

MINUTES

The Commissioners of Public Works of the City of Spartanburg, SC, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, June 27, 2023, 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 MAY 23, 2023

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

2. APPOINTMENT OF SECRETARY-TREASURER – SWS

The Chief Operations Officer for the Commission of Public Works of the City of Spartanburg (SWS) holds the temporary responsibility/title of Secretary-Treasurer for the SWS. The primary responsibilities of the Secretary-Treasurer of the SWS are to approve the minutes for record keeping, attest to the signatures of the Chief Executive Officer and the Chairperson of the SWS on various documents and agreements. In addition, with public bond closings, incumbency certificates are included in the final bond documents, which include the service, appointment or election of current members of the Board of Commissioners, the Chief Executive Officer and the Secretary-Treasurer of the Commission.

Chief Executive Officer, Guy Boyle, requested that the Commission approve the Secretary-Treasurer role be moved back under the responsibility of the Chief Financial Officer effective July 1, 2023.

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve Mr. Boyle's request for the Secretary-Treasurer responsibility to be moved back under the Chief Financial Officer position. The motion passed unanimously.

3. PUBLIC HEARING FOR PROPOSED FY2023-2024 OPERATING BUDGET

A public hearing has held by the Commission to allow input regarding the proposed FY2023-2024 Operating Budget.

Mr. Littlejohn moved and Ms. Viney seconded the motion to open the public hearing regarding the proposed FY 2023-2024 Operating Budget. The motion passed unanimously.

There were no comments from the public.

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Mr. Littlejohn moved and Ms. Viney seconded the motion to close the public hearing regarding the proposed FY 2023-2024 Operating Budget. The motion passed unanimously.

4. DISCUSSION/APPROVAL OF PROPOSED FY2023-2024 OPERATING BUDGET

Management requested approval of the proposed FY2023-2024 Operating Budget.

Ms. Cole noted that the water budget work session was held on May 16 and the proposed operating budget does not include any rate or fee increases as of July 1, 2023. Management and the Commission were in agreement to meet in November to discuss rates and fees that would become effective on January 1, 2024. Ms. Cole stated that the proposed operating budget included implementing the results from the compensation study, the wellness program, and replace the credit card fee absorption plan with the convenience fee plan. The System Operation and Maintenance budget line item was raised for unexpected line breaks.

Ms. Viney moved and Mr. Littlejohn seconded the motion to approve the FY 2023-2024 Operating Budget as presented. The motion passed unanimously.

5. MONTHLY FINANCIAL REPORT

Cam Cole presented a financial summary of SWS expenditures and revenues for the eleven-month period ending May 31, 2023. An explanation was provided for the favorable and unfavorable budget variances.

The above was provided as information to the Commission.

6. BIDS FOR METER BOXES AND METER BOX COMPONENTS

Responses from a sealed bid for the purchase of 5/8" meter boxes, 1" meter boxes, and meter box components were received on June 7, 2023. The purpose of this solicitation is to secure firm unit pricing based on an estimated annual quantities of 5/8" meter boxes, 1" meter boxes, and meter box components.

The request for sealed bids was advertised in the local media, company website, and forwarded to prospective suppliers. The request drew responses from three bidders. The bid specified SWS would accept the bids as a whole or in part.

A tabulation of the bids are listed below. Costs listed are based on approximate annual quantities.

<u>Company Name</u>	<u>5/8" Meter Boxes</u>	<u>1" Meter Boxes</u>	<u>Meter Box Components</u>
TEC Utilities Greenville, SC	\$345,000	\$19,950	\$13,500

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Ferguson Waterworks Greenville, SC	\$284,220	\$18,863	\$15,322
Gibson Supply, Inc. Simpsonville, SC	\$274,320	\$18,387	\$15,221

Management recommended the contract for 5/8" meter boxes and 1" meter boxes be awarded to the lowest responsive bidder, Gibson Supply, at an amount of \$292,707.

Management recommended the contract for meter box components be awarded to the lowest responsive bidder, Tec Utilities, at an amount of \$13,500.

Funding will be provided from the SWS operating budget.

Remsen Parrish provided the Commission with an overview of the Bids for Meter Boxes and Meter Box Components agenda item.

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management’s recommendation to award the bid to Gibson Supply for the 5/8" meter boxes and 1" meter boxes; and to award the bid to Tec Utilities for meter box components. The motion passed unanimously.

7. WATER QUALITY REPORT

Rick Jolley provided an update to the Commission on water quality.

Mr. Jolley stated that Reservoir #1 Intake Structure: Geosmin – 7.4 PPT and MIB was less than detect. Finished water entering the distribution system: Geosmin – 3.2 PPT and MIB was less than detect.

Mr. Littlejohn asked if Spartanburg Water will need to restock fish due to the fish loss on March 30.

Mr. Boyle stated that management is waiting on direction from SCDNR. There have been two SCDNR Board meetings, but Spartanburg Water was not on the agenda.

Mr. Boyle asked Rick Jolley to provide an update on the AO System. Mr. Jolley noted that Xylem has been onsite for several weeks. The AO system is still in the testing phase. It is closer to going online, but there are things that need to be tested prior to start up. Staff is also waiting on Harmonic filters to arrive.

Mr. Littlejohn asked what the expected life cycle is of the AO System, and if it has a warranty.

Mr. Jolley stated that it does have a warranty and usually the machinery last a long time, but there will be failures over time with things like pumps, bearings, seals, etc. Some of this will be handled through preventative maintenance.

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Ken Tuck noted they are very well made, and agreed that preventative maintenance will be important, and there are some manufacturer maintenance recommendations.

The above was provided as information to the Commission.

8. VARIANCE REQUEST – 120 AMBER DRIVE – LAKE BOWEN

The adjoining property owner applied for a permit to shift an existing PWC dock to a different side of their marine structure and install a new boat lift in the same footprint where the PWC dock is currently placed.

The property owner's current marine structure is approximately 27 feet from a neighboring marine structure. The requested boat lift would be a minimum of 1.5-2 feet wider than the existing PWC dock, resulting in a less than acceptable distance between structures. Replacement or changes to an existing permitted or licensed marine structure must be constructed so that the structure is at least 28 feet from the neighboring marine structure on either side.

The permit application was disapproved.

The adjoining property owner has submitted a request for a variance of the Standard Specifications of the Lake Bowen Policies and Procedures requiring a minimum of 28 feet from a neighboring marine structure.

The specified 28 feet allows enough room for large boats such as pontoons to maneuver and dock without causing safety concerns. Approval of the requested variance would increase safety concerns in the area for water-based recreation.

Management did not recommend approval of the variance request as described above.

Bobby Walden provided the Commission with an overview of the Variance Request at 120 Amber Drive at Lake Bowen noting the information aforementioned and that management does not recommend approval.

Ms. Viney asked if the adjoining property owner is aware of the concerns and of the disapproval by management. Jon Morgan stated the adjoining property owner is aware of disapproval by management and was offered a recommendation that would be approved, but declined and requested a variance.

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management's recommendation and not approve the variance request as described above. The motion passed unanimously.

9. PARTICIPATION PROJECT CONSISTENT WITH OUTSIDE CITY WATER MAIN EXTENSION POLICY – PEACEFUL VALLEY ROAD

Recently management received a request from a property owner on Peaceful Valley Road concerning the possibility of obtaining water service. Peaceful

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Valley Road is southwest of Old Pacolet Road and east of EBN Drive.

The water main extension consists of approximately 220 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 \$6,200. 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 Participation Project Consistent with Outside City Water Main Extension Policy – Peaceful Valley Road.

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

10. PARTICIPATION PROJECT CONSISTENT WITH OUTSIDE CITY WATER MAIN EXTENSION POLICY – 540 STEWART ROAD

Recently management received a request from a property owner on Stewart Road, south of Carolina Country Club Road and west of Highway 56, 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 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 150 linear feet of an 8-inch water line, which increased the original project estimate from \$7,150 to \$15,000. The property owner's participation cost is still based on the original estimate of \$7,150 and not the future growth estimate.

Management recommended Commission approve the above.

Gene Jackson provided the Commission with an overview of the Participation Project Consistent with Outside City Water Main Extension Policy – 540 Stewart Road.

Ms. Viney moved and Mr. Littlejohn seconded the motion to approve management's recommendation to approve the outside city water main extension for 540 Stewart Road. The motion passed unanimously.

11. AGREEMENTS EXECUTED BY THE CHIEF EXECUTIVE OFFICER ON BEHALF OF THE COMMISSION

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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. Inside City Water Main Extension Agreements

(1) East Main Townes

Vava's Shopping Center, LLC is developing East Main Townes located at 2751 East Main Street on the eastside of Spartanburg. This development will consist of 28 residential lots, approximately 323 linear feet of 6-inch water main; 82 linear feet of 4-inch water main; and one hydrant. The developer will bear all costs.

B. Encroachment Agreements

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

- (1) Ann F. Viehman, et al**, dwelling encroachment on Lake Bowen.
- (2) Vasiliy and Natalya Ostapuk**, other than dwelling on Lake Bowen.

12. 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.

- (1) Joseph Robert Charnasky and Deborah K. Stephens**, desire to stabilize the shoreline on Lake Blalock.
- (2) Jones M. and Carol L. Cooley**, desire to construct a hard pathway on Lake Blalock.
- (3) Kimberly A. DeLoach**, desires to replace a dock and construct a hard pathway on Lake Blalock.
- (4) John F. Harrell**, desires to replace a dock on Lake Blalock.
- (5) Daniel C. Holycross**, desires to construct a hard pathway on Lake Blalock.
- (6) Bennie Blalock**, desires to construct a personal watercraft lift on Lake Bowen.
- (7) Michael J. and Kimberly S. Hess**, desire to construct a personal watercraft lift on Lake Bowen.
- (8) Susan S. Jackson**, desires to construct a boat lift on Lake Bowen.

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- (9) **Montanari Properties, LLC**, desire to replace a dock and construct a boat lift and personal watercraft lift on Lake Bowen.
- (10) **Gary R. Painter**, desires to construct a boat lift on Lake Bowen.
- (11) **James Warren Snead and Joel Gibson Snead, Trustees of the Snead Family Irrevocable Trust dated January 29, 2013**, desire to replace a dock on Lake Bowen.
- (12) **Edwin W. Snyder**, desires to construct a personal watercraft lift on Lake Bowen.
- (13) **Judy L. Waldrop**, desires to stabilize the shoreline on Lake Bowen.

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

- (1) **Teddy Cook and Gwen Cook**, dock replacement and hard pathway on Lake Blalock.
- (2) **Robert C. Little III and Bobbie B. Little**, boat lift, dock replacement, and hard pathway on Lake Blalock.
- (3) **Graham J. Murphy and Raija Maritta Murphy**, dock replacement on Lake Blalock.
- (4) **Jerry Timothy Walker, Jr.**, hard pathway on Lake Blalock.
- (5) **Edwin W. Snyder**, boat ramp, dock replacement, and shoreline stabilization on Lake Bowen.

13. CHIEF EXECUTIVE OFFICER REPORT

- A.** Mr. Boyle informed the Commission that construction will begin in September or October for the Spartanburg County Emergency Response Communications and 911 Tower that is scheduled to be constructed on Spartanburg Water property on Reservoir 1, located at 2290 Rainbow Lake Road, Boiling Springs, SC. The contractor is onsite to demolish the house on this property and the area will be returned to a natural state.
- B.** Mr. Boyle stated that the 319 Grant Stormwater Outfalls Project has been completed and came in on budget at \$271,263.
- C.** Mr. Boyle noted that the Shoreline Stabilization Project for the Lake Bowen Park area has begun and will continue throughout the summer. The area will be closed Monday-Friday, but accessible on Saturday and Sunday.
- D.** Mr. Boyle requested that the Commission appoint someone to be the Audit Reviewer for the upcoming fiscal year. Mr. Littlejohn will be the Audit Reviewer.

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- E. Mr. Boyle informed the Commission that the Leadership Team will meet tomorrow, June 28. The Wellness Program and the Compensation Study will be discussed.

Meeting adjourned at 3:29 p.m.

Camlyn M. Cole
Secretary-Treasurer

tbh