

MINUTES

The Commissioners of Public Works of the City of Spartanburg, SC, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, April 23, 2020, 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 in the lobby and on the Spartanburg Water website, and copies forwarded to local and nearby news media, at least 24 hours prior to this meeting.

Commissioner Montgomery called the meeting to order with a statement that due to COVID-19 it is the State's policy to practice social distancing; therefore, this meeting would take place remotely via teleconference.

1. ROLL CALL

- ✓ Commissioner Littlejohn
- ✓ Commissioner Montgomery
- ✓ Commissioner Viney

All Commissioners were present on the phone for the teleconference meeting.

2. APPROVAL OF MINUTES OF REGULAR MEETING OF MARCH 24, 2020

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 nine-month period ending March 31, 2020. An explanation was provided for the favorable and unfavorable budget variances.

Mr. Pressley provided an update on the Series 2020 refunding bonds, which the Commission approved by resolution at the February meeting. David Cheatwood of First Tryon financial advisors has processed the refunding with a \$2.8 Million present value savings, or 10.4%, and a cash flow savings of \$300,000 annually.

The above was provided as information to the Commission.

4. BID FOR SWS GENERATOR PREVENTATIVE MAINTENANCE AND SERVICES

Sealed bids for the preventative maintenance and service of diesel generators were received on February 25, 2020. The Spartanburg Water System owns 15 diesel generators, which are located throughout

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Spartanburg County. These generators vary in size, style, and manufacturer. The successful vendor is responsible for providing labor, supervision, materials, equipment, transportation, and services necessary to provide preventative maintenance services for the generators, load bank testing, and to provide repair and maintenance services on an “as need” basis.

The scope of work requires the vendor to follow a predetermined maintenance schedule where each generator is serviced annually using a detailed inspection and preventative maintenance checklist; 24/7 emergency response; monthly reporting on services completed; and a warranty for services and parts. The scope of work also requires the generators to be load bank tested once every three years or as required by code.

Bids were received from four service providers. A tabulation of the bids is listed below. The cost information provided reflects a three year schedule in order to include the staggered costs for load bank testing each generator.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Cummins, Inc. Spartanburg, SC	\$41,155
Blanchard Power Systems Greenville, SC	\$50,465
Nixon Power Services Charlotte, NC	\$52,575
W.W. Williams West Columbia, SC	\$64,515

Management recommended the contract be awarded to the lowest responsible bidder, Cummins at a total contract cost of \$41,155.

Funding will be provided from a combination of SWS operating funds.

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management’s recommendation to award the contract to Cummins, Inc. The motion passed unanimously.

5. CHAPLAINCY PROGRAM

Spartanburg Water has offered an Employee Assistance Program (EAP) to our staff and their families to support them with issues that could adversely affect their work and personal lives. In the current program, employees request assistance and are assigned a counselor to work with for a limited number of visits (8) per issue. Due to the consolidation by the current provider and the relocation to Columbia, the provider has struggled to find counselors that are available during non-traditional business hours. Spartanburg Water seeks to provide a more comprehensive and timely care

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support, so a team was put together to research other support options. Various options to the current employee assistance program were evaluated and a Chaplaincy program was identified.

A Chaplaincy program would enhance a positive organizational culture by providing regular on-site care support for employees and their families. A nondenominational Chaplaincy program provides a personal connection between the employee and Chaplain and offers the same range of support and referrals to additional resources for both employees and their families.

SWS would have two chaplains, a male and female, assigned to our company providing biweekly onsite support at each of our locations around the county to become acquainted with our staff. The staff could also access a Chaplain directly 24/7 through a downloadable online application. Some areas that a Chaplain provides support with are:

- Balancing work and family
- Dealing with loss or sickness
- Managing conflict, anger or stresses
- Personal finances
- Developing communication skills
- Blended families

Management recommended Marketplace Chaplains as our company employee care service based on the wider range of services offered. The cost of the program will be funded from the Human Resources operating budget and allocated \$17,254 to Spartanburg Water and \$6,062 to Spartanburg Sanitary Sewer district.

Ms. Viney moved and Mr. Littlejohn seconded the motion to ratify the action taken in the SSSD meeting to approve management's recommendation to use Marketplace Chaplains as the Spartanburg Water employee's care service provider. The motion passed unanimously.

6. WATER QUALITY REPORT

Bobby Walden provided a water quality report for March noting that raw-water samples taken at the Reservoir #1 Intake Structure showed Geosmin ranged from 2.2 – 11 PPT; and MIB was less than detect at all sample locations. Finished water entering the distribution system: Geosmin ranged from 2.8 – 5.1 PPT and MIB remained at less than detect. Water temperature in Lake Bowen and Reservoir #1 has increased from 10 degrees Celsius (51 degrees Fahrenheit) to 19 degrees Celsius (66 degrees Fahrenheit) during the month of April. There has been an increase in the algae count, specifically blue green algae, which is a taste and odor producer.

Mr. Walden stated that the previous pre-emptive treatment applications took place on March 30-31. Our consultant, Hazen, has written an algaecide prescription that will be applied on April 27-28 utilizing the same hydrogen-peroxide based product. This hydrogen-peroxide product has been previously used in our reservoirs and has proven to be effective in

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suppressing Geosmin and safe for the fish population. Aqua Services has been selected to perform the application at a cost of \$61,200.

Mr. Walden stated that SWS has notified SCDNR and DHEC regarding the planned application.

Mr. Montgomery asked to confirm that lake residents would be notified.

Mr. Walden stated that lake residents would be notified. A lake alert and a press release will be distributed on April 24.

Mr. Littlejohn asked if there has been any taste and odor complaints.

Mr. Walden stated that there have been no complaints to date.

The above was provided as information to the Commission.

7. REPORT ON DRINKING WATER RESERVOIRS

Ms. Schneider stated that the Watershed Management staff continue to process land permits for Lake Bowen and Lake Blalock. In 2020, from January 1 to April 14, staff has issued a total of 841 permits, this included irrigation permits. As of December 1, 2019, when the Press Pause Program for Lake Bowen ended, a total of 681 participants signed up. The staff has inspected 534 properties and prepared 510 permit packets. 221 permit packets have been issued and 289 permit packets are ready to be picked up. Ms. Schneider noted that staff is looking at ways for the packets to be picked up as things open back up and people are able to come to the office.

Ms. Schneider noted that annual dock inspections were complete in November. There were 23 owners of non-maintained docks notified by mail in January and 22 owners have responded to the notification letters. One dock recently transferred to a new owner, and has until April 30 to respond. Repairs must be completed by May 1.

Ms. Schneider stated that the draft of the Blalock Policies and Procedures, using the Lake Bowen format, is still on the horizon to be finalized. Staff has looked at areas around Lake Blalock, completed a boat tour, and addressed questions that the committee had asked. Management believes a good draft is completed and hope to figure out a way to meet with the committee in an effort to finalize the document and bring before the Commission at the May or June meeting. Reservoir #1 will follow Policies and Procedures will follow. Boating education classes scheduled for April and May have been canceled due to the COVID-19 pandemic, as well as the May Paddle Fest date.

The above was provided as information to the Commission.

8. VARIANCE REQUEST – 313 COVE ROAD

The adjoining property owner is requesting a variance of the Standard Specifications for a marine structure regarding the maximum size.

The total square footage of existing marine structure is 902 square feet. The applicant wishes to construct a 10'x24' boat lift to his marine structure which would raise his total square footage to 1,142 square feet. The maximum square footage allowed is 1,000.

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Staff has reviewed the request for variance, evaluated the site and does not support the variance as described above.

Mr. Walden stated a request for variance has been received from the adjoining property owner of 313 Cove Road requesting a variance of the standard specifications for a marine structure regarding the maximum size. In March 2019, the Commission did increase the maximum water surface area (the footprint) occupied by any structure shall not exceed 1,000 square feet, this shall include boat slips, lifts, walkway and platform area whether floating or fixed. SWS will only permit one connection (tie-in) to the shoreline per parcel.

In this situation you have a platform area, plus a walkway, plus an existing 12'x18' dock and a dock station for two jet skis. The total square footage of existing marine structure is 902 square feet. A request to construct a 10'x24' boat lift adjacent to the existing 12'x18' dock would be an additional 240 square feet, which would exceed the 1,000 square feet maximum and raise the total square footage to 1,142 square feet.

Mr. Walden stated that management has reviewed the request for variance, evaluated the site, and it is not recommended that this variance request be supported as described.

Mr. Montgomery noted that according to the aerial of the property, it would appear that a larger platform area close to the shoreline could be creating the overage on the square footage. Mr. Walden stated that is correct. It is a stationary larger platform area and it is located in the water and is included in the 902 square feet.

Mr. Montgomery stated that he wasn't recommending this – but if they were to reduce the platform area they could theoretically qualify for this request without a variance request. Mr. Walden stated yes, and staff had actually noted that with the property owner. Mr. Montgomery asked if the property owner is on the phone. Ms. Schneider stated the property owner did not choose to attend the meeting; therefore, they are not on the call or present in the room.

Mr. Littlejohn asked if the variance was allowed would the structure be blocking something. Ms. Schneider stated that there are two things especially for consideration, one is that it will go out of one of the sight lines, and two; the main reason for staff denial is so that additional requests aren't received for similar variances. Ms. Viney stated this would set a precedence. Mr. Littlejohn stated that he agreed.

Ms. Viney moved and Mr. Littlejohn seconded the motion to endorse management's recommendation and not support the variance request at 313 Cove Road. The motion passed unanimously.

9. PARTICIPATION PROJECT CONSISTENT WITH OUTSIDE CITY WATER MAIN EXTENSION POLICY – 250 BERTHA BURNS ROAD

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Recently management received a request from a property owner along Bertha Burns Road concerning the possibility of obtaining water service. Bertha Burns Road is located off Highway 11 near Lake Bowen.

The water main extension consists of approximately 150 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 necessary to provide domestic service plus fire protection and also provide for future growth, are the same size and quantity, and therefore, the project estimate is \$5,000. The property owner's participation cost is based on this estimate.

Management recommended Commission approve the above.

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management's recommendation of the Outside City Water Main Extension to 250 Bertha Burns Road. The motion passed unanimously.

10. PARTICIPATION PROJECT CONSISTENT WITH OUTSIDE CITY WATER MAIN EXTENSION POLICY – RIVEROAK ROAD

Recently management received a request from property owners along Riveroak Road, located west of Rainbow Lake Road and east of Casey Creek Road, concerning the possibility of obtaining water service.

The water main extension consists of approximately 505 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 a 12-inch line which increased the original project estimate from \$17,700 to \$44,400. The property owner's participation cost is still based on the original estimate of \$17,700 and not the future growth estimate.

Management recommended Commission approve the above.

Ms. Viney moved and Mr. Littlejohn seconded the motion to approve management's recommendation of the Outside City Water Main Extension to Riveroak Road. The motion passed unanimously.

11. PARTICIPATION PROJECT CONSISTENT WITH OUTSIDE CITY WATER MAIN EXTENSION POLICY – 1623 RIVEROAK ROAD

Recently management received a request from a property owner along Riveroak Road, located east of Casey Creek Road and west of Rainbow Lake Road, concerning the possibility of obtaining water service.

The water main extension consists of approximately 130 linear feet of 6-inch water main and is consistent with the SWS Water Main Extension Policy. It

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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 a 12-inch line which increased the original project estimate from \$4,400 to \$18,700. The property owner's participation cost is still based on the original estimate of \$4,400 and not the future growth estimate. Management recommended Commission approve the above.

Ms. Viney moved and Mr. Littlejohn seconded the motion to approve management's recommendation of the Outside City Water Main Extension to 1623 Riveroak Road. The motion passed unanimously.

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 March 28, 1989.

A. Outside City Private Fire Service Agreement

(1) Concrete Supply Company

Concrete Supply Company to be located at 178 National Avenue in Spartanburg, SC wishes to connect a 6-inch water line to the Commission's future 6-inch water line along National Avenue to serve a private fire hydrant. Concrete Supply, LLC wishes to enter into an agreement for this service.

Annual Stand-by Revenue - \$446.32

B. Outside City Water Main Extension Agreements

(1) CSC Redi-Mix Plant

Concrete Supply Company, LLC proposes to install approximately 580 linear feet of 6-inch water main along National Avenue to serve a new concrete manufacturing facility. The developer will bear all costs.

(2) Dillon Village

Dillon Village Development, LLC is developing Dillon Village. This development will consist of 77 residential lots, approximately 1,326 linear feet of 6-inch water main, 623 linear feet of 4-inch water main, and one hydrant. The developer will bear all costs.

(3) Turner Farms Phase 2

M. Seay, LLC is developing Turner Farms Phase 2 subdivision. This development will consist of 36 residential lots, approximately 560 linear feet of 6-inch water main, 800 linear feet of 4-inch water main, and one hydrant. The developer will bear all costs.

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C. Lake Agreements

Applications have been submitted and all fees have been paid on the following Lake Agreements, associated with new construction and replacement.

- (1) **Jeffrey Beckstrom and Beverly Beckstrom** desire to construct a boat lift on Lake Bowen.

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

- (1) **Michael D. and Geraldine Mahaffey**, boat ramp, dock replacement, and shoreline stabilization on Lake Bowen.
- (2) **Jeffrey Beckstrom and Beverly Beckstrom**, dock replacement on Lake Bowen.
- (3) **Margaret A. Smith and George F. Smith**, personal watercraft lift on Lake Bowen.

The above was provided as information to the Commission.

13. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS

- A.** Ms. Schneider reminded the Commission that the SWS Budget Work Session will be held on May 27 at 11:30 a.m.

Meeting adjourned at 3:56 p.m.

G. Newton Pressley
Secretary-Treasurer

tbh