

MINUTES

The Commissioners of Public Works of the City of Spartanburg, SC, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, October 29, 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, Remsen Parrish, Kevin Smith, Kevin Brown, Hariette Stinson, Jennifer Candler, Jon Morgan, 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 SEPTEMBER 24, 2024

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

OLD BUSINESS

3. COMMISSION OF PUBLIC WORKS OF THE CITY OF SPARTANBURG, SC – DRAFT OF BYLAWS – SECOND READING

The Commission has been provided with a final draft of the bylaws to review. These bylaws have been developed internally and vetted through proper legal counsel. These bylaws had their first review at the September 24, 2024, Commission meeting. The Bylaws incorporate enabling legislation as well as rules of procedure and governance that define how the Commission operates and governs. This is the second required meeting and the Commission may choose to adopt the bylaws at this meeting, or decline to adopt the bylaws at this time.

Mr. Boyle noted there have been no recommended changes to the draft of bylaws previously provided to the Commission.

Ms. Viney moved and Mr. Littlejohn seconded the motion to approve and adopt the Commission of Public Works of the City of Spartanburg, SC Bylaws. The motion passed unanimously.

AGENDA ITEMS 4-11 FINANCE AND PROCURMENT

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4. MONTHLY FINANCIAL REPORT

A financial summary of SWS expenditures and revenues for the three-month period ending September 30, 2024, were reviewed by Cam Cole, Chief Financial Officer. An explanation was provided for the favorable and unfavorable budget variances.

The above was provided as information to the Commission.

5. WATER PURCHASE AGREEMENT WITH GAFFNEY BOARD OF PUBLIC WORKS OF CHEROKEE COUNTY

Spartanburg Water and the Gaffney Board of Public Works of Cherokee County, SC, wish to forge a new relationship and build upon this new relationship in connection with a ten-year wholesale water purchase agreement, renewable for multiple ten-year periods, whereas the Gaffney Board of Public Works (GBPW) may, from time to time purchase water from Spartanburg Water in order to supplement demand in Cherokee County or as an emergency back-up supply of water for GBPW service areas. The agreement has been agreed to in principal and the GBPW will take up the matter at their December 2024 Commission meeting.

Spartanburg Water management recommended to the Commission of Public Works of the City of Spartanburg that the CEO be given authority to move forward with executing the initial ten-year agreement on behalf of the Commission.

Mr. Boyle stated that management has been in discussion with GBPW management regarding an agreement to provide water as needed to GBPW. GBPW will present the proposed agreement to their Board at their December meeting.

Mr. Montgomery asked if the meter connection and distribution lines are directionally positioned to provide this service. Rick Jolley confirmed they are.

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management's recommendation that the CEO be given authority to move forward with executing the initial ten-year agreement on behalf of the Commission. The motion passed unanimously.

6. INMAN CAMPOBELLO WATER DISTRICT EASEMENT AGREEMENT

The Inman Campobello Water District (ICWD) has requested an easement from the Commission of Public Works of the City of Spartanburg permitting ICWD to run a subterranean water line across Municipal Reservoir No. 1 as part of a project that will link a new ICWD North Pacolet River intake with a new ICWD water treatment plant to be used to serve the ICWD customer service area. The Spartanburg Sanitary Sewer District (SSSD) is working on an unrelated Spartanburg County ARPA funded project for Meadows Creek Sewer Extension Project and in order for ICWD to secure the easement agreement from SWS, ICWD will permit the SSSD to move an existing ICWD water line out of the way of the Meadows Creek Sewer Extension Project.

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The SSSD project is time sensitive and so in order for the project not to be slowed, SWS management recommended the easement be granted. This consideration is included in the Easement Agreement that has been prepared by SWS legal counsel. At this time, SWS management recommended approving the easement agreement.

Mr. Boyle stated that ICWD would not approve an ICWD water line to be relocated due to the Spartanburg County ARPA funded project for Meadows Creek Sewer Extension Project by SSSD without SWS approval for ICWD to run a subterranean water line across Municipal Reservoir No. 1 as stated above. Legal Counsel has included this information in the prepared contract.

Mr. Littlejohn moved and Mr. Montgomery seconded the motion to approve management's recommendation to approve an easement from the Commission of Public Works of the City of Spartanburg permitting ICWD to run a subterranean water line across Municipal Reservoir No. 1. Ms. Viney abstained. The motion was approved by majority.

7. SOUTH CAROLINA LAND BANK

Spartanburg Water was notified in early 2024 by the South Carolina Land Bank that the Land Bank was working to place a conservation easement on a large tract of land in Spartanburg County; land that lies near Lake Blalock Reservoir and contains a tributary that flows directly through the property into Lake Blalock Reservoir. After further discussions with the Land Bank as well as additional due diligence by Spartanburg Water staff as to the location of the property, staff believes that a conservation easement on this property serves residents of Spartanburg County well and furthers the Commission's purpose of maintaining a safe, clean and sustainable water supply for its customers. South Carolina Land Bank work of this nature benefits from participation by other local entities and with this in mind, Spartanburg Water staff believes that lending both our name as well as a \$25,000 donation toward the acquisition purchase price for conservation, is a worthwhile undertaking.

Therefore, management requested the Commission consider and approve a Resolution that includes a one-time donation to this project of \$25,000 as well as lending our name to the public disclosure of the project through the South Carolina Land Bank.

A RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO FACILITATE THE DONATION OF FUNDS TOWARD THE ACQUISITION OF A CONSERVATION EASEMENT

WHEREAS, the Commissioners of Public Works of the City of Spartanburg, South Carolina (the "**Commission**"), the governing body of the water system of the City of Spartanburg, South Carolina, have been apprised of the possibility of the South Carolina Conservation Bank (the "**Conservation Bank**") placing a conservation easement on a large tract of land near Lake Blalock from which a tributary flows directly into Lake Blalock;

WHEREAS, the Conservation Bank has requested that the Commission donate toward the acquisition of the conservation easement; and

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WHEREAS, the Commission would like to make a donation to the Conservation Bank for the acquisition of the conservation easement which would be in furtherance of the Commission’s purpose of maintaining a safe, clean and sustainable water supply for its customers;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION:

Section 1. The Commission hereby authorizes its Chief Executive Officer to facilitate the donation of \$25,000 to the Conservation Bank to be used as a part of the acquisition price for the conservation easement referenced above.

ADOPTED THIS 29TH DAY OF OCTOBER, 2024.

**COMMISSIONERS OF PUBLIC WORKS
OF THE CITY OF SPARTANBURG,
SOUTH CAROLINA**

Chairman

ATTEST:

Secretary

Mr. Boyle noted that management has confirmed this land lies near Lake Blalock Reservoir and contains a tributary that flows directly through the property into the Lake Blalock Reservoir.

Ms. Viney asked for confirmation of exact acreage that will be included in the conservation easement. Mr. Boyle provided this information via email to the Commission on October 30, 2024.

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management’s recommendation to approve a Resolution that includes a one-time donation to this project of \$25,000 as well as lending our name to the public disclosure of the project through the South Carolina Land Bank. The motion passed unanimously.

8. PROPOSED 2025 COMMISSION MEETING SCHEDULE

January 28	February 25
March 25	April 22
May 20	June 24
July – No Meeting	August 26
September 23	October 28
November – No Meeting	December 2

The Commission agreed to review the 2025 Commission meeting schedule and vote on it at the next meeting.

9. CONSULTING SERVICES FOR CUSTOMER EXPERIENCE DEPARTMENT

Proposals were received on October 8, 2024, from consulting firms to review and evaluate the structure, processes, and procedures of the Customer Experience department. The objective is to establish action items

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to improve the employee experience, customer experience, and to optimize resources currently available.

An evaluation team was created to review and score the proposals received. The evaluation criteria consisted of the responder’s qualifications; approach and strategy; cost information; MWBE utilization; and Community Benefit Program. Each proposal was evaluated using a weighted score matrix, with the successful consultant being selected for the highest scoring proposal.

The solicitation drew responses from five consulting firms. A cost tabulation of the responses is listed below.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Matrix Consulting Group Charlotte, NC	\$38,700.00
Whitlock Consulting Group Charleston, SC	\$39,750.00
The Ascent Group, Inc. Athens, GA	\$48,000.00
Lionel Henderson, Inc. Atlanta, GA	\$63,252.78
Raftelis Charlotte, NC	\$92,875.00

Management recommended a contract be awarded to Whitlock Consulting Group in the amount of \$39,750 based on their highest scoring proposal. Funding for these services will be provided through the SWS operating budget (\$27,825) and the SSSD operating budget (\$11,925).

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management’s recommendation to award a contract to Whitlock Consulting Group based on their highest scoring proposal. The motion passed unanimously.

10. UNARMED SECURITY GUARD SERVICES

Bids were received on September 11, 2024, for unarmed security guard services. The scope of services includes monitoring sites by leveraging a robust camera system from a monitoring center located at the Administration Building and reporting any suspicious activity. Guards will also physically patrol the Administration Complex and ensure Lake Bowen Park and Lake Blalock Park are secure at closing.

Invitations were forwarded to prospective bidders, advertised in the local media, and posted to the Spartanburg Water Website. A tabulation of the annual costs are listed below.

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<u>BIDDER</u>	<u>AMOUNT OF BID</u>
A&A Security Group West Palm Beach, FL	\$105,645.67
Allied Universal Security Services, LLC Greenville, SC	\$107,837.86
Team Synergy Security Lagrange, GA	NO RESPONSE

This will mark a change in the company that currently provides after hours security patrol for Spartanburg Water. The security company that is currently being used is Allied Universal out of Greenville, SC. The current hourly bill rate under the current contract with Allied Universal is \$20.15 and under the new contract proposed with A&A Security Group, the bill rate is \$21.75 per hour.

Management recommended an award to the lowest responsive bidder, A&A Security Group, in the amount of \$105,645.67. The contract term will be for twelve months with the option to renew for two additional 12-month terms. Funding will be provided from operating funds and allocated between SWS (\$84,516.54) and SSSD (\$21,129.13).

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

11. SERVER ROOM COOLING SYSTEM

Sealed bids were received on October 9, 2024, for the replacement of the cooling system in the IT server room. The server room contains the servers for the entire organization and must be kept at a certain temperature and humidity level in order for the equipment to function properly and not overheat. The unit is over ten years old and has had several maintenance issues in the past year and needs to be replaced. The scope of work includes the removal and disposal of the existing unit and installation of the new system.

The invitation to bid was forwarded to eight prospective bidders, publicized in the local media, and posted to the Spartanburg Water System Website. The solicitation drew one bid.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Quality Air, LLC Greenville, SC	\$65,462

Management recommended the award of the contract to Quality Air, LLC in the amount of \$65,462. Funding will be provided by the SWS depreciation funds.

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Remsen Parrish provided the Commission with an overview of the Server Room Cooling System Agenda Item.

Ms. Viney moved and Mr. Littlejohn seconded the motion to approve management's recommendation to award the contract to Quality Air, LLC. The motion passed unanimously.

AGENDA ITEMS 12-14 OPERATIONS

12. LABORATORY FLOWCAM ANALYZER

Algae counts and unique classifications are determined each week for the drinking water reservoirs using a FlowCam Analyzer in order to make predictions for reservoir management and to determine treatment process adjustments. Monitoring of this type is critical for maintaining the health of the reservoirs and overall water quality.

The FlowCam Cyano by Yokogawa Fluid Imaging Technologies replaces the current 10 plus year old instrument to allow continued monitoring to meet these needs and future needs as well. Management recommended the purchase of the FlowCam Analyzer for a total cost of \$119,220. The equipment will be funded from depreciation funds.

Rick Jolley provided the Commission with an overview of the Laboratory Flowcam Analyzer Agenda Item.

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management's recommendation to purchase the FlowCam Analyzer. The motion passed unanimously.

13. DISTRIBUTION ON-LINE ANALYZERS FOR CHLORINE AND PH

Providing safe and high quality drinking water to our service area involves continued sampling and analyses throughout the distribution system. Two analyses that provide tremendous insight into the quality and health of waters are pH and free chlorine. Currently, grab samples are taken manually and require sample technicians to travel to the far reaches of the distribution system and usually at meter pits at the wholesale customer.

While conventional sampling and testing provide point in time data, on-line analyzers provide the real-time analyses of pH and free chlorine. HACH Company, a national company from Loveland, CO, provides an on-line analyzer that specifically meets the needs of Spartanburg Water's distribution system. A continuous monitoring strategy provides a less variable approach allowing the overall improvement of water quality in the distribution system.

Management recommended the purchase of three HACH CLF10 analyzers with remote data capabilities at a cost of \$35,852.85. The analyzers will be funded through operating funds.

Rick Jolley provided the Commission with an overview of the Distribution On-Line Analyzers for Chlorine and PH Agenda Item.

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Ms. Viney moved and Mr. Littlejohn seconded the motion to approve management's recommendation to purchase three HACH CLF10 analyzers with remote data capabilities. The motion passed unanimously.

14. UPDATE ON WORK PERFORMED DURING AND AFTER HURRICANE HELENE

Rick Jolley provided an update to the Commission of work status during and after Hurricane Helene during the SSSD meeting.

AGENDA ITEMS 15-17 ENGINEERING

15. HYDRAULIC WATER MODEL ANALYSIS AND EVALUATION – PROFESSIONAL SERVICES

On June 28, 2024, qualifications were received from professional engineering firms for the evaluation and updating of the water system hydraulic model. The current water system hydraulic model was completed and delivered in December 2013, as part of the Water Distribution System Hydraulic Model Calibration and Analysis. It is necessary to update the model to reflect recent water system improvements and to adjust system demands for current and future conditions.

Four engineering firms were invited to submit qualifications for the analysis and evaluation of the water model. The firms were asked to provide information on similar project experience, team experience and background, and schedule. The firms invited to submit were:

- Black & Veatch, Greenville, SC
- Brown and Caldwell, Columbia, SC
- HDR Engineering, Greenville, SC
- KCI Technologies, Spartanburg, SC

Management and staff have thoroughly reviewed the qualifications and recommended awarding a professional services contract to Black & Veatch in the amount of \$175,000. The project will be funded by capital funds.

Kevin Smith provided the Commission with an overview of the Hydraulic Water Model Analysis and Evaluation Professional Services Agenda Item.

Ms. Viney moved and Mr. Littlejohn seconded the motion to approve management's recommendation to award a professional services contract to Black & Veatch. The motion passed unanimously.

16. PARTICIPATION PROJECT CONSISTENT WITH OUTSIDE CITY WATER MAIN EXTENSION POLICY – JORDAN CREEK FARM ROAD - N SECTION

Recently management received a request from a property owner on Jordan Creek Farm Road concerning the possibility of obtaining water service. Jordan Creek Farm Road is north of Fort Prince Boulevard and west of John Dodd Road.

The water main extension consists of approximately 2,110 linear feet of 6-inch water main and one fire hydrant, and is consistent with the SWS Water

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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 \$116,100. 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 – Jordan Creek Farm Road - N Section Agenda Item.

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management's recommendation to approve the outside city water main extension for Jordan Creek Farm Road – N Section. The motion passed unanimously.

17. 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 Water Main Extension Agreements

(1) Everly Hollins

Everly Development Group, LLC is developing Everly Hollins located off Canaan Road. This development will consist of 127 residential lots, approximately 3,630 linear feet of 6-inch water main; 465 linear feet of 4-inch water main; 1,030 linear feet of 2-inch water main; and six hydrants. The developer will bear all costs.

(2) Patriot Place

New Style Communities is developing Patriot Place located off Sundyal Drive in Moore. This development will consist of 59 residential lots, approximately 2,325 linear feet of 6-inch water main; 505 linear feet of 4-inch water main; 75 linear feet of 2-inch water main; and three hydrants. The developer will bear all costs.

(3) Radley Place

Thompson Creek, LLC is developing Radley Place off Casey Creek Road. The development will consist of 42 residential lots, approximately 880 linear feet of 6-inch water main; 465 linear feet of 4-inch water main; 210 linear feet of 2-inch water main; and one hydrant. SWS will participate in the off-site water main construction cost in accordance with the Water Main Extension Policy.

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18. PERMITS ISSUED AT THE RESERVOIR

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

LAKE BOWEN RESERVOIR

NONE

LAKE BLALOCK RESERVOIR

NONE

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

NONE

LAKE BLALOCK RESERVOIR

NONE

MUNICIPAL RESERVOIR 1

NONE

19. CHIEF EXECUTIVE OFFICER REPORT

A. Mr. Boyle noted that Engineering is fully staffed. There were several vacant positions for a period of time, but all are filled now.

20. REFERRALS

There were no referrals reviewed. Mr. Boyle provided these to the Commission via email on November 1, 2024.

21. ADJOURNMENT

Meeting adjourned at 4:58 p.m.

Camlyn M. Cole
Secretary-Treasurer