

MINUTES

The Commissioners of Public Works of the City of Spartanburg, SC, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, February 25, 2025, 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.

Attendees: Guy Boyle, Cam Cole, Gene Jackson, Robert Walden, Rick Jolley, Remsen Parrish, Kevin Smith, Kevin Brown, Ken Tuck, Corey Reid, Hariette Stinson, Jennifer Candler, Jon Morgan, Matthew Jamison, Trish Heatherington.

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.

1. CALL TO ORDER

Commission Chair, John Montgomery, called the meeting to order.

2. APPROVAL OF MINUTES OF REGULAR MEETING OF JANUARY 28, 2025

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

OLD BUSINESS

NONE

AGENDA ITEMS 3-5 FINANCE AND PROCUREMENT

3. MONTHLY FINANCIAL REPORT

A financial summary of SWS expenditures and revenues for the seven-month period ending January 31, 2025, were reviewed by Cam Cole, the Chief Financial Officer. An explanation was provided for the favorable and unfavorable budget variances.

The above was provided as information to the Commission.

4. JANITORIAL SERVICES CONTRACT

Proposals were received on January 9, 2025, for contract services to furnish material, labor, transportation, and equipment necessary to perform janitorial services at multiple facilities throughout the organization.

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The scope of works calls for placing personnel as needed at the Administrative Complex, the C&D complex, Lake Bowen and Lake Blalock, and the R.B. Simms Water Treatment Plant (including the Pavilion) to provide services at each facility as detailed in the Request for Proposals.

A pre-bid conference was held on December 5, 2024, and guided site tours provided to further familiarize the bidders with the locations, the overall size of the facilities, and the work required.

An evaluation team made up of staff from various departments and facilities was formed to review and score the proposals received. The evaluation criteria consisted of the responder’s approach and strategy; company information and experience; MWBE utilization; Community Benefit Program; and cost. Each proposal was evaluated using a weighted score matrix, with the successful supplier being selected for the highest scoring proposal.

Invitation to respond was placed in the local media, listed on the SWS website, and forwarded to prospective suppliers. A cost tabulation of the responses are listed below. The costs are represented in annual totals, based on an initial 12-month term with two optional renewal terms.

The current service provider is Sunbelt Janitorial Group in the amount of \$173,397 funded from the SWS operating budget

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Sunbelt Janitorial Group Spartanburg, SC	\$165,984
Environmental Service Systems LLC Greenville, SC	\$144,322

Management recommended an award be granted to Sunbelt Janitorial Group in the amount of \$165,984 based on their highest scoring proposal.

The services will be funded from the SWS operating budget.

Remsen Parrish provided the Commission with an overview of the Janitorial Services Contract agenda item. Mr. Parrish noted that bidders were evaluated using a weighted scoring matrix, with the successful supplier being selected from the highest scoring proposal.

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management’s recommendation and award the bid to Sunbelt Janitorial Group. The motion passed unanimously.

5. RIGHT-OF-WAY MOWING AND MAINTENANCE CONTRACT

Bids were received on January 29, 2025, for the mowing and maintenance of 30 miles of water distribution right-of-ways located throughout Spartanburg County and within the jurisdiction of the Spartanburg Water System to be performed twice annually. The contract term is for 12 months

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with right of extension at the Owner’s discretion. Contract extensions will not exceed two terms in addition of the original awarded term.

The request for bid was advertised in local media, Spartanburg Water website, and forwarded to prospective vendors. A mandatory pre-bid meeting was held on January 7, 2025. The solicitation drew responses from three bidders.

The current service provider is Forest Edge for annual contract amount of \$32,400. A cost tabulation is listed below:

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Landscape Accents LLC Laurens, SC	\$37,440
Forest Edge Spartanburg, SC	\$38,700
McAbee’s Grading and Clean Up Greer, SC	NON-RESPONSIVE

Based on the results of bid responses, management recommended the approval of an award to Landscape Accents LLC for the contract price of \$37,440. Funding will be provided by the SWS operational budget.

Remsen Parrish provided the Commission with an overview of the Right-of-Way Mowing and Maintenance Contract agenda item.

Ms. Viney moved and Mr. Littlejohn seconded the motion to approve management’s recommendation to award the bid to Landscape Accents LLC. The motion passed unanimously.

AGENDA ITEMS 6-9 OPERATIONS

6. UPDATES ON DISTRIBUTION SYSTEM MAINTENANCE/REHABILITATION ACTIVITIES

Matthew Jamison, Field Operations Manager, provided the Commission with an update on the distribution system maintenance and rehabilitation activities for the past year.

Mr. Jamison stated that Spartanburg Water has over 5,000 hydrants and 25,000 valves throughout the distribution system. Hydrants are on a three year flow maintenance schedule and crews are 53% complete with the annual schedule and 61% complete with the three year schedule. Operating valves are on a five year maintenance schedule and crews have completed 100% of the annual schedule and 67% complete with the five year schedule. Crews are also responsible for line locating, leak detection and monitoring, water quality issues, and remote hydrant pressure monitoring.

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Mr. Littlejohn asked if there are any hydrant problems that would limit fire protection, like the massive fires in California. Mr. Boyle stated that there is no urban system in the United States that he is aware of that could have kept the hydrant systems flowing under those conditions.

The above was provided as information to the Commission.

7. WATER QUALITY REPORT

Rick Jolley provided the Commission with a water quality update.

Mr. Jolley stated that finished water entering the distribution system: Geosmin – 24.0 ppt raw and 4.6 at point of entry. MIB – 2.8 ppt raw and less than detect at point of entry. Ozone Rates are 1.50 ppm. The system is also using Peroxide at 0.50 ppm. There were two taste and odor complaints in January and one in February.

Mr. Jolley stated that the Lake Bowen and Lake Blalock drawdowns are complete. Mr. Boyle noted that Chief Lake Warden, Jon Morgan, done a great job communicating with home owners around the lakes regarding the drawdowns.

The above was provided as information to the Commission.

8. DREDGING REQUEST – 525 LAKE ROAD – LAKE BOWEN

Ms. Kim Hopson, at 525 Lake Road adjacent to Lake Bowen, has secured a permit from the South Carolina Department of Environmental Services (SCDES) to perform dredging activities in the area associated with her property. The requested dredging activities have been reviewed by Spartanburg Water staff and are consistent with Spartanburg Water System's Policies and Procedures, Revised January 23, 2024.

Management recommended that the Commission approve the request by Ms. Kim Hopson to perform dredging activities as defined by Spartanburg Water.

Jon Morgan provided the Commission with information regarding the dredging request at 525 Lake Road on Lake Bowen.

Ms. Viney moved and Mr. Littlejohn seconded the motion to approve management's recommendation to approve the request by Ms. Kim Hopson to perform dredging activities as defined by Spartanburg Water at 525 Lake Road on Lake Bowen. The motion passed unanimously.

9. PROFESSIONAL SERVICES – SEDIMENTATION STUDY FOR SPARTANBURG WATER'S WATER SUPPLY RESERVOIRS – TASK ORDER 2

Spartanburg Water owns and operates three water supply reservoirs that provide current and future needs for the community and customers we serve. Sedimentation into these reservoirs has become a concern because of the potential reduction in storage capacity, increased cost for water treatment, and impacts to recreation and aesthetics. Past studies have

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developed general estimates of sediment loading, identified potential sources of sediment into the reservoirs, recommended best management practices (BMP's), and proposed (expensive) dredging to address prioritized cove areas most impacted from sedimentation. Past analysis has identified significant amounts of sediment being transported to our water supply reservoirs, which has provided insight into potential long-term changes in reservoir capacity. Other research has identified and prioritized land in the North and South Pacolet watershed for protection, restoration, or BMP implementation using the potential for sediment export as one of several criteria for assigning land protection benefits for individual parcels.

Building on these and other studies with the goal of integrating them into a cohesive strategy, staff has identified the need to further explore sedimentation into Lake Bowen, Lake Blalock, and Municipal Reservoir #1 and develop cost-effective solutions to mitigate the impacts.

In order to do this, Spartanburg Water staff has asked CDM Smith to propose a phased approach to professional services under an existing Master Services Agreement for a more comprehensive sedimentation study that will meet the following four objectives:

1. Analyze and estimate rates of sedimentation to Spartanburg Water reservoirs and potential loss of water supply storage;
2. Estimate the financial impacts of sediment loading to the reservoirs. This consists of estimating the cost to address reservoir sedimentation and the economic impacts of not addressing sedimentation;
3. Develop and implement an outreach and education plan intended to raise awareness of sources of sediment and the community-wide impact of sediment entering the reservoirs from erosion and transport in the watershed;
4. Conduct a risk analysis to determine how best to spend and prioritize limited funds to reduce sediment loading to the reservoirs and mitigate the impacts.

The Commission approved the first phase of this sedimentation study on November 28, 2023 whereby the first two objectives related to analyzing rates of sedimentation and an estimation of potential financial impacts of sediment loading were completed. Building on the deliverables of the first phase, the scope of services for Task Order 2 will focus on the following:

- Public Engagement and Education
 - Education & Outreach Support
- Risk Analysis
 - Potential Stream Erosion Locations
 - Desktop analysis with a digital elevation model of difference
 - Field verification
 - Reporting of results & review meeting
- Critical Protection Areas
 - Study review, data compilation & assessment
 - Reporting and results review meeting

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Management recommended that the Commission authorize the Chief Executive Officer to enter into an Agreement (Task Order 2) with CDM Smith in the amount of \$123,200 to address specific areas of a Sedimentation Study for Spartanburg Water's Water Supply Reservoirs. Funding will be provided through operational funds.

Mr. Boyle stated that Ken Tuck will present the Sedimentation Study for Spartanburg Water's Water Supply Reservoirs, Task Order 2 agenda item. There is a lot of data to be shared, but it is important to share with the Commission; as it will be discussed during upcoming goals and budget meetings.

Ken Tuck stated that during the recent Strategic Planning Retreat one of the goals developed was to Enhance Resiliency for the Spartanburg Water organization. Part of this goal included long-term planning of water supply. Mr. Tuck noted that the Commission approved a Sedimentation Study for Spartanburg Water's Water Supply Reservoirs – Task Order 1 in November 2023. Task Order 1 included analyzing and estimating the rates of sedimentation to Spartanburg Water's reservoirs and potential loss of water supply storage, while providing an estimate of the financial impacts of sediment loading to the reservoirs, including the cost to address reservoir sedimentation and the economic impacts of not addressing sedimentation. These objectives have been completed and based on the information provided in Task Order 1, the scope of services requested for Task Order 2 include Public Engagement and Education Plan, Risk Analysis, and Critical Protection Areas.

Mr. Tuck reviewed extensive data from Task Order 1 including bed elevation changes from February 2008 to June 2023 for Lake Bowen, February 2008 to January 2024 for Municipal Reservoir #1, and September 2019 to October 2023 for Lake Blalock. Lake Bowen and Municipal Reservoir #1 have each lost 6-7% of their total storage since 2008. Projected loss of usable storage through 2070 shows an estimated 26% reduction for Lake Bowen and 21% reduction for Municipal Reservoir #1. Lake Blalock bed elevation change and lost storage was not included, due to only four years of data between the selected surveys. Although a comparison of the Lake Blalock original (assumed 1983) volume compared to the 2023 volume suggests that Lake Blalock reservoir has lost about 18% of its usable storage over the previous 41 years.

Mr. Tuck reviewed potential options to improve sedimentation and storage and the financial impact those options would have on Spartanburg Water and the financial impacts on the lake community, recreational value, property value, and the potential economic impact on Spartanburg County if sedimentation and storage are not improved. This will be a partnership with stake holders of Spartanburg Water and Spartanburg County, including the community to make improvements to the bed elevations of Lake Bowen, Municipal Reservoir #1, and Lake Blalock.

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Mr. Tuck stated that Task Order 2 is to develop and implement an outreach and education plan to raise awareness of sources of sediment and the community-wide impact of sediment entering the reservoirs from erosion and transport in the watershed. It will also be to conduct a risk analysis to determine how best to spend and prioritize limited funds to reduce sediment loading into the reservoirs and mitigate the impacts.

Ms. Viney stated that community education should be priority for this information. Mr. Tuck agreed and stated that it will take all stake holders and other utilities working together to implement solutions that will address long-term planning of water supply.

Mr. Boyle stated Task Order 2 will look at long-term planning for water supply. This plan is looking forward 90 years and will help management prepare for those future needs.

Ms. Viney moved and Mr. Littlejohn seconded the motion to approve management's recommendation to authorize the Chief Executive Officer to enter into an Agreement (Task Order 2) with CDM Smith to address specific areas of a Sedimentation Study for Spartanburg Water's Water Supply Reservoirs. The motion passed unanimously.

AGENDA ITEMS 10-13 ENGINEERING

10. 319 GRANT – LAKE BOWEN/RESERVOIR #1 STORMWATER OUTFALLS – PROFESSIONAL SERVICES

Phase 2 of the 319 Grant project will address sediment laden and impervious surface runoff that negatively impacts Lake Bowen and Reservoir #1. The stormwater outfall locations were initially identified in the 319 Grant which was awarded to Spartanburg Water to improve stormwater quality. Engineering services are needed to design stormwater best management practice (BMP) structures at three locations.

Staff requested a proposal from Freese & Nichols, Inc., of Greenville, SC to perform engineering services for design, bid assistance, and construction administration services. The scope of work for the project includes the following:

- Project Management
- Design Phase Services
- Permitting
- Bid and Award Assistance

Management recommended the approval of the proposal with Freese & Nichols, Inc., with a not to exceed amount of \$31,000. This project will be funded by capital funds as a match to the 319 Grant funding from South Carolina Department of Environmental Services.

Kevin Smith provided the Commission with an overview of the 319 Grant – Lake Bowen/Reservoir #1 Stormwater Outfalls – Professional Services agenda item.

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Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management's recommendation for approval of the proposal with Freese & Nichols, Inc. The motion passed unanimously.

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

Recently management received a request from a property owner of several parcels along Denton Road concerning the possibility of obtaining water service. Denton Road runs between Bud Arthur Bridge Road and Cannons Campground Road.

The water main extension consists of approximately 250 linear feet of 2-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 \$15,000.00. The property owner's participation cost is based on this estimate.

Management recommended Commission approve the above.

Kevin Smith provided the Commission with an overview of the Participation Project Consistent with Outside City Water Main Extension Policy – Denton Road agenda item.

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management's recommendation to approve the outside city water main extension to Denton Road. The motion passed unanimously.

12. UNION STREET WATERLINE IMPROVEMENTS – CHANGE ORDER REQUEST

The Commission awarded the construction of the Union Street Waterline Improvements project to Two Brothers Utilities, LLC in the amount of \$6,329,610 during the September 24, 2024, meeting.

The original bid included reconnection of water services to the existing meter box assemblies. Management recommends replacing the old type meter boxes with updated meter box assemblies currently used on new meter installations. Two Brothers Utilities provided a labor cost of \$250 per meter box assembly. Spartanburg Water will provide the materials. There are approximately 120 meter boxes to be replaced.

A change order to increase the contract price by \$30,000 to pay for the labor to install approximately 120 meter box assemblies was recommended for the Commission's approval. Since the project is partially funded by an ARPA/SCIIP Grant, the change order will be contingent upon approval by the SC Rural Infrastructure Authority.

Kevin Smith provided the Commission with an overview of the Union Street Waterline Improvements – Change Order Request agenda item.

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Ms. Viney asked for clarification on the location of the project. Mr. Smith provided clarification.

Mr. Littlejohn asked if there have been any complaints from residents regarding the waterline improvement. Mr. Smith stated some complaints of the gravel repair work had been received. Management has been in communication with SCDOT regarding repaving and patchwork and this will be handled in 1500 foot increments going forward.

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management's recommendation for a change order to increase the contract price by \$30,000 to pay for the labor to install approximately 120 meter box assemblies. The motion passed unanimously. Since the project is partially funded by an ARPA/SCIIP Grant, the change order will be contingent upon approval by the SC Rural Infrastructure Authority.

13. 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 January 26, 2023.

A. Outside City Private Fire Service Agreements

(1) Bryant Road Park FS

Bryant Road Park, located at 2427 Bryant Road in Chesnee, wishes to connect a 6-inch water line to the Commission's 12-inch water line along Bryant Road to serve a private fire hydrant for the above-mentioned recreational site. Boiling Springs Youth Athletic Association wishes to enter into an agreement for this service.

Annual Stand-by Revenue - \$446.32

B. Inside City Water Main Extension Agreements

(1) Northside Townhomes Phase 2

Spartanburg RE Investments, LLC is developing Northside Townhomes Phase 2 located off Vernon Street. This development will consist of 85 townhome units, and approximately 1,123 linear feet of 6-inch water main. The developer will bear all costs.

14. PERMITS ISSUED AT THE RESERVOIR

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

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LAKE BOWEN RESERVOIR

- (1) **Luna Blu, Inc.**, desires to replace a dock and construct a hard pathway on Lake Bowen.
- (2) **Gary and Theresa Harrell**, desire to stabilize the shoreline on Lake Bowen.
- (3) **William T. Kaufman, Myra D. Kaufman**, desire to stabilize the shoreline on Lake Bowen.
- (4) **Stephen Douglas Noblin and Wanda Clack Noblin**, desire to replace a dock on Lake Bowen.
- (5) **Terry Lee Powell and Celeste Bailey Powell**, desire to replace a dock on Lake Bowen.
- (6) **Mary Christina Revis Shealy**, desire to stabilize the shoreline on Lake Bowen.

LAKE BLALOCK RESERVOIR

- (1) **Chad and Anita Cox**, desire to stabilize the shoreline on Lake Blalock.
- (2) **Ron Fulbright**, desires to stabilize the shoreline and construct a hard pathway on Lake Blalock.
- (3) **Johnny Roach and Jane Roach**, desire to construct a dock and hard pathway on Lake Blalock.
- (4) **Richard J. Sass and Kimberly A. Sass**, desire to replace a dock on Lake Blalock.
- (5) **CET Consumer Elektro-Technik GMBH**, desires to construct a dock on Lake Blalock.

MUNICIPAL RESERVOIR 1

NONE

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

LAKE BOWEN RESERVOIR

- (1) **Marie Dougherty**, dock replacement and hard pathway on Lake Bowen.
- (2) **KDH of Gaffney, LLC**, dock replacement, hard pathway, and personal watercraft lift on Lake Bowen.
- (3) **Jeremiah Moyer**, boat lift, dock replacement, personal watercraft lift, and shoreline stabilization on Lake Bowen.

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LAKE BLALOCK RESERVOIR

NONE

MUNICIPAL RESERVOIR #1

NONE

The above was provided as information to the Commission.

15. EXECUTIVE SESSION

Mr. Montgomery asked for a motion to enter into Executive Session for discussion of negotiations incident to proposed contractual arrangements and proposed sale or purchase of property.

Mr. Littlejohn moved and Ms. Viney seconded the motion to enter into executive session at 3:36 p.m.

Mr. Littlejohn moved and Ms. Viney seconded the motion to come out of executive session at 3.49 p.m.

Mr. Montgomery noted that no action was taken.

16. ACTION ITEMS FROM EXECUTIVE SESSION

Mr. Montgomery stated that the Chair would entertain two motions.

The first, to authorize the Chief Executive Officer to execute the updated agreement for the water easement agreement between Spartanburg Water System and Inman-Campobello Water District.

The second, to execute the resolution discussed in executive session authorizing the Chief Executive Officer to execute all documents necessary to effectuate the transfer of real property parcels from the City of Spartanburg to the Commissioners of Public Works of the City of Spartanburg, SC.

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve both motions as stated above. Both motions passed unanimously.

17. CHIEF EXECUTIVE OFFICER REPORT

A. Mr. Boyle informed the Commission that the repair work previously approved for the Oxygenation System in Lake Bowen is scheduled to begin on April 1, 2025.

18. REFERRALS

Mr. Boyle had no referrals to share with the Commission.

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19. ADJOURNMENT

Meeting adjourned at 3:51 p.m.

Camlyn M. Cole
Secretary-Treasurer

tbh