

MINUTES

The Commissioners of Public Works of the City of Spartanburg, SC, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, December 6, 2016, 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. **APPROVAL OF MINUTES OF REGULAR MEETING OF OCTOBER 25, 2016**

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

2. **DRINKING WATER TREATMENT AWARDS AND RECOGNITION**

The Landrum and R.B. Simms Water Treatment facilities recently received the South Carolina Area-Wide Optimization Excellence Award for calendar year 2015.

SCDHEC initiated the SC Area-Wide Optimization Program (AWOP) in 1997. AWOP is an effort to optimize the performance of existing surface water treatment facilities. The goal of the program is to optimize particle removal and disinfection at all filtration plants to maximize public health protection. AWOP was originally focused on microbial contaminants, but has expanded to include a disinfectant byproducts component.

Management is proud of this achievement as it shows optimization of SWS drinking water treatment facilities and the capabilities of staff to provide water quality that exceeds regulatory requirements.

Regina Cousar stated these awards were started by the Environmental Protection Agency (EPA) and adopted by states that so chose. The program recognizes treatment facilities that go above and beyond and exceed in water quality regulations. Ms. Cousar recognized Ken Tuck and staff for achieving these awards.

The Commission congratulated Mr. Tuck and staff.

The above was provided as information to the Commission.

3. **MONTHLY FINANCIAL REPORT**

Newt Pressley presented a financial summary of SWS expenditures and revenues for the four-month period ending October 31, 2016. An

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explanation was provided for the favorable and unfavorable budget variances.

Mr. Pressley stated that due to the favorable budget position, management recommended earmarking the additional funds transfer to the Distribution Rehab Fund. This will assist with pay-as-you-go project funding for large upcoming projects, including the West Main Street Waterline Rehabilitation Project. The Commission agreed that management should set the money aside for pay-as-you-go project funding.

The above was provided as information to the Commission.

4. COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR FISCAL YEAR ENDING JUNE 30, 2016

Stan Halliday and Karyn Lemon of McAbee, Schwartz, Halliday & Company reviewed the Comprehensive Annual Financial Report and communication letter for SWS with the Commission and offered an unmodified audit opinion for fiscal year ending June 30, 2016, in accordance with generally accepted accounting principles.

The above was provided as information to the Commission.

5. SOUTH CAROLINA SETOFF DEBT COLLECTION PROGRAM

Spartanburg Water System previously obtained Commission approval to participate in the South Carolina Setoff Debt Collection Program. The program allows claimant agencies to recover delinquent debts through offset to the state income tax refund. The program is administered through the Municipal Association of South Carolina and the S.C. Department of Revenue.

The Municipal Association requests approval of a separate Resolution relating to the recovery of collection costs pursuant to the Setoff Debt Collection Act. The Resolution provides that Spartanburg Water System may impose an administrative fee of \$15.00 to offset the costs of collection associated with the process. Management requested Commission approval of the Resolution.

Newt Pressley reviewed the Debt Collection Program and noted that this is not a request to change the current SWS process, but this Resolution will provide documentation of SWS Commission approval to the Municipal Association of South Carolina.

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve the Resolution relating to the recovery of collection costs pursuant to the Setoff Debt Collection Act. The motion passed unanimously.

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6. PROPOSED 2017 COMMISSION MEETING SCHEDULE

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| January 24 | February 28 |
| March 28 | April 25 |
| May 23 | June 27 |
| July – No meeting | August 22 |
| September 26 | October 24 |
| November – No meeting | December 5 |

The Commission agreed to ratify the action taken in the SSSD meeting to move the January meeting to Tuesday, January 17, 2017, and to vote on the remaining monthly meetings at that time.

7. 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 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 focus on water served 19,800 K-8 students and 1,587 adults with presentations throughout Spartanburg County.

Watershed Ecology Center's annual goal for 2017 would be to reach 16,000 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. The storm drain marking project aims to educate the community on creative ways to protect local water resources. To date, Watershed Ecology Center has focused many of these efforts around Spartanburg Water reservoirs. 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 additional signs throughout Spartanburg County watersheds in addition to the 40 signs that were installed previously. The Adopt-A-Stream program will aim to certify Spartanburg County citizens on macro-invertebrate 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 2017, 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.

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Management recommended the approval of targeted funding for the aforementioned K-8 educational programs offered by the Watershed Ecology Center in the amount of \$18,000, with an equal allocation of \$9,000 of the funding from SWS and \$9,000 of the funding from SSSD. Funding will be provided through SWS and SSSD operating funds.

Ms. Viney moved and Mr. Littlejohn seconded the motion to ratify the action taken in the SSSD meeting and approve management's recommendation to approve the Watershed Ecology Center Grant Proposal. The motion passed unanimously.

8. TANGLEWOOD COURT WATERLINE REHABILITATION PROJECT

Spartanburg Water staff recently replaced approximately 800 LF of 2-inch galvanized water main on Tanglewood Court in the Boiling Springs area. This main serves 19 customers and was replaced with 2-inch High-Density Polyethylene (HDPE) Pipe. The project was prioritized due to on-going water quality concerns directly related to customer complaints and the risk of pipe failure associated with small galvanized lines. Total estimated cost, including labor, was \$31,400.

The above was provided as information to the Commission.

9. OUTSIDE CITY WATER MAIN EXTENSION – 2450 WHITESTONE GLENDALE ROAD

The water main extension, which consists of approximately 375 LF of 6-inch water main, is consistent with the SWS Participation Policy. It will be billed at the outside city rate plus surcharge until such time as the full local share is recovered.

The water mains necessary to provide domestic service plus fire protection, and also to provide for future growth, are of the same size and quantity; therefore, the project estimate is \$14,400. The property owners' 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 to approve the outside city water main extension – 2450 Whitestone Glendale Road. The motion passed unanimously.

10. 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

(1) Grace Church-Westside Club

Grace Church-Westside Club located at 501 Willis Road in Spartanburg, SC wishes to connect a 6-inch water line to the Commission's 12-inch water line along Willis Road to serve a private fire protection system, including 2 private hydrants, for the above-mentioned facility. Grace Community Church of SC wishes to enter into an agreement for this service.

Annual Stand-by Revenue - \$619.92

B. Outside City Water Main Extension Agreement

(1) Fairforest Middle School

Spartanburg County School District 6 is developing a tract of property located on Lincoln School Road. The development will consist of a middle school complex. Approximately 480 LF of 12-inch pipe is being installed to provide water service to the development. The developer will bear all costs.

The above was provided as information to the Commission.

11. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS

- A.** Ms. Schneider provided the Commission with an update on the drought condition including water levels for Lake Bowen and Lake Blalock. Spartanburg County is currently listed in the moderate drought status. Ms. Schneider informed the Commission that a test of the standby supply line between Spartanburg Water and Blue Ridge water systems was completed and everything went well. Spartanburg Water provided information regarding the test to customers, the Landrum City Administrator and Mayor, and local news papers. No complaints were received. The standby supply line will provide approximately 200,000 gallons of water a day, which is about half of Landrum's daily requirements.

Meeting adjourned at 3:44 p.m.

G. Newton Pressley
Secretary-Treasurer

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