

## MINUTES

The Commissioners of Public Works of the City of Spartanburg, SC, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, January 25, 2022, 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.

### 1. **APPROVAL OF MINUTES OF REGULAR MEETING OF DECEMBER 7, 2021 AND WORK SESSION MEETING OF JANUARY 13, 2022**

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

### 2. **PUBLIC COMMENT**

Mr. Montgomery opened the public comment period, noting nine requests to speak were submitted.

Hearing none, Mr. Montgomery closed the public comment period.

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

Newt Pressley presented a financial summary of SWS expenditures and revenues for the five-month period ending November 30, 2021, and six-month period ending December 31, 2021. An explanation was provided for the favorable and unfavorable budget variances.

The above was provided as information to the Commission.

### 4. **PROPOSED 2022 COMMISSION MEETING SCHEDULE**

January 25	February 22 *UMC Feb 21-24
March 22	April 26
May 24	June 28
July – No Meeting	August 23
September 27	October 25
November – No Meeting	December 6

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve the proposed meeting schedule. The motion passed unanimously. It was noted that Ms. Viney may need to Zoom into the August 23, 2022, meeting.

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**5. JANITORIAL SERVICES CONTRACT**

Proposals were received on January 5, 2022, for contract services to furnish material, labor, transportation, and equipment necessary to perform janitorial services at multiple facilities throughout the organization.

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

A pre-bid conference was held 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 scoring matrix, with the successful supplier being selected for the highest scoring proposal.

Invitation to respond was placed in the local media 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.

<b><u>BIDDER</u></b>	<b><u>AMOUNT OF BID</u></b>
Sunbelt Janitorial Group Spartanburg, SC	\$186,744
Jan-Pro of the Western Carolina’s Greenville, SC	\$300,132

Management recommended an award be granted to Sunbelt Janitorial Group in the annual amount of \$186,744 based on their highest scoring proposal.

The services will be funded from the operating budget as follows:  
SWS \$135,161 and SSSD \$51,583.

Ms. Viney moved and Mr. Littlejohn seconded the motion to ratify the action taken in the SSSD meeting to award the bid to Sunbelt Janitorial Group. The motion passed unanimously.

**6. WATER QUALITY REPORT**

Ms. Schneider provided the Commission with an update on water quality.

Reservoir #1 Intake Structure: Geosmin – ranged from less than detect to 17 PPT and MIB was less than detect. Finished water entering the distribution system: Geosmin – ranged from less than detect to 8.6 PPT and MIB was less than detect. The average raw water temperature is 52 degrees Fahrenheit. Due to a spike in taste and odor compounds, an algaecide application took place on December 22-23. The application was successful with no adverse effects.

The above was provided as information to the Commission.

**7. REPORT ON DRINKING WATER RESERVOIRS**

Ms. Schneider provided the Commission with an update on the drinking water reservoirs. Ms. Schneider noted that Communications Manager, Jennifer Candler, recently provided a news story about winter boating that will air on WSPA soon. Staff did continue to issue land and watercraft permits. Communication will begin in February regarding increase in permit costs. Land permit transfers continue to be processed and monitored by staff. Ms. Schneider reviewed the irrigation permit process. Management will continue meetings with Lakefront POA Committees. The next scheduled for Reservoir #1 is scheduled for January 31, 2022. Watercraft Permit renewals begin March 15, 2022.

The above was provided as information to the Commission.

**8. LAKE BOWEN PARK STORM WATER IMPROVEMENT PROJECT – SUMMARY CHANGE ORDER**

The Lake Bowen Park Storm Water Improvement Project is now complete. The project was completed by HDH Construction Group, LLC out of Seneca, SC and included additional parking for both vehicles and boat trailers, improvements to the boat ramps and access points, controlling the direction of vehicular traffic around Anchor Park, and associated storm water controls.

*Change Order #1* was for a \$3,579.61 increase to the contract price for delivery and installation of crushed stone to assist in relocating equipment from the old storage buildings to the new storage building. This change order was executed as per current water system policy.

*Change Order #2* was for a \$17,079.60 increase to the contract price for the addition of an accessible sidewalk and parking area and installation of removable bollards at the non-powered boat ramp. This change order was executed as per current water system policy.

*Change Order #3* was the Summary Change Order for a \$28,449.50 increase to the contract price for adjustment of the unit quantities based on actual work done. This change order was executed as per current water system policy.

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The financial summary of the project is as follows:

Construction Contract	\$ 917,773.00
Change Order No. 1	\$ 3,579.61
Change Order No. 2	\$ 17,079.60
Change Order No. 3	<u>\$ 28,449.50</u>
Final Contract Amount	\$ 966,881.71

Gene Jackson provided the Commission with an overview of the Lake Bowen Park Storm Water Improvement Project with the summary change order.

Ms. Schneider noted that the 319 Grant will continue to provide additional plantings in the spring. Staff has provided feedback that the current plantings are helping to address stormwater and a maintenance plan is in place to maintain this project.

Ms. Viney mentioned having signage to assist in making it an educational area. Ms. Schneider stated that part of the 319 Grant specifically addresses education and provides for signage.

The above was provided as information to the Commission.

**9. PARTICIPATION PROJECT CONSISTENT WITH OUTSIDE CITY WATER MAIN EXTENSION POLICY – FAGAN DRIVE**

Recently management received a request from a property owner on Fagan Drive concerning the possibility of obtaining water service. The site is off Highway 9 and south of Lake Bowen.

The water main extension consists of approximately 350 linear feet of 4-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 \$11,640. The property owner's participation cost is based on this estimate.

Management recommended Commission approve the above.

Gene Jackson provided the Commission with an overview of the request for water service to the property owner on Fagan Drive.

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

Ms. Schneider noted that this is a non-dockable lot, and always has been. The property owner was reminded that it is a non-dockable lot.

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**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 March 28, 1989.

**A. Inside City Private Fire Service Agreements**

**(1) Comet Spartanburg Apartments FS**

Comet Spartanburg Apartments located at 121 Garner Road in Spartanburg, wishes to connect an 8-inch water line to the Commission's 12-inch water line along Garner Road to serve a private fire protection system, including two private hydrants, for the above-mentioned apartment complex. Spartanburg Owner 1, LLC wishes to enter into an agreement for this service.

Annual Stand-by Revenue - \$614.52

**(2) The Hub**

The Hub located at 578 North Church Street in Spartanburg, wishes to connect an 8-inch water line to the Commission's 14-inch water line on North Church Street to serve a private fire protection system for the above-mentioned retail suites. Hub Development, LLC wishes to enter into an agreement for this service.

Annual Stand-by Revenue - \$317.00

**B. Outside City Private Fire Service Agreements**

**(1) Westview Terrace Apartments**

Westview Terrace Apartments located at 2062 Old Reidville Road in Spartanburg, wishes to connect an 8-inch water line to the Commission's 8-inch water line along Old Reidville Road to serve a private fire protection system including two private hydrants for the above-mentioned apartment complex. South Creek Development wishes to enter into an agreement for this service.

Annual Stand-by Revenue - \$921.84

**C. Outside City Water Main Extension Agreements**

**(1) Hidden Lake Drive Phase 1**

P&I Plus Properties is developing Hidden Lake Drive located off of Sandy Ford Road northeast of Boiling Springs. This development will consist of 10 residential lots, approximately 1,705 linear feet of 6-inch water main, and two hydrants. The developer will bear all costs.

**(2) Huckleberry Cove**

ECS Development, LLC is developing Huckleberry Cove located off of Sandy Ford Road. This development will consist of 129 residential lots, approximately 3,370 linear feet of 8-inch water main, 940 linear feet of 6-inch water main, 2,930 linear feet of 4-inch water main and five hydrants. The developer will bear all costs.

**(3) Mayfair Village**

Mungo Homes Properties, LLC is developing Mayfair Village located off of Hayne Street in Spartanburg. This development will consist of 290 residential lots, approximately 8,540 linear feet of 6-inch water main, 280 linear feet of 4-inch water main, 320 linear feet of 2-inch water main, and ten hydrants. The developer will bear all costs.

**(4) Regency Walk**

Holly Drive Properties, Inc., is developing Regency Walk located off of Holden Drive. This development will consist of 29 residential lots, approximately 185 linear feet of 6-inch water main, 440 linear feet of 4-inch water main, 230 linear feet of 2-inch water main and one hydrant. The developer will bear all costs.

**(5) Simmons Trace**

Simmons Trace (SC) Owner III, LLC is developing Simmons Trace located off of Anderson Mill Road. This development will consist of 131 residential lots, approximately 1,644 linear feet of 6-inch water main, 856 linear feet of 4-inch water main, and two hydrants. The developer will bear all costs.

**D. Lake Agreements**

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

- (1) Daniel C. Holycross**, desires to construct a soft pathway and dock on Lake Blalock.
- (2) Trevin J. Thompson and Tyler Nichole Pugh**, desire to construct a hard pathway and a dock on Lake Blalock.
- (3) Brandon J. Wilds**, desires to construct a hard pathway and dock on Lake Blalock.
- (4) George A. and Anna H. Blestel**, desire to construct a boat lift on Lake Bowen.
- (5) Robert L. Darby and Doris W. Darby**, desire to stabilize the shoreline on Lake Bowen.

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- (6) **Harold Eugene Hall, Trustee, Sara Foster Hall Irrevocable Trust dated August 5, 2014**, desires to construct a boat lift on Lake Bowen.
- (7) **Janice Logan Baker**, desires to replace a dock on Lake Bowen.
- (8) **Joseph C. Marzouca**, desires to stabilize the shoreline on Lake Bowen.
- (9) **Richard Spears and Rebecca E. Spears**, desire to construct a boat lift and replace a dock on Lake Bowen.
- (10) **Tammy and Shelby Deborde**, desire to construct a boat lift on Lake Bowen.
- (11) **Donna Cooper**, desires to construct a soft pathway on Reservoir #1.

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

- (1) **Jerry T. Ellis**, hard pathway and dock replacement on Lake Blalock.
- (2) **Cove Point, LLC**, dock replacement on Lake Bowen.
- (3) **Scott Douglas**, dock replacement and shoreline stabilization on Lake Bowen.
- (4) **Kenneth W. Allison, Jr., and Ileana Sunei**, dock replacement and hard pathway on Lake Bowen.
- (5) **Kenneth M. Seymore**, dock replacement and hard pathway on Lake Bowen.
- (6) **Graham B. Stevens**, boat ramp, soft pathway, shoreline stabilization, and dock replacement on Lake Bowen.
- (7) **Gregory P. Napoli**, personal watercraft lift, shoreline stabilization, hard pathway, and dock replacement on Lake Bowen.
- (8) **William Sisson**, dock replacement and hard pathway on Lake Bowen.
- (9) **Darin J. Nicol**, shoreline stabilization, personal watercraft lift, hard pathway, dock replacement, and boat lift on Lake Bowen.
- (10) **Melanie Hassler**, shoreline stabilization and dock replacement on Lake Bowen.
- (11) **Anthony Guarriello**, boat lift and hard pathway on Lake Bowen.

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**E. Encroachment Agreements**

All paperwork, surveys, etc., have been completed and the encroachment agreement has been recorded.

- (1) **James W. Puffer, Sherrie L. Puffer, Bradley S. Puffer**, dwelling encroachment on Lake Bowen.

**11. EMPLOYMENT SEARCH FIRM AGREEMENT**

Ms. Viney moved and Mr. Littlejohn seconded the motion to ratify the action take in the SSSD meeting to select Colin Baenziger & Associates as the executive search firm in search of the new Chief Executive Officer of Spartanburg Water. The motion passed unanimously.

**12. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS**

There were no negotiations or miscellaneous administrative matters.

Meeting adjourned at 3:46 p.m.

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G. Newton Pressley  
Secretary-Treasurer

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