

## MINUTES

The Commissioners of Public Works of the City of Spartanburg, SC, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, December 1, 2015, at 3:00 p.m.

Copies of the agenda were forwarded to the following news media: 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.

Commissioners present were Ms. Viney, Mr. Littlejohn, and Mr. Montgomery. No one was absent.

The meeting was opened with the following statement:

This is a regular meeting of The Commissioners of Public Works of the City of Spartanburg, SC. Written notice of the date, time, and place for this meeting, along with the agenda, has been posted on the bulletin board, and copies forwarded to local and nearby news media, at least 24 hours prior to this meeting.

### **1. ELECTION OF OFFICERS**

Ms. Viney moved and Mr. Littlejohn seconded the motion to nominate Mr. Montgomery as Chair. The motion passed unanimously.

Mr. Montgomery moved and Ms. Viney seconded the motion to nominate Mr. Littlejohn as Vice Chair. The motion passed unanimously.

### **2. APPROVAL OF MINUTES OF REGULAR MEETING OF OCTOBER 27, 2015**

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve the minutes as written. The motion passed unanimously.

### **3. MONTHLY FINANCIAL REPORT**

Newt Pressley presented a financial summary of SWS expenditures and revenues for the four-month period ending October 31, 2015. An explanation was provided for the favorable and the unfavorable budget variances.

The above was provided as information to the Commission.

### **4. COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR FISCAL YEAR ENDING JUNE 30, 2015**

Alan Robinson of Cherry Bekaert reviewed the Comprehensive Annual Financial Report and communication letter for SWS. Mr. Robinson stated that he had met with the Audit Reviewer, Mr. Montgomery, and offered an unmodified audit opinion for SWS for the fiscal year ending June 30, 2015, in accordance with generally accepted accounting principles.

Mr. Montgomery stated that SWS had a great report and also noted that SWS received the Certificate of Excellence from the Government Finance Officers Association.

The above was provided as information to the Commission.

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**5. AFFORDABLE CARE ACT REPORTING (TAX CODES 6055 & 6056) FOR 2016**

Based on the new Affordable Care Act (ACA) reporting requirements, the IRS requires that Spartanburg Water distribute 1095-C forms to all employees by January 31, 2016. This form is designed to report health coverage for each full-time employee and their dependents to the employee and the IRS. Spartanburg Water must electronically transmit a copy of all these forms to the IRS along with transmittal forms about Spartanburg Water. Our current systems are not able to manage this information as it is being required by the IRS and we have sought professional support from vendors qualified to provide the needed reporting.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
ECM Solutions (Sky Insurance) Greenville, SC	\$3,500/year
Trax Charlotte, NC	\$8,052/year
Respect Technologies, Inc. Spartanburg, SC	No quote

Management recommended approving ECM Solutions (Sky Insurance) to provide the professional support needed to meet the ACA reporting requirements for 2016. The estimated cost for each company is \$2,590 from SWS and \$910 from SSSD. This will be funded through the Human Resources Section operating budget.

Mr. Littlejohn moved and Ms. Viney seconded the motion to ratify the action taken in the SSSD meeting to approve management’s recommendation for ECM Solutions to provide the professional support needed to meet the ACA reporting requirements for 2016 at the estimated cost for each company of \$2,590 (SWS) and \$910 (SSSD). The motion passed unanimously.

**6. RECEIPT OF BIDS – LOFTY COVE WATERLINE EXTENSION PROJECT**

Bids were received for the Lofty Cove Waterline Installation Project on November 17, 2015. The project consists of the installation of approximately 1,600 linear feet of 12-inch ductile iron pipe, 3,060 linear feet of 6-inch ductile iron pipe, 620 linear feet of 4-inch ductile iron pipe and related appurtenances.

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

<u>BIDDER</u>	<u>Amount of Bid</u>
C.J. Compton Plumbing Spartanburg, SC	\$303,223

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Cooper Construction Company Hendersonville, NC	\$317,654
L-J, Inc. Columbia, SC	\$330,729
Davis Grading, Inc. Shelby, NC	\$344,715
Construction Resource Group Union, SC	\$400,140
Whitesides Construction Inc. Duncan, SC	No Bid
Engineer's Estimate	\$296,000

Management recommended awarding the contract to the lowest responsive bidder, C.J. Compton Plumbing Company, Inc., of Spartanburg, SC based on their bid of \$303,223.

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

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management's recommendation to award the contract to C.J. Compton Plumbing Company, Inc., in the amount of \$303,223. The motion passed unanimously.

**7. MASTER SERVICES AGREEMENT FOR PROFESSIONAL SERVICES FOR CIVIL ENGINEERING, ENVIRONMENTAL AND REGULATORY CONSULTING SERVICES**

Spartanburg Water System (SWS) recently requested a proposal from Goodwyn, Mills and Cawood, Inc., to provide a Master Services Agreement for professional services on an as needed basis. Goodwyn, Mills and Cawood, Inc., is a firm located throughout the Southeast with local offices in Greenville, SC and Atlanta, GA which specializes in a wide variety of disciplines related to the water and wastewater industries.

Due to their qualifications, experience, and familiarity with regulations applicable to SWS' facilities and systems, SWS is interested in establishing a relationship with this firm.

A working relationship with contractual terms and conditions already established is especially important when an issue is time sensitive and/or related to economic development (such as when a new industry is looking to locate their facility in our service area, but needs a quick answer on whether or not SWS can provide service to meet their needs or when a regulatory or environmental issue arises which needs immediate attention).

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The proposed Master Services Agreement for professional services is based on a time and expense basis in accordance with an established schedule of fees.

Management recommended the Commission authorize the Chief Executive Officer to enter into an agreement with Goodwyn, Mills and Cawood, Inc., for professional services. It is anticipated individual work authorizations generated as a result of this agreement will be funded through SWS operational funds.

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management's recommendation to authorize the Chief Executive Officer to enter into an agreement with Goodwyn, Mills and Cawood, Inc., for professional services. The motion passed unanimously.

## **8. SPACE GRANT PROPOSAL**

Ms. Viney provided Mr. Montgomery, Chair, a written note indicating a conflict of interest regarding Item 8 – SPACE Grant Proposal, and Item 9 – Upstate Forever Grant Proposal on the SWS Agenda. Ms. Viney recused herself from the meeting and left the room.

The Spartanburg Area Conservancy was formed in 1989 to protect and preserve Spartanburg area lands and the rivers that run through them. SPACE has made inroads in protecting the Pacolet Rivers and Lawson's Fork Creek, as well as lands throughout Spartanburg County. To date, SPACE has protected over 2,500 acres in Spartanburg and Union Counties.

Spartanburg Area Conservancy's grant request includes the implementation of the Spartanburg County Blueways Master Plan, which aims to be a strategic plan for the continuance of the Reconnecting People to River initiative developed by Upstate Forever. The Blueways Master Plan will focus on enhancing water-based passive recreation in all of Spartanburg County, including the Pacolet River Basin and throughout both the SWS and SSSD service areas. With an emphasis on river stewardship, conservation of riparian corridors, and maintenance of both new and existing paddling access points, the Blueways Master Plan implementation will highlight the concepts of water quality and become an important community resource to a broad spectrum of our community.

By continuing paddling based recreation throughout Spartanburg County, SPACE can support Spartanburg Water's efforts to protect its source waters and watersheds that are central to its mission. This effort will ensure a safe water supply for residents of the region for generations to come and help protect the natural beauty, ecological integrity, and quality of life in the region.

Management recommended support of SPACE's effort to protect the region's water quality in the amount of \$10,000 with an equal allocation of \$5,000 from the SWS operating budget and \$5,000 from the SSSD operating budget.

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Mr. Littlejohn moved and Mr. Montgomery seconded the motion to ratify the action taken in the SSSD meeting to approve management's recommendation for support of SPACE's effort to protect the region's water quality in the amount of \$10,000 with an equal allocation of \$5,000 from the SWS operating budget and \$5,000 from the SSSD operating budget. The motion passed unanimously. Ms. Viney was not present for the discussion and was not present to vote.

#### **9. UPSTATE FOREVER GRANT PROPOSAL**

Upstate Forever's mission is to promote sensible growth and protect the special places in the Upstate region of South Carolina. Special emphasis is placed on land trust, clean air and water, and sustainable communities. All of Upstate Forever's guidelines adhere to the 2007 Guiding Principles and Best Practices for South Carolina Nonprofits, established by the South Carolina Association of Nonprofit Organizations.

A goal for Upstate Forever in 2016 is to support an "Encouraging Green Infrastructure in Spartanburg County" program aimed at engaging the public in taking action to reduce impacts from runoff pollution and improve local water quality.

Part of the proposed "Encouraging Green Infrastructure in Spartanburg County" includes an outreach program designed to encourage green infrastructure retrofits. Green infrastructure features, such as rain gardens, help to provide on-site filtration and treatment of various run-off pollutants including nutrients and sediment. With the help of the Spartanburg County Stormwater Program, Upstate Forever will educate local neighborhoods in the watershed on rain gardens and other bioretention features. Upstate Forever will also work with Spartanburg County to develop a voluntary program to incentivize installation of these retrofits and promote green infrastructure throughout the watershed that could help to protect the water quality within our drinking water reservoirs.

Management recommended that the SWS Commission approve the funding requested by Upstate Forever for the "Encouraging Green Infrastructure in Spartanburg County" program in the amount of \$15,000. Funding will be allocated from the SWS operating budget.

Mr. Littlejohn moved and Mr. Montgomery seconded the motion to approve management's recommendation to approve funding for the "Encouraging Green Infrastructure in Spartanburg County" program in the amount of \$15,000. The motion passed unanimously. Ms. Viney was not present for the discussion and was not present to vote.

Ms. Viney returned to the meeting.

#### **10. WATERSHED ECOLOGY CENTER GRANT PROPOSAL**

The Watershed Ecology Center's mission is to collect, analyze, and disseminate sound scientific information on the ecology of the region. Special emphasis is placed on water conservation, watershed education, water quality, and the study of organisms living in the area encompassed by

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a watershed. All of the Watershed Ecology Center's educational programming meets state standards and incorporates hands-on learning activities. Last year, the eleven programs that focused on water served 17,800 K-8 students with presentations throughout Spartanburg County. Watershed Ecology Center's annual goal for 2016 would be to reach 18,500 students throughout the school year. In addition to the many classroom educational programs and water-based programming, the Watershed Ecology Center offers several exciting public participation programs. Watershed Ecology Center's public participation programs include storm drain marking in our watershed, the continuance of the watershed sign project in Spartanburg County, and an Adopt-A-Stream program. To date, Watershed Ecology Center has focused many of these efforts around Spartanburg Water reservoirs and watershed. The watershed sign program was inspired by Spartanburg Water's original watershed sign initiative, where over 20 signs were installed throughout the Pacolet River Watershed Basin. For the Watershed Ecology Center's project, they plan to install 40 signs throughout Spartanburg County watersheds in addition to the 40 signs that were installed during 2015. The Adopt-A-Stream program will aim to certify Spartanburg County citizens on macroinvertebrate sampling and basic water quality analyses with a heavy focus on field training. The Adopt-A-Stream program will assist in the AP Environmental Science Program in Spartanburg County schools plus encourage community volunteers to take an active role in stream monitoring and clean-up. Also in store for 2016, Watershed Ecology Center will continue to work on the revitalization of its web site, where its internet based scheduling system will assist teachers with scheduling classroom presentations with Center staff. The continued production of a virtual catalogue hosting 1 to 3 minute videos of each program the Center offers will also assist teachers, allowing them the opportunity to view each program the Watershed Ecology Center offers, increasing exposure and participation for the Center.

Management recommended the approval of targeted funding for the aforementioned K-8 educational programs offered by the Watershed Ecology Center in the amount of \$14,000, with an equal allocation of \$7,000 of the funding from SWS and \$7,000 of the funding from SSSD. Funding will be allocated from the operating budget.

Mr. Littlejohn moved and Ms. Viney seconded the motion to ratify the action taken in the SSSD meeting to approve management's recommendation of funding for the Watershed Ecology Center in the amount of \$14,000, with an equal allocation of \$7,000 of the funding from SWS and \$7,000 of the funding from SSSD. The motion passed unanimously.

**11. PROPOSED 2016 COMMISSION MEETING SCHEDULE**

January 26	February 22 or February 29 *Note these dates are on Monday
March 29	April 26
May 24	June 28
July – No meeting	August 23
September 27	October 25
November – No meeting	December 6

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The Commission agreed to meet on Tuesday, January 26, 2016, and will vote on the remainder of the 2016 meeting dates at that time.

**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.

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

**(1) Flatwood Farms II Spec Building**

Flatwood Farms II Spec Building located at 769 Flatwood Industrial Drive in Spartanburg, SC wishes to connect an 8-inch water line to the Commission's 8-inch water line along Flatwood Industrial Drive to serve a private fire protection system, including 5 private hydrants, for the above-mentioned commercial enterprise. Flatwood Farms II, LLC wishes to enter into an agreement for this service.

Annual Stand-by Revenue - \$1,367.08

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

**(1) Shana Lynn Subdivision**

Niemitalo, Inc., is developing the Shana Lynn Subdivision off of Bible Church Road. The development will consist of 39 residential lots. The developer will bear all costs.

**C. Lake Agreements**

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

**(1) Mike E. Hodges and Deborah K. Hodges** desire to replace a dock and renew an irrigation permit on Lake Blalock.

**(2) Gene Kaiser (Enchanted Construction)** desires to construct a boat lift on Lake Blalock.

**13. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS**

**A.** Ms. Schneider stated that graduation for 21 participants in the first Water Matters Citizens Academy was held last night, November 30, 2015. Ms. Schneider presented the Commission with some of the information that was shared with participants. Ms. Schneider also thanked Chad Lawson, Lisa Oliphant, and all staff involved for doing an outstanding job with this program.

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Meeting adjourned at 4:16 p.m.

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G. Newton Pressley  
Secretary-Treasurer

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