

MINUTES

The Commissioners of Public Works of the City of Spartanburg, SC, Work Session Meeting, held at 200 Commerce Street, Spartanburg, SC, April 16, 2018, at 12:00 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 work session 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.

The work session was held to provide updates to the Commission on the watershed.

G. Newton Pressley
Secretary-Treasurer

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MINUTES

The Commissioners of Public Works of the City of Spartanburg, SC, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, April 27, 2018, at 1:45 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 MARCH 27, 2018, AND MINUTES OF WORK SESSION MEETING OF APRIL 16, 2018

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

2. MONTHLY FINANCIAL REPORT

Newt Pressley presented a financial summary of SWS expenditures and revenues for the nine-month period ending March 31, 2018. An explanation was provided for the favorable and unfavorable budget variances.

Mr. Pressley presented and explained the quarterly Capital Project Funds Report.

The above was provided as information to the Commission.

3. WORK AREA PROTECTION TRAFFIC-CONTROL ATTENUATOR

Bids were received on April 3, 2018, for the purchase of a Scorpion Trailer Attenuator with Arrow Light Board to comply with South Carolina Department of Transportation requirements for a lane closure during the daytime on multilane primary routes. The trailer attaches to the back of a host vehicle and is designed to absorb collision energy during a potential rear-end impact and minimizes the risk of injury to employees working in or near roadways.

Invitations were forwarded to prospective bidders and was advertised in the local media. The solicitation drew three acceptable bids. A tabulation of the bids received is listed below:

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Stripping Service and Supply Sanford, FL	\$28,275.00

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Stay Alert Safety Columbia, SC	\$28,400.00
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B.C. Cannon Greenville, SC	\$28,873.34
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Management recommended an award to Stripping Service and Supply with a cost of \$28,275.00 based on their lowest responsive and responsible bid. Funding will be provided through SWS operating funds.

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management’s recommendation to award the bid to Stripping Service and Supply. The motion passed unanimously.

4. RIGHT-OF-WAY MOWING AND MAINTENANCE BID

Bids were received on April 3, 2018, for contractor services to furnish labor and equipment to mow and maintain Spartanburg Water System Distribution System right-of-ways. Ten companies attended the pre-bid conference. The solicitation for bids requires the successful contractor to mow and maintain thirty miles of right-of-way twice annually for a one-year term. Spartanburg Water System reserves the right to extend this contract annually for two additional 12-month terms.

A tabulation of the responses is listed below:

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Forestry Unlimited, LLC Moore, SC	\$23,400
Phillips Lawn Care Gaffney, SC	\$23,400
Patterson Forest and Land Clearing Campobello, SC	\$24,000
Landscape Accents, LLC Laurens, SC	\$28,080

Management recommended an award to Forestry Unlimited, LLC, based on their low bid of \$390 per mile and their business residing in Spartanburg County as the tie breaker from the Procurement Policy and Procedure, with the annual contract amount not to exceed \$23,400.

The right-of-way contract represents a potential three-year commitment with a total value of \$70,200. The project will be funded from the SWS operating budget.

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management’s recommendation to award the bid to Forestry Unlimited, LLC. The motion passed unanimously.

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5. PREVENTATIVE MAINTENANCE AGREEMENT FOR LABORATORY SERVICES – PERKIN ELMER ICPMS SYSTEM

Laboratory Services maintains Preventative Maintenance Agreements (PMA's) for select laboratory instruments and software programs. The proposed contract is an annual agreement and includes service for routine preventative maintenance, troubleshooting, repairs (parts and labor), software support, certain upgrades, and priority emergency repair service. The PMA is provided by the manufacturer, who is the sole source of the laboratory service.

A. Perkin Elmer ICPMS System

This system is used to analyze water samples for the Safe Drinking Water Act (SDWA) and the Clean Water Act (CWA) programs and support of plant operations. Perkin Elmer has quoted an annual PMA for services as described above for a total cost of \$23,952.

The total cost for the renewal for the ICPMS is \$23,952. Funding will be provided through the Laboratory Services operating budget, with costs shared 50% between SWS and SSSD.

Management recommended the approval of the renewal of the Perkin Elmer Preventive Maintenance Agreements for an amount not to exceed \$11,976.

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management's recommendation for the renewal of the Perkin Elmer Preventive Maintenance Agreements. The motion passed unanimously.

6. PREVENTATIVE MAINTENANCE AGREEMENT FOR LABORATORY SERVICES – LABWORKS LIMS

Laboratory Services maintains Preventative Maintenance Agreements (PMA's) for select laboratory instruments and software programs. The proposed contract is an annual agreement and includes service for routine preventative maintenance, troubleshooting, repairs (parts and labor), software support, certain upgrades, and priority emergency repair service. The PMA is provided by the owner, who is the sole source of the laboratory service.

A. LABWORKS (Laboratory Information Management System) LIMS

This database system is used to assign identification codes and store / retrieve data for samples. In addition, this system generates both regulatory and process control reports for samples associated with the Safe Drinking Water Act (SDWA) and the Clean Water Act (CWA) programs. LABWORKS has quoted an annual PMA for services described above for a total cost of \$23,316.

The total cost for the renewal of this annual Preventive Maintenance Agreement is \$23,316. Funding will be provided through the Laboratory Services operating budget, with costs shared 50% between SWS and SSSD.

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Management recommended the approval of the renewal of the LABWORKS LIMS Preventive Maintenance Agreement for an amount not to exceed \$11,658.

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management's recommendation for the renewal of the LABWORKS LIMS Preventive Maintenance Agreement. The motion passed unanimously.

7. VAUGHN CREEK RAW WATER LINE REPLACEMENT PROJECT PHASE 1 – PROFESSIONAL SERVICES

The Landrum WTP Critical Asset Study, prepared by W.K. Dickson in November 2014, recommended the replacement of the existing 8-inch water line which delivers raw water from the Vaughn Creek Pump Station to the Landrum WTP, a distance of approximately 9,100 LF. W.K. Dickson has submitted a proposal to complete Phase 1 of the design for this project.

Phase 1 will include a detailed survey of the route of the existing water line, an evaluation of new easements which may be required, and a hydrologic and wetland impact evaluation. A future Phase 2 of the project will involve the actual design, permitting and construction of the water line replacement.

Management recommended the approval of the proposal from W.K. Dickson, Inc., to complete Phase 1 of the project in the amount of \$28,000. This project will be funded through 2017 Bond funds.

Gene Jackson briefed the Commission on the first phase of the Vaughn Creek Raw Water Line Replacement Project.

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management's recommendation for approval of W.K. Dickson, Inc., to complete Phase 1. The motion passed unanimously.

8. WATER MAIN EXTENSION POLICY REVISION

The Commission adopted the Water Main Extension Policy on May 10, 1988, last amended September 23, 2003, to set the guidelines for public participation in water main extensions. This policy was created by the Commission to meet the growing needs for water service in Spartanburg County. Management has been requested by the Commission to review this policy and determine if the guidelines for participation still meet the needs of the community.

After review, management recommended that the Water Main Extension Policy, General Information Section, be amended as follows, with new language underlined and deletions stricken:

I. GENERAL INFORMATION

A water main extension is any addition or modification to the existing transmission and distribution system designed to provide service to new customers. The SWS recognizes its obligation to provide water treatment facilities, storage facilities, pump stations and transmission

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mains required in the treatment and transportation of potable water and that it does not have the necessary capital to provide water service to everyone desiring service. It is the belief of the SWS that the cost or ~~Conversely~~ a proportionate share of the cost of extending water mains to individual customers is the responsibility of the users desiring service. This policy will identify the various types of extensions and methods for cost recovery.

The SWS is owned by the residents of the City of Spartanburg, who derive certain benefits such as reduced rates and fees. This policy and the fee structure are designed to recognize the benefits of ownership and to ~~encourage annexation~~ promote development within the city limits.

Revenue for the construction and operation and maintenance of SWS facilities is derived entirely from user fees. The SWS does not assess or benefit from any tax revenue.

The minimum level of service which will be provided to all customers will be domestic plus fire protection. Hydrant spacing and lines sizes will be designed accordingly.

This policy covers:

- I. General Information (includes definitions and other fees)
- II. Inside City Extensions
 - A. Participation Projects
 - B. Developer Projects
- III. Outside City Extensions
 - A. Participation Projects
 - B. Developer Projects

A. Water Main Extensions

Water main extensions are divided into three basic categories:

- 1. Major System Expansions – Those improvements identified in the ongoing planning process necessary to insure the growth and adequacy of the overall system. These projects are prioritized by the SWS and funded through bonds and/or construction funds.
- 2. Participation Projects – Those extensions which provide service to existing or potential individual residents and will be funded by the individual participants in the project.
- 3. Developer Projects – Those extensions which provide service to new developments and subdivisions and will be funded by the developer.

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B. Fees

User fees are divided into several categories as listed below:

1. Tap or Meter Fee – Paid by all new customers and recovers water main installations and other associated costs.
2. ~~New Customer Processing Fee – Paid by all new customers and recovers processing cost for new customer service applications~~
3. Capacity Fees – Paid by new customers and recovers a small portion (10-20%) for the infrastructure (treatment and distribution facilities) used to provide the service to this connection.
4. Participation Fees – Paid by new customers for water service connections to water mains that SWS has participated in the construction cost or were purchased by SWS on participation projects (see I.A.2 above) and recovers a proportionate share of cost of the new line extension. These shall include all water main extension categories listed above in Section I.A, but only applies to that portion of a developer project that received reimbursement from SWS.
5. ~~Bi-monthly~~ Monthly Water Bill Based on Usage – Paid by all SWS customers.
6. Time Payment of Fees – Available to assist certain customers desiring service and who wish to partially defer payment.

Ms. Schneider stated that management has reviewed the Water Main Extension Policy and are proposing these recommended changes.

Gene Jackson noted that the changes are in the General Information Section of the policy and are primarily word changes and changes for clarification purposes.

Ms. Viney moved and Mr. Littlejohn seconded the motion to approve Management's recommended changes to the Water Main Extension Policy, General Information Section. The motion passed unanimously.

9. 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.

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A. Outside City Private Fire Service Agreements
(1) Hilton Garden Inn

Hilton Garden Inn, located at 805 Spartan Boulevard in Spartanburg, SC, wishes to connect a 4-inch water line to the Commission's 12-inch water line located in an easement running parallel to, and along, the north side of Residence Drive to serve a private fire protection system for the above-mentioned hotel. Westgate Center, LLC wishes to enter into an agreement for this service.

Annual Stand-by Revenue - \$223.16

B. Inside City Water Main Extension Agreements

(1) Parkside at Drayton

Parkside at Drayton, LP is developing a tract of property along Fernwood Drive, immediately north of Walgreens on E. Main Street. The development will consist of one three story building of forty-one senior living apartments, with approximately 155 LF of 6-inch water main. The Developer will bear all costs.

C. Lake Agreements

Applications have been submitted and all fees have been paid on the following Lake Agreements.

- (1) Kevin P. Brady and Angela T. Brady** desire to construct a hard pathway on Lake Bowen.
- (2) Jorge M. Gutierrez and Elaine Gutierrez** desire to replace a dock on Lake Blalock.
- (3) St. Paul Associates, LLC** desires to construct a dock on Lake Bowen.
- (4) Johnny R. Greene and Cynthia Harvey Greene** desire to construct a boat lift and replace a dock on Lake Bowen.

The above was provided as information to the Commission.

10. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS

- A.** Ms. Schneider noted that the Spartanburg Water Day of Caring was held on Saturday, April 21. Approximately 100 employees and family members participated, contributing about 400 volunteer hours in the community at the following locations: Upstate Family Resource Center, Hub City Farmer's Market, Hope Center for Children, Hope Remains Ranch, Total Ministries, and Soup Kitchen.
- B.** Ms. Schneider stated that the Choose Tap Program was at the Earth Day Festival on Saturday, April 21. Chad Lawson informed the Commission that this is the third time the Choose Tap Program has

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been at the event and is the sole water provider for this event. There were 500-600 attendees at this event. Mr. Lawson also noted that the Choose Tap Program will be at the CRIT Bike Race tonight.

Meeting adjourned 2:01 p.m.

G. Newton Pressley
Secretary-Treasurer

tbh