

MINUTES

The Commissioners of Public Works of the City of Spartanburg, SC, Regular Meeting, held at 301 South Avenue, Spartanburg, SC, September 23, 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.

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 AUGUST 26, 2025

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

OLD BUSINESS

3. NATIONAL LEAGUE OF CITIES (NLC) WARRANTY PROGRAM BY HOMESERVE

The NLC Service Line Warranty Program by HomeServe was created to educate property owners about their service line responsibilities and to help residents avoid the out-of-pocket expense for unanticipated and potentially costly service line repairs and replacements. The NLC Service Line Program will utilize Spartanburg Water's logo to brand the materials used to educate our customers about the repair service plans. Program marketing literature clearly discloses that the NLC Program and Spartanburg Water are separate entities and that the program is voluntary for customers of Spartanburg Water. The NLC Service Line Warranty Program will create all marketing materials with input from Spartanburg Water and will submit all marketing/communication materials to Spartanburg Water for final approval before sending any information out to our customers.

There will be no cost for Spartanburg Water to participate in this program, and Spartanburg Water will receive 10% of payments received in the form of a royalty, paid annually. In addition, Spartanburg Water will receive a license fee of \$60,000 paid over three years. All royalty received from this program will be credited to the Spartanburg Water Good Neighbor Program that is used to assist customers who are struggling financially with paying their Spartanburg Water, water and/or sewer bills. We do not expect to launch this program until January 2026.

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The NLC Service Line Warranty Program requires that Spartanburg Water permit the use of our company logo/branding, which management requested Commission approval.

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management's recommendation to permit The NLS Service Line Warranty Program the use of Spartanburg Water logo/branding. The motion passed unanimously.

NEW BUSINESS

FINANCE AND PROCUREMENT

AGENDA ITEMS 4-7

4. MONTHLY FINANCIAL REPORT

A financial summary of SWS expenditures and revenues for the two-month period ending August 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.

5. PROPOSALS FOR EMPLOYEE UNIFORM RENTAL PROGRAM

Proposals were received on August 13, 2025, from suppliers that can furnish and maintain employee uniforms for the Spartanburg Water System (SWS) and Spartanburg Sanitary Sewer District (SSSD). The service is currently under contract with Cintas at an annual cost of \$85,000. The solicitation requested proposals from suppliers who provide expertise in employee uniform programs including design, implementation, delivery and pickup, uniform tracking, laundry services, and replacement for all uniform wearing employees. In addition, suppliers were to furnish and maintain building floor mats for SWS and SSSD facilities and to have a processing center within 75 miles of the city limits of Spartanburg, SC.

A cross functional evaluation team consisting of staff from various departments was formed to evaluate the proposals from potential uniform suppliers. Members of this team provided input and evaluated the proposals from participating suppliers. The evaluation criteria consisted of six areas and required the supplier to demonstrate their ability to provide cost; approach and strategy; schedule; technical competency; MWBE utilization; and Community Benefit Program. Each proposal was evaluated using a weighted score matrix, with the successful supplier being selected for the highest proposal.

Invitations were placed in the local media, the Spartanburg Water System Website, Demand Star bid platform and forwarded to prospective suppliers. A cost tabulation of the responses are listed below. The costs are represented in annual totals, based on the structure of the current uniform program and an initial 36-month term with two optional one-year renewal terms.

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<u>BIDDER</u>	<u>AMOUNT OF BID</u>
ALSCO Charlotte, NC	\$47,432.85
Prudential Uniforms Duncan, SC	\$52,724.98
Unifirst Simpsonville, SC	\$59,372.80
Cintas Spartanburg, SC	\$81,031.34

Management recommended an award to Unifirst. While their proposal was not the lowest bid, Unifirst was the lowest bid with the highest scoring proposal at an annual cost of \$59,372.80. Funding will be provided from operating funds and allocated between SWS (\$41,560.96) and SSSD (\$17,811.84).

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management’s recommendation to award the bid to Unifirst based on the highest scoring proposal. The motion passed unanimously.

6. PROPOSALS FOR BILL PRINTING, INSERTING, AND MAILING SERVICES

Proposals were received on August 19, 2025, from suppliers that can receive formatted billing data and to print, insert, sort, and mail water and sewer bills to customers. The current contract for these services is with Amsive, LLC at an annual cost of \$422,000.

An evaluation team was formed to evaluate the proposals from potential bill printing and mailing service suppliers. Members of this team provided input and evaluated the proposals from participating suppliers. The evaluation criteria consisted of five areas and required the supplier to demonstrate their ability to provide approach and strategy; technical competency; cost; MWBE utilization; and Community Benefit Program. Each proposal was evaluated using a weighted score matrix, with the successful supplier being selected for the highest proposal.

Invitations were placed in the local media, the Spartanburg Water System Website, and Demand Star bid platform. A cost tabulation of the responses is listed below. The costs are represented in annual totals, based on the structure.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Surebill Duluth, GA	\$446,640
OneSource Buffalo Grove, IL	\$469,346

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Infosend Anaheim, CA	\$469,543
Matrix Coppell, TX	\$500,064
RevSpring Nashville, TN	\$540,166

Management recommended an award to Infosend. While their proposal was not the lowest bid, Infosend was the lowest bid with the highest scoring proposal at an annual cost of \$469,543. Funding will be provided from operating funds and allocated between SWS (\$328,680.10) and SSSD (\$140,862.90).

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management’s recommendation to award the bid to Infosend based on the highest scoring proposal. The motion passed unanimously.

7. INVITATION FOR BID FOR CONSTRUCTION MATERIALS

Invitations for Bid were received on August 17, 2025, from suppliers who provide and deliver construction materials such as screenings, crusher run, #5 stone, surge stone and rip rap to SWS locations.

Invitations were placed in the local media, posted to the Spartanburg Water website, Demand Star a bidding platform, and forwarded to prospective suppliers. A cost tabulation of the responses are listed below. The costs were determined based on prior year tonnage and delivery costs. The contract is for an initial 12-month term with two optional one-year renewal terms.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Inman Stone Inman, SC	\$124,026.50
Demtek LLC Spartanburg, SC	\$132,530.00
Envirogreen LLC Greenville, SC	\$146,572.00
Vulcan Materials Piedmont, SC	\$149,162.50
Green Dream International Erie, PA	\$175,345.09

Management recommended an award to Inman Stone at the presented cost of \$124,026.50. Funding will be provided from SWS operating funds.

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Johnny Lester, Senior Procurement Specialist, provided the Commission with an overview of the Invitation for Bid for Construction Materials agenda item.

Mr. Montgomery noted price difference, including bidders without a quarry.

Mr. Lester provided details of stone used based on last year's usage.

Remsen Parrish stated the bids were based on historical average.

Mr. Montgomery recommended that future stone bids be provided based on stone and unit pricing since usage varies.

Management will provide that going forward.

Ms. Viney noted that these prices are based on the initial 12-month term and not the additional two optional one-year renewals.

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management's recommendation to award the bid to Inman Stone. The motion passed unanimously.

AGENDA ITEM 8 OPERATIONS

8. UPDATE ON THE LEAD AND COPPER TRIENNIAL COMPLIANCE SAMPLING

Rick Jolley provided the Commission with an update on the status of the Lead and Copper triennial sampling program.

Mr. Jolley stated that "The revised lead and copper rule is to improve protections for children and communities from the risks of lead exposure by better protecting children at schools and childcare facilities, identifying lead service lines, and empowering communities through information."

Mr. Jolley noted that Lead and Copper sampling is based on population, history, system and process. The sample has to be the first draw of the day with a six-hour standing time. It is a one liter sample that can be taken from the kitchen or bath cold water tap, typically a place of consumption. These samples are sent to a lab that SCDES contracts with.

Currently, the samples were collected from both systems between June and August and sent to SCDES contracted laboratory. Results will be posted by SCDES mid-late October. Participating customers will be notified of results. Customers that exceed the Action Level of 0.015 mg/L for lead or 1.3 mg/L for copper, must be notified within 24 hours of discovery.

Spartanburg required 50 samples and had to place 74 to get the requirement. Landrum required 20 samples and had to place 27 to get the requirement. Customers that participate receive a \$10 incentive.

Mr. Jolley noted that more field testing will be required beginning next year.

The above was provided as information to the Commission.

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AGENDA ITEMS 9-10 ENGINEERING

9. RECEIPT OF BIDS – HIGHWAY 221 REGULATOR AND HIGHWAY 9 ALTITUDE VALVE IMPROVEMENTS

Bids were received on September 4, 2025, for the Highway 221 Regulator and Highway 9 Altitude Valve Improvements Project. The Highway 221 Pressure Reducing Station was constructed in 1954, and the Highway 9 Altitude Valve facility was constructed in 1977. Both facilities provide important pressure regulating functions for the distribution system. The regulators, altitude valve, controls, and isolation valves have reached the end of their useful lives and are in need of replacement.

Four contractors obtained the bid documents for the project and four contractors submitted a bid. The bids were as follows:

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Greenstone Construction LLC Seneca, SC	\$582,680
Cove Utility LLC Easley, SC	\$588,000
Langston Construction Company of Piedmont LLC Piedmont, SC	\$764,000
T.P. Howard’s Plumbing Co., Inc. Fairview, NC	\$1,620,000
Engineer’s Estimate	\$675,000

Management recommended awarding the contract to the lowest responsive bidder, Greenstone Construction LLC, of Seneca, SC for the amount of \$582,680. This project will be funded by depreciation funds.

Kevin Smith provided the Commission with an overview of the Receipt of Bids – Highway 221 Regulator And Highway 9 Altitude Valve Improvements agenda item. Mr. Smith noted that these pipes are large - 16", 20" and 24".

Mr. Montgomery asked what their purpose is. Mr. Smith explained that the Highway 9 altitude valve is underneath the tank and controls overflow and the Highway 221 regulator controls pressure in the pipes.

Mr. Littlejohn asked if they are currently functional. Mr. Smith confirmed that they are functional, but are reaching the end of their useful life.

Mr. Montgomery asked if the cost is half labor and half material. Mr. Smith noted that the valve and regulator are very expensive.

Mr. Jolley added that maintenance has already completed a lot of refurbishment on these, reducing breaks but that only lasts so long.

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Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management’s recommendation to award the contract to the lowest responsive bidder, Greenstone Construction LLC. The motion passed unanimously.

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 January 26, 2023.

A. Outside City Private Fire Service Agreements

1) Extra Space Storage FS

Extra Space Storage, located at 1909 Boiling Springs Road in Boiling Springs, SC wishes to connect a 6-inch water line to the Commission’s 8-inch water line, in an easement off 4th Street, to serve a private hydrant for the above-mentioned storage facility. Oak Springs, Blakeway Fund and Palm Management, LLC’s wish to enter into an agreement for this service.

Annual Stand-by Revenue - \$446.32

2) Spartanburg Zimmerman FS

Spartanburg Zimmerman located at 658 Zimmerman Road in Spartanburg, wishes to connect a 6-inch water line to the Commission’s 8-inch water line within an easement to serve a private fire protection system, including five private hydrants, for the above-mentioned speculative warehouse. SC Spartanburg Zimmerman I, LLC wishes to enter into an agreement for this service.

Annual Stand-by Revenue - \$1,338.96

3) Spartanburg Zimmerman FS

Spartanburg Zimmerman located at 670 Zimmerman Road in Spartanburg, wishes to connect a 6-inch water line to the Commission’s 8-inch water line within an easement to serve a private fire protection system, including five private hydrants, for the above-mentioned speculative warehouse. SC Spartanburg Zimmerman I, LLC wishes to enter into an agreement for this service.

Annual Stand-by Revenue - \$1,338.96

B. Outside City Water Main Extension Agreements

1) Evergreen Subdivision

Holly Drive Properties, Inc., is developing Evergreen Subdivision off Fairview Church Road. The development will consist of 99 residential lots, approximately 2,390 linear feet of 8-inch water main; 810 linear feet of 6-inch water main; 300 linear feet of 4-inch water main; 270 linear feet of 2-inch water main; and three hydrants. SWS will participate in the off-site water main construction cost in accordance with the Water Main Extension Policy.

11. 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.

LAKE BOWEN RESERVOIR

- (1) **Timothy Joel Edwards Alicia Holcombe Edwards, and Coltan Drue Edwards**, desire to construct a hard pathway on Lake Bowen.
- (2) **Anthony R. Guarriello**, desires to construct a boat lift on Lake Bowen.
- (3) **Lasse Nienhaus**, desires to construct a dock, hard pathway, and stabilize the shoreline on Lake Bowen.
- (4) **Jeffrey D. Stanley**, desires to stabilize the shoreline on Lake Bowen.
- (5) **Jeffery Robert Todd and Melissa Ballard Todd**, desire to stabilize the shoreline on Lake Bowen.
- (6) **Halford Gaines Warlick, III**, desires to construct a dock and hard pathway on Lake Bowen.

LAKE BLALOCK RESERVOIR

- (1) **Charles A. Wofford, III**, desires to construct a hard pathway 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) **LeeAnn Egolf**, personal watercraft lift on Lake Bowen.
- (2) **Dustin Craig Humphries and Meagan Humphries**, personal watercraft lift on Lake Bowen.

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- (3) **Randel Roberts and Nancy Roberts**, personal watercraft lift, dock replacement, and shoreline stabilization on Lake Bowen.
- (4) **Richard D. Street, Jr., Patricia L. Street, and Margret Street**, (“Grantee”) as joint tenants with rights of survivorship and not as tenants in common, boat ramp, dock replacement, hard pathway, and shoreline stabilization on Lake Bowen.

LAKE BLALOCK RESERVOIR

- (1) **Bradley Clark and Lori Clark**, dock replacement on Lake Blalock.
- (2) **Stephen Lochner**, dock replacement and hard pathway on Lake Blalock.
- (3) **Christian Rodriguez**, dock replacement and hard pathway on Lake Blalock.

MUNICIPAL RESERVOIR #1

NONE

12. CHIEF EXECUTIVE OFFICER REPORT

Mr. Boyle had nothing additional to add.

13. REFERRALS

Mr. Boyle stated that currently there are two referral for October. Operations will have a generator controller for the drinking water plant, and Engineering will present the Economic Summary Update for FY 24-25.

14. ADJOURNMENT

Meeting adjourned at 4:01 p.m.

Camlyn M. Cole
Secretary-Treasurer

tbh