIN EXTENSION – RIVER ROAD, COWPENS**

The water main extension, which consists of approximately 890 LF of 6-inch water main and one hydrant, is consistent with the SWS Participation Policy. It will be billed at the outside city rate plus surcharge until such time as the full share is recovered.

The water line design has been upsized to an 8-inch line for future growth; therefore, the project estimate is \$40,500. The property owner's participation cost is still based on the original estimate (\$25,800), and not the future growth estimated cost.

Management recommends Commission approve the above.

**12. 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 July 11, 1989.

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**A. Outside City Private Fire Service Agreement - Blalock Springs Retail FS**

Blalock Springs Retail located at 2634 Boiling Springs Road in Boiling Springs, SC wishes to connect a 6-inch water line to the Commission's 8-inch water line along Blalock Road to serve a private fire protection system for the above-mentioned retail enterprise. Mark Medical Search, LLC wishes to enter into an agreement for this service.

Annual Stand-by Revenue - \$206.64

**B. Lake Agreements**

All fees have been paid on the following lake agreements, and there are no encroachments to sign.

- (1) **Doyce S. Cannon, Jr.** desires to construct a dock on Lake Bowen.
- (2) **Beverly Garrison Stigall and Edward David Stigall** desire to replace a dock on Lake Bowen.
- (3) **Lewis Eddie Dutton and Darlene Bright Dutton Revocable Trust** desire to stabilize the shoreline on Lake Bowen.
- (4) **Stephan Cobb** desires to construct a dock and boat lift on Lake Bowen.
- (5) **William F. Butler** desires to replace a dock on Lake Bowen.
- (6) **Gerald Brinkman** desires to construct a hard pathway on Lake Bowen.
- (7) **Gregg J. Boukedes** desires to replace a dock on Lake Bowen.
- (8) **Allison Braswell** desires to stabilize the shoreline on Lake Bowen.



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- (9) **John Randal and Michelle Dawn Brevard** desire to replace a dock on Lake Bowen.

**13. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS**