

MINUTES

The Commissioners of Public Works of the City of Spartanburg, SC, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, June 20, 2024, 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, Kevin Smith, Kevin Brown, Ken Tuck, Corey Reid, Hariette Stinson, Remsen Parrish, Jennifer Candler, Hannah Davidson, 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**

Mr. Montgomery called the meeting to order.

2. **APPROVAL OF MINUTES OF REGULAR MEETING OF MAY 21, 2024**

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

3. **PUBLIC HEARING FOR PROPOSED FY2024-2025 OPERATING BUDGET**

A public hearing was held by the Commission to allow input regarding the proposed FY2024-2025 Operating Budget.

Ms. Viney moved and Mr. Littlejohn seconded the motion to open the public hearing regarding the proposed FY2024-2025 Operating Budget. The motion passed unanimously.

There were no comments from the public.

Mr. Littlejohn moved and Ms. Viney seconded the motion to close the public hearing regarding the proposed FY2024-2025 Operating Budget. The motion passed unanimously.

4. **DISCUSSION/APPROVAL OF PROPOSED FY2024-2025 OPERATING BUDGET**

Management requests approval of the proposed FY2024-2025 Operating Budget.

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Cam Cole noted that the water operating budget work session was held on May 15, 2024, and the budget ads were advertised as legally required. Changes requested by the Commission during the work session were made and are reflected in the final FY2024-2025 SWS Operating Budget provided. The current SWS Operating Budget reflects a 6% rate increase that went into effect on February 1, 2024. There will be a 6% rate increase effective January 1, 2025. These rate increases reflect the 5-year rate and fee plan proposed at the November 2023 Rate and Fee Commission meeting, in which the Commission approved a Resolution for the proposed 5-year Rate and Fee Plan, and adopted the rates and fees for Calendar Years 2024, 2025, and 2026. The FY2024-2025 Operating Budget reflects a 3.19% increase in Revenue Expenditures, and a 1.96% increase in Operating Expenditures.

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve the FY 2024-2025 Operating Budget as presented. The motion passed unanimously.

5. OLD BUSINESS – NONE

AGENDA ITEMS 6-9 FINANCE AND PROCUREMENT

6. MONTHLY FINANCIAL REPORT

A financial summary of SWS expenditures and revenues for the eleven-month period ending May 31, 2024 were reviewed by Cam Cole, the Chief Financial Officer.

The above was provided as information to the Commission.

7. ELECTRONIC TIME AND ATTENDANCE SYSTEM

The current method for time and attendance is labor intensive and a manual process. Spartanburg Water uses Munis, a Tyler Technology product, for our financial system processes, including general ledger, accounts payable, human resources, purchasing, and payroll. Munis has incorporated an electronic time and attendance module that integrates with our existing payroll module to allow us to streamline the current manual processes. The implementation cost for this automation project will be as follows:

Initial Cost for license and implementation:	\$61,920
Equipment Cost:	<u>\$33,110</u>
Total Project Cost:	\$95,030

Recurring annual maintenance cost after year 1: \$8,500

Management recommended the approval of the electronic time and attendance module for Tyler Munis system in the amount of \$95,030. This project will be funded from capital funds as follows: SWS - \$57,018 and SSSD - \$38,012.

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management’s recommendation to approve the electronic time and attendance module for the Tyler Munis system. The motion passed unanimously.

8. WATER MAIN CONSTRUCTION SERVICES – REQUEST FOR QUALIFICATIONS

Qualifications were received on April 24, 2024, in response to a Request for Qualification (RFQ) that will allow SWS to compile a list of pre-qualified contractors for water main construction services. The projects will include the replacement of water mains to support ongoing rehabilitation efforts; installation of new water mains to support SWS’s participation and system improvement programs; and the relocation of mains resulting from City, County, or SCDOT roadway projects. The pre-qualified contractors will be called upon to submit competitive bids and/or proposals when work is scheduled by the Engineering Department and Collection and Distribution Department. This alternative delivery method will expedite the competitive bidding process and allow construction work to be completed in a proactive manner.

Responses were received from thirteen contractors. Responses were scored based on the following criteria: (1) Experience on similar projects, (2) Project Team qualification, (3) Financial Capability, (4) MWBE utilization, and (5) Community Benefit Program.

After careful evaluation, management recommended approval of each of the following twelve respondents as pre-qualified contractors for water main construction services:

RESPONDING FIRMS

North American Pipeline Management, Inc. Marietta, GA	Payne, McGinn, & Cummins, Inc. Travelers Rest, SC
Harper General Contractor, Inc. Greenville, SC	Bradley’s Contracting, Inc. Inman, SC
Atlantic Coast Contractors, Inc. Denver, NC	HRH Engineering Services LLC Chesnee, SC
Harrison & Son Contracting Woodruff, SC	Moorhead Construction, Inc. Belton, SC
Double R Utilities, Inc. Gaffney, SC	SM Grading & Excavating LLC Jonesville, SC
T. P. Howard’s Plumbing Co, Inc. Fairview, NC	Long & Sons Utility Simpsonville, SC

Bids were solicited from each of the twelve pre-qualified contractors on an as-needed basis for a period not to exceed 24 months. Projects will be funded by SWS distribution system rehabilitation funds.

Remsen Parrish provided an overview of the bids for the water main construction services agenda item to the Commission.

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Ms. Viney moved and Mr. Littlejohn seconded the motion to approve management’s recommendation to approve the twelve respondents noted above as pre-qualified contractors that SWS will use to rehabilitate or repair. The motion passed unanimously.

9. R.B. SIMMS FILTER REHABILITATION

Spartanburg Water operates eleven dual media filters at the R.B. Simms Drinking Water Treatment Facility as part of a conventional treatment process. Over time, filter media is lost due to normal operations requiring the addition of anthracite (media) to ensure efficient and effective treatment.

A filter surveillance program is in place and is administered by our Drinking Water Treatment (DWT) Department’s Operations and Maintenance staff. Recent observations and review of operational trends reveal that Filter Number’s 1-6 need addition of media and replacement of filter sweep nozzles to return these filters to optimum operating conditions.

Bids were received on May 9, 2024, for the R.B. Simms Filter Rehabilitation project.

The request for bid was advertised in the local media, listed on the Spartanburg Water Website, and forwarded to prospective contractors. Spartanburg Water received responses from five bidders. A cost tabulation is listed below:

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Rehab Construction Co., Inc. Conyers, SC	\$42,500.00
Cove Utility, LLC Greenville, SC	\$77,105.00
Holliday Utility Services Travelers Rest, SC	\$81,557.95
Unifilt Ellwood City, PA	\$95,200.00
Harper General Contractors Greenville, SC	\$105,000.00

Management recommended the contract be awarded to the lowest responsive and responsible bidder, Rehab Construction Co., Inc., in the amount of \$42,500.00. Funding will be provided through the DWT depreciation schedule.

Remsen Parrish provided the Commission with an overview of R.B. Simms Filter Rehabilitation project.

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Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management's recommendation and award the lowest responsive and responsible bidder, Rehab Construction Co., Inc. The motion passed unanimously.

AGENDA ITEMS 10-12 OPERATIONS

10. WATER TAP DEMAND TRENDS AND EFFICIENCY IMPROVEMENTS

Rick Jolley presented information to the Commission on water tap demand trends due to development activities in Spartanburg County and the efficiency improvements within the C&D organization to meet this demand.

Mr. Jolley provided an overview of the changes made to the water tap process to improve overall efficiency. These improvements have reduced lead time due to workforce engagement and understanding the process, cross-training, sharing progress information, and setting incremental goals and challenges. Mr. Boyle thanked management and staff for the improvements made to this process.

The above was provided as information to the Commission.

11. VARIANCE REQUEST – 324 SKYLINE DRIVE – LAKE BLALOCK

On April 15, 2024, the contiguous property owner applied to install a 12'x18' floating dock and a 4'x18' walkway extending from the shoreline. Per SWS Policies and Procedures, new docks installed on SWS property must be at least 14 feet from the extended property lines on either side of the proposed structure. The angle of the side property lines associated with 324 Skyline Drive does not accommodate the approval of a floating dock. The application was disapproved on April 30, 2024, on the grounds that the requested dock would be in violation of the 14 foot offset.

On May 16, 2024, the adjoining property owner requested a variance to the 14 foot offset from the extended property lines. The proposed marine structure would extend approximately 40 feet into Lake Blalock and would consist of a 4'x18' walkway and 12'x18' floating dock as initially requested. The proposed marine structure would not extend into Lake Blalock beyond the existing docks, and all marine structures would be over 28 feet apart.

Management recommended the approval of the variance to the 14 foot offset policy. The proposed dock would not prove to be a safety hazard, would satisfy all other specified offsets, and would not inhibit either adjacent property owner from obtaining or replacing a marine structure in the future.

Ken Tuck provided the Commission with an overview of the Variance Request at 324 Skyline Drive.

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Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management’s recommendation and approved the variance request at request for 324 Skyline Drive. The motion passed unanimously.

12. VARIANCE REQUEST – 483 FAGAN DRIVE – LAKE BOWEN

On April 2, 2024, the contiguous property owner applied to install a single, floating PWC port adjacent to the walkway of the existing marine structure. Per SWS Policies and Procedures, changes to an existing marine structure must be conducted so that the structure is at least 28 feet from the neighboring marine structure on either side. The existing marine structure is only 23 feet from the adjacent dock on the right and only 26 feet from the adjacent boat lift on the left. The application was disapproved on April 12, 2024, on the grounds that the requested dock would be in violation of the 28 foot offset rule.

On May 15, 2024, the adjoining property owner requested a variance to the 28 foot offset from the adjacent marine structures. The proposed PWC port would attach to the existing dock walkway on the back side of the existing boat lift.

Management does not recommend the approval of the variance as requested due to the existing violations of the 28 foot offset rule.

Ken Tuck provided the Commission with an overview of the variance request at 483 Fagan Drive.

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management’s recommendation and did not approve the variance request at 483 Fagan Drive due to safety issues and existing violations of the 28 foot offset rule.

AGENDA ITEM 13 ENGINEERING

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) Highway 29 Storage FS

Highway 29 Storage RV and Boat, located at 9100 Warren H. Abernathy Highway in Spartanburg, wishes to connect an 8-inch water line to the Commission’s 12-inch water line along Warren H. Abernathy Highway to serve a private fire protection system for the above-mentioned storage facility. JMCN North American, LLC wishes to enter into an agreement for this service.

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Annual Stand-by Revenue - \$475.52

2) Metro Drive Storage FS

Metro Drive Storage, located at 183 Metro Drive in Spartanburg, wishes to connect a 6-inch water line to the Commission's 8-inch water line along Metro Drive to serve a private fire protection system, including a private hydrant, for the above-mentioned storage facility. Metro Drive SS, LLC wishes to enter into an agreement for this service.

Annual Stand-by Revenue - \$446.32

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.

- (1) **Robert Schweitzer and Seana Schweitzer**, desire to replace a dock and construct a hard pathway on Lake Blalock.
- (2) **Robert L. Barnes and Patricia C. Barnes**, desire to replace a dock on Lake Bowen.
- (3) **Luci W. Daley**, desires to replace a dock on Lake Bowen.
- (4) **Daniel E. and Sandra N. Grayshock**, desire to replace a dock on Lake Bowen.
- (5) **Hal C. Holmes**, desires to construct a dock on Lake Bowen.
- (6) **Donald T. Melton**, desires to replace a dock on Lake Bowen.

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

- (1) **Jonathan R. Steading**, dock replacement on Lake Bowen.

15. CHIEF EXECUTIVE OFFICER REPORT

- A.** Mr. Boyle provided an update to Otis Boulevard Phase III Waterline Rehabilitation project. It is approximately 80% complete.
- B.** Mr. Boyle stated that on June 24, 2024, SJWD will present the wholesale agreement to their board for a formal vote to execute, a wholesale agreement with Spartanburg Water.
- C.** Mr. Boyle noted that property deed work is underway. Kevin Brown is working with legal counsel to have the deeds of property owned by Spartanburg Water corrected to read as such as quickly

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as possible. The Commission will continue to be updated as this process is completed.

- D. Mr. Boyle informed the Commission that Kevin Smith and Gene Jackson are working with Engineers in Gaffney on emergency connections that will allow them to use Spartanburg Water as backup water source.
- E. Mr. Boyle informed the Commission that CDM Smith along with Ken Tuck have completed Phase One of the Sedimentation Study for Spartanburg Water's Water Supply Reservoirs. Mr. Boyle noted that they are reviewing water availability for the next 50 years.

16. REFERRALS

Mr. Boyle informed the Commission of referrals that will be on the upcoming agenda in August. The Finance and Administration Department will have landscaping items for Lake Bowen and Lake Blalock. Jennifer Candler with Communications will have an update on Choose Tap. The Engineering Department will have a receipt of bids for the Union Street Waterline Improvements Project, Professional Services for the Landrum Water System Evaluation Phase I, Hydraulic Water Model Analysis and Evaluation, and a Participation Project Consistent with Outside City Water Main Extension Policy for the Delmar Court.

Mr. Boyle noted that he expects to have the proposed SWS Bylaws for the Commission of Public Works at the August meeting. SWS Bylaws will require review for approval at two separate meetings. August being the first meeting and the second meeting will be in September.

Mr. Boyle mentioned that Home Depot has a kiosk set up at the entrance door. Jennifer Candler will look into this to see if it is just marketing or if something triggered it.

Ms. Viney asked about Prescription Drug Take Back. Mr. Jolley stated that there are various locations for drop-offs in Spartanburg County. Ms. Candler mentioned that SW offers a similar program that is called RxCycle where we provide two pouches per customer request. Mr. Jolley mentioned that over the last few years Spartanburg Water has participated in the testing of Waste Water Treatment Plants for an opioid study where they are taking samples periodically.

17. ADJOURNMENT

Meeting adjourned at 3:50 p.m.

Camlyn M. Cole
Secretary-Treasurer