

## MINUTES

The Commissioners of Public Works of the City of Spartanburg, SC, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, October 27, 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. Bilanchone, 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. RESOLUTION HONORING LINDA POWERS BILANCHONE

Mr. Montgomery called the Commission of Public Works meeting to order at 3:02 p.m. in a joint session with the Spartanburg Sanitary Sewer Commission to recognize the 24-years of service of Linda Powers Bilanchone with a joint resolution. Mr. Lynch, Chair of the SSSD Commission Board, and Mr. Montgomery, Vice Chair of the SWS Commission Board, read the Joint Resolution recognizing Linda Powers Bilanchone.

Ms. Barnes moved and Mr. Littlejohn seconded the motion to adopt this Joint Resolution. The motion passed unanimously.

Ms. Bilanchone thanked the Commission and stated that she appreciated the opportunity to serve.

Ms. Bilanchone resumed the role of Chair.

### 2. APPROVAL OF MINUTES OF REGULAR MEETING OF SEPTEMBER 29, 2015

Mr. Montgomery moved and Mr. Littlejohn 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 three-month period ending September 30, 2015. An explanation was provided for the favorable and the unfavorable budget variances.

The above was provided as information to the Commission.

### 4. 2015 RETIREE SUPPLEMENTAL INSURANCE

Current Spartanburg Water retirees who are 65 and over are covered on a Medicare Supplement Insurance Plan that is provided by United American which includes prescription coverage. The plan renews in January 2016, and the renewal rates are shown below.

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There has been a 4.2% overall increase from last year.

United American Insurance Company (proposed)	\$154,438
United American Insurance Company (2015)	\$144,921

Management recommended maintaining coverage with United American as the provider of over 65 retiree supplemental coverage, effective January 1, 2016. The approximate cost for each company is \$113,464 (SWS) and \$40,973 (SSSD). This will be funding through the operating budget.

Mr. Montgomery moved and Mr. Littlejohn seconded the motion to ratify the action taken in the SSSD meeting to approve management's recommendation to maintain coverage with United American as the provider of over 65 retiree supplemental coverage. The motion passed unanimously.

## **5. REPLACEMENT OF VEHICLES AND EQUIPMENT FOR FY 2016**

Staff has evaluated the SWS vehicle and equipment fleet for replacement needs for FY 2016. Of the items considered, seventeen items have been selected for replacement. All vehicles and equipment selected meet the established depreciation criteria, having in excess of 125,000 miles, being in service for 10 years, or are experiencing excessive repair needs and down time. Performance history is also factored into the recommendation. Staff proposed the following replacements for FY 2016:

- BC41 – 2005 Bobcat Skid Loader
- BHL13 – 2000 New Holland (extend a hoe)
- BHL40 – 2004 JCB 2 WD Backhoe
- H03 – 1994 Nissan Electric Hyster-Forklift
- TR50 – 2005 Conrail Towmaster Trailer
- #101 – 2004 Ford F-350 4 WD Regular Cab Truck
- #219 – 2006 Ford Ranger 2 WD Truck
- #237 – 2005 Ford Ranger 2 WD Truck
- #308 – 2001 Chevrolet Silverado 4 WD Regular Cab Truck
- #356 – 1997 Ford F-150 4 WD
- #397 – 1997 Chevrolet S10 Blazer 4 WD
- #624 – 2001 Ford F-350 Box Truck 2 WD Regular cab
- #625 – 2000 Ford F-350 Regular Cab Service Truck
- #626 – 2003 Ford F-350 Service Truck
- #647 - 1998 Chevrolet Dump Truck
- #651 – 2001 Ford F-350 Covered Truck
- #673 – 2000 GMC C8500

Total budget: \$818,000

Where possible, vehicle and equipment replacement purchases will be completed through the South Carolina Materials Management Office Contracts. Applicable local dealers will be given the opportunity to meet the State Contract pricing.

Alternative fuel vehicle replacements will be evaluated based on application and the availability of gasoline/electric hybrids.

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Management recommended approval of the vehicle and equipment replacement schedule to be funded from the SWS depreciation fund.

Mr. Montgomery moved and Mr. Littlejohn seconded the motion to approve management's recommendation of the vehicle and equipment replacement schedule. The motion passed unanimously.

## 6. ARC FLASH RISK ASSESSMENT FOR SWS FACILITIES

OSHA has incorporated by reference the document *NFPA 70E, Standard for Electrical Safety in the Workplace*, as prepared by the Technical Committee on Electrical Safety in the Workplace and released by the Correlating Committee of the National Electrical Code®, as its standard for protection of employees who perform electrical work. Among other requirements, this standard mandates that employers conduct an arc flash risk assessment of electrical equipment installed at its facilities and premises, and to review/repeat this assessment at five year intervals:

Per this standard, an arc flash risk assessment shall be performed and shall:

- (1) Determine if an arc flash hazard exists. If an arc flash hazard exists, the risk assessment shall determine:
  - a. Appropriate safety-related work practices
  - b. The arc flash boundary
  - c. The PPE to be used within the arc flash boundary
- (2) Be updated when a major modification or renovation takes place. It shall be reviewed periodically, at intervals not to exceed 5 years, to account for changes in the electrical distribution system that could affect the results of the arc flash risk assessment.

The assessment includes an engineering analysis of electrical systems to determine if risks exist and to provide warning signs, procedures, and protective requirements for employees.

All of Spartanburg Water System facilities are now due for risk analysis with the exception of the R.B. Simms Drinking Water Facility (assessed in 2014). Staff solicited proposals for performance of the Arc Flash Risk Assessment from firms/teams meeting the requirements of NFPA 70E. An independent consulting electrical engineer knowledgeable in the performance of arc flash assessments was retained to develop the request for proposal and to review responses received. The following respondent proposals were received:

<u>FIRM NAME</u>	<u>PRICE</u>
Matrix Engineering/Gregory Electric Company	\$237,827
Goodwyn, Mills, Cawood/Transworld	\$271,906
Verifiable Results, LLC	\$283,480
AECOM/Transworld	\$304,418
Hazen/Howard Engineering	\$316,400

Proposals were evaluated on approach and strategy, technical competence, schedule, cost, and MWBE participation.

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Management recommended that this project be awarded to the team of Matrix Engineering/Gregory Electric Company for a total cost not to exceed \$237,827 with \$54,700 of the project funded by SWS capital funds and \$183,127 of the project funded by SSSD capital funds.

Mr. Montgomery moved and Mr. Littlejohn seconded the motion to ratify the action taken in the SSSD meeting to approve management's recommendation to award the project to the team of Matrix Engineering/Gregory Electric Company for a total cost not to exceed \$237,827 with \$54,700 of the project funded by SWS capital funds and \$183,127 of the project funded by SSSD capital funds. The motion passed unanimously.

## **7. IMPROVEMENTS TO THE ADMINISTRATION OFFICE AND EXTERIOR CUSTOMER ACCESS AREAS**

The Spartanburg Water Administration Office at 200 Commerce Street is owned by Spartanburg Water System and was constructed in 1970. The last significant office improvements were completed in 1994.

Management identified the following issues with the administration office and with exterior customer access areas:

- Due to extensive wear and tear over time, the customer walk-up access to the Administration Office front entrance needs to be upgraded. This includes the walkway, steps, and porch. The front fountain is also in very poor condition due to damage and deterioration.
- The night depository drop box for customer payments, which is located at the rear of the office, is in need of updating for easier and safer customer access.
- A second drive-thru payment lane should be considered for improved traffic flow.
- Limited parking capacity needs to be addressed.
- The restroom facilities are not ADA compliant.
- The aging HVAC and electrical systems need to be evaluated for potential upgrades.
- Since the last office renovation in 1994, various organization and staffing changes have impacted available space, and the floor plan needs to be realigned for more efficient utilization.
- Physical security and building access should be addressed with consideration of a keyless access system.

Based on the issues identified above, management utilized the architectural services of McMillan Pazdan Smith to assess potential improvements.

Ms. Schneider noted that management has been reviewing these needs for some time now. The office was built in 1970 and was last renovated in

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1994. Ms. Schneider introduced Bill Joslin and Jill Rodgers of McMillan Pazdan Smith.

Mr. Joslin reviewed the findings with the Commission through discussion and a presentation. Mr. Joslin noted that these proposed plans address safety, compliance, space, parking, customer access, and landscaping.

Ms. Schneider noted that when the building was built in 1970, Spartanburg Water had approximately 20,000 customers and approximately 40,000 customers when the renovation was completed in 1994. Currently, Spartanburg Water has approximately 60,000 customers.

Mr. Littlejohn asked if the Commission Room would be enlarged. Mr. Joslin stated that it will not be enlarged, but it will be updated.

Mr. Montgomery asked Mr. Joslin if in his professional opinion, the footprint of this building and campus are adequate to handle today's workforce efficiently. Mr. Joslin stated that it is very tight with no surplus of space, and that management has worked hard to keep this structure and maintain efficiency. Mr. Joslin stated that after this renovation, there would just not be any more room left.

Mr. Joslin provided the cost estimates for these improvements.

Mr. Montgomery asked Mr. Joslin if these improvement plans had been priced out with a contractor. Mr. Joslin said a contractor has not been engaged at this point. A third party cost consultant, mechanical and electrical engineers, as well as the landscape architect has been engaged during this portion of the process.

Mr. Montgomery asked Mr. Joslin what the timeline is to obtain a set of drawings and have them priced. Mr. Joslin said according to Spartanburg Water guidelines, these projects would go through the bid process and permit approval, which would take about 2-3 months. Ms. Schneider noted that if the costs come back higher than projected, then management will come back to the Commission for further approval.

Mr. Montgomery asked about the condition of the roof. Ms Schneider said there have been some roof repairs in recent years, but this does not take the roof into consideration. Ms. Schneider noted that management has tried to stay within this footprint instead of expanding it, which helps to keep costs down.

Management requested the approval to proceed with the final design and construction of the proposed improvements to the administration office in the amount of \$1,342,200 and the exterior customer access areas in the amount of \$478,136. Funding will be provided by depreciation funds and capital funds.

Mr. Littlejohn moved and Mr. Montgomery seconded the motion to approve management's request to proceed with the final design and construction of the proposed improvements to the administration office and the exterior customer access areas. The motion passed unanimously.

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**8. 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. Lake Agreements**

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

- (1) **Brice Cook (Brice Cook Realty, LLC)** desires to construct a boat lift on Lake Bowen.
- (2) **Dallas S. Cone** desires to construct a boat lift on Lake Bowen.
- (3) **William Jeffrey Crim and Kelly A. Crim** desire to construct a boat lift and replace a dock on Lake Bowen.

**9. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS**

- A.** Ms. Schneider updated the Commission on the progress of the Water Matters Citizens Academy.
- B.** Ms Schneider noted that details will be forthcoming regarding Commission photos prior to the December 1 Commission meeting.
- C.** Ms. Schneider stated that Mr. Montgomery will be contacted soon to schedule the Audit Reviewer meeting.

Meeting adjourned at 3:49 p.m.

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G. Newton Pressley  
Secretary-Treasurer

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