

## MINUTES

The Commissioners of Public Works of the City of Spartanburg, SC, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, June 23, 2015, 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. Bilanchone, 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 on the bulletin board, 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 26, 2015**

Mr. Littlejohn moved and Mr. Montgomery 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 11-month period ending May 31, 2015. An explanation was provided for the favorable and unfavorable budget variances.

Mr. Pressley stated that additional transfers will be made to the reserve funds including, Rate Stabilization Fund, Depreciation Fund, System Improvement Fund, and the Distribution Rehab Fund. These additional transfers are reflected in the monthly financial report and highlights.

Mr. Pressley also reported on the final results from the recent bond refunding transaction, which closed on June 23. The gross and present value savings are \$3.2 Million and \$1.9 Million respectively. The net present value savings is 5.81% over the refunded bonds.

The above was provided to the Commission as information.

### 3. **MEANSVILLE-RILEY WATER COMPANY WATER SERVICES AGREEMENT**

Meansville-Riley Water Company (MRWC) currently purchases water services from Spartanburg Water System (SWS) as a wholesale water customer. The existing water services agreement between MRWC and SWS is scheduled to expire on October 24, 2015. Staff worked with Meansville-Riley Water Company to negotiate a new water services agreement between MRWC and SWS to extend the agreement for an additional ten years. The new termination date for the agreement will be June 23, 2025.

On May 26, 2015, MRWC Commission voted to approve the new water services agreement between MRWC and SWS. Management recommended the approval of the proposed water services agreement between MRWC and SWS.

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Mr. Littlejohn moved and Mr. Montgomery seconded the motion to approve management's recommendation to approve the new water services agreement between MRWC and SWS. The motion passed unanimously.

**4. WOODRUFF-ROEBUCK WATER DISTRICT/STARTEX-JACKSON-WELLFORD-DUNCAN WATER DISTRICT/SPARTANBURG WATER SYSTEM WATER SERVICES AGREEMENT**

Woodruff-Roebuck Water District (WRWD), Startex-Jackson-Wellford-Duncan Water District (SJWD), and Spartanburg Water System (SWS) have worked together to develop a water services agreement between the three utilities to provide supportive water services to each utility as needed for system redundancy and to support economic development in the region.

The proposed water services agreement between WRWD, SJWD, and SWS is structured such that SWS will provide up to 2 million gallons of water per day if requested and it is proposed as a five year agreement with automatic annual renewals upon mutual agreement between the three utilities.

Management recommended the approval of the proposed water services agreement between WRWD, SJWD, and SWS to be executed by the Chief Executive Officer on behalf of the Commission.

Mr. Littlejohn moved and Mr. Montgomery seconded the motion to approve management's recommendation to approve the water services agreement between WRWD, SJWD, and SWS to provide supportive water services to each utility as needed for system redundancy and to support economic development in the region. The motion passed unanimously.

**5. SECURITY UPDATES**

In an effort to update security at Spartanburg Water, staff engaged Paynter Security Consulting Group, a security consultant with experience in the utility sector, to assist with the identification and prioritization of security needs. With the assistance of Paynter Security Consulting, staff has completed an evaluation of the current security programs and systems, including a review of video surveillance cameras, the unarmed security guard program, facility gates, and alarm system at the Administrative complex. The original video surveillance system is ten years old. Paynter Security Consulting developed standards and specifications that will provide structure and consistency to the security programs. Using these standards and specifications, proposals were solicited to coordinate the replacement of the video surveillance equipment and update the current unarmed security guard program.

Proposals were received on May 26, 2015, from qualified firms to provide unarmed security guard services. The scope of services includes site visits at specified locations and the inspection of critical assets at designated areas. The firms are required to furnish uniformed guards and logoed vehicles with the applicable technology to electronically document the completion of each site visit. Guards will also address and respond to any special needs as they occur. Bid results represent a yearly cost.

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The bid results are tabulated below:

Guard – One Protective Services Charlotte, NC	\$34,821.00
SECURITAS Greenville, SC	\$60,372.24
Allied Barton Security Services Columbia, SC	\$88,072.64
American Security of Greenville Greenville, SC	\$132,388.80
Security Masters Spartanburg, SC	\$166,757.50

Proposals were received on June 4, 2015, from qualified firms to provide and install upgraded video surveillance cameras and related equipment. The scope of work includes furnishing all equipment, installation and cabling needed to establish a functional camera system. The firm will also provide ongoing maintenance and repairs needed to maintain the system.

The bid results are tabulated below:

A3 Communication Greenville, SC	\$192,194.00
Absolute Technologies Greer, SC	\$228,413.00
Star Asset Protection Greer, SC	\$239,106.00
Convergent Technology Norcross, GA	\$274,210.27

In addition to receiving proposals for surveillance cameras and security guards, bids were taken to update the alarm system at the Administrative complex, and facility gates at five locations where electronic gate operators are used. The scope of work for the alarm system upgrades call for the replacement of all systems, panic devices, and the installation of new cabling at each building. The facility gate upgrades include installation of key pads on the inside of the gates, eliminating free egress after normal business hours. This was identified as an exposure to our facilities.

The bid results for the alarm system upgrades are tabulated below:

*Star Asset Security Alpharetta, GA	Equipment - \$29,340.00 Annual monitoring - \$936.00
TYCO Integrated Security Spartanburg, SC	Equipment - \$34,863.28 Annual monitoring - \$6,116.40

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Adroit Systems, Co. Greer, SC	Equipment - \$39,058.19 Annual monitoring - \$2,410.00
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\*Star Asset Security is a certified MWBE Contractor.

The bid results for the gate upgrades are tabulated below:

Newman Fence Co. Spartanburg, SC	\$8,400.00
Palmetto Southern, Inc. Lexington, SC	\$8,597.87
Bagwell Fence Co. Spartanburg, SC	Non-Responsive

In order to maintain an updated security program, management recommends award of contracts as shown below. All recommendations are based on the overall scoring of each proposal, cost, and the overall response to each solicitation.

Unarmed security guards	Allied Barton	\$88,072.64
Video surveillance camera systems	A3 Communications	\$192,194.00
Facility gate upgrades	Newman Fence Co.	\$8,400.00
Alarm system upgrades	Star Asset Security	\$29,340.00

Funding of \$229,934 for equipment and facility improvements (cameras, gates, alarm system) is requested from Capital Funds, to be allocated between SWS (\$176,558.17) and SSSD (\$53,375.83).

Funding of \$88,072.64 for the security guard service is requested from Operating Funds, to be allocated between SWS (\$70,348.02) and SSSD (\$17,724.62).

Mr. Montgomery moved and Mr. Littlejohn seconded the motion to ratify the action taken in the SSSD meeting to approve management’s bid recommendations for the unarmed security guards, video surveillance camera systems, facility gate upgrades, and alarm system upgrades. The motion passed unanimously.

**6. WAY TO WELLVILLE UPDATE**

With the recent announcement that Spartanburg is one of only five communities across the country selected to participate in the Way to Wellville project, Spartanburg Water System is committed to proposing new ways to support our shared interests with community partners in the improved health and wellbeing of our residents and customers. The Commission adopted a resolution at the February 2015 meeting supporting the Way to Wellville efforts.

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In response to the Way to Wellville project, staff has developed and will soon launch “Choose Tap”, a community-wide initiative to raise awareness about the environmentally conscious, safe, healthy and affordable decision to choose tap over bottled water. Not only does this support our mission, but also the Way to Wellville’s efforts in Obesity Prevention, one of five target areas that will be performed and measured by the Wellville team.

Choose Tap’s goals are to inspire interest and confidence while educating and encouraging audiences to act. Messaging will focus on compelling reasons, with supporting data, as to why tap water is a better choice than soft drinks and bottled water, with an emphasis on the benefits of human health, water safety, ecological soundness and economic benefits to the consumer.

Spartanburg Water is developing partnerships with Spartanburg County School Districts 6 and 7, Partners for Active Living and others in the community to identify opportunities for encouraging tap water as the healthy alternative to bottled water and soft drinks. Staff has also organized a site visit to Louisville Water to study its successful “Pure Tap” program, which was launched in 1996 and is recognized as being among the nation’s best campaigns to encourage the consumption of tap water.

Ms. Schneider updated the Commission on the status of Way to Wellville. Chad Lawson provided a presentation regarding the Choose Tap initiative. The presentation included the initiative, goals, messages, partnerships and action, tactics, next steps, and the brand.

Ms. Schneider stated that management would continue to provide the Commission with updates.

The above was provided as information to the Commission.

## **7. CUSTOMER ENGAGEMENT – WATER CITIZENS ACADEMY**

Staff has researched and planned the development of a Water Citizens Academy, a short-term customer engagement project for those community members interested in learning about critical water issues, and to better understand how a water utility operates.

There is much more to water than turning on the tap, and our leadership team has developed a curriculum that is geared towards creating a better understanding of what elements go into the delivery—and treatment—of the community’s water. From advancements in treatment and watershed maintenance, to the rehabilitation and replacement of aging infrastructure, SWS is on the cutting edge when viewed against the benchmarks and best practices of the country’s leading water utilities.

The academy will be comprised of six early evening sessions at different SWS facilities. The session schedule, with an October launch, will be released soon.

Participants will learn about:

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- An overview of the Spartanburg Water System (SWS), including its long history and business management practices.
- The behind the scenes work SWS is doing every day to ensure a safe and reliable water supply is available to fuel our economy and meet regional needs.
- How SWS maintains its watersheds on Lakes Bowen, Blalock, Reservoir #1, and Landrum.

Ms. Schneider stated that at the Utility Management Conference, Horace Littlejohn had the opportunity to attend a presentation where other utilities have this type of educational outreach program. Management has met with Mr. Littlejohn a few times to organize the program for SWS.

Chad Lawson provided a presentation to the Commission regarding the WaterMatters Citizens Academy. The presentation included the goals, the model, curriculum, and the plan for the program.

The above was provided as information to the Commission.

#### **8. ENACTMENT OF EMERGENCY PROCUREMENT – BLADDERWORT ON LAKE BOWEN**

Management provided the Commission an update on the enactment of Spartanburg Water System's emergency procurement procedure related to the control of Bladderwort on Lake Bowen.

Ken Tuck briefed the Commission on the status of Bladderwort at Lake Bowen. Mr. Tuck stated that management partnered with experts at DNR, and SWS has been included in the State Aquatic Nuisance Species Plan. The experts have assessed the situation and provided a prescription for an environmentally friendly slow release herbicide. The herbicide was applied to almost 300 acres on June 16, primarily from Compton Bridge Road and up, although there were a few areas below there where the herbicide was applied. The levels will be checked and an additional application will take place later in July.

Ms. Schneider noted that management would provide the Commission with further updates at the August meeting.

#### **9. OUTSIDE CITY WATER MAIN EXTENSIONS**

The following are outside water main extensions that are consistent with the SWS Participation Policy.

- A. Goldmine Road South** - consisting of approximately 1080 LF of 12-inch water main, and one hydrant
- B. Lofty Cove – Foster Road (p/o), Narrow Circle (p/o), Dodd Lane** - consisting of approximately 1570 LF of 12-inch water main, 2930 LF of 6-inch water main, 650 LF of 4-inch water main, and three hydrants

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Each will be billed at the outside city rate plus surcharge until such time as the full local share is recovered.

Management recommended Commission approve items A and B above.

Mr. Littlejohn moved and Mr. Montgomery seconded the motion to approve the outside city water main extensions noted above. 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 July 11, 1989.

**A. Outside City Private Fire Service Agreement**

**(1) Spartanburg Housing Authority – New Senior Living**

SHA - New Senior Living, located on Grand Central Ave in Spartanburg, SC, wishes to connect a 6-inch water line to the Commission's 8-inch water line along Grand Central Avenue to serve a private fire protection system, with one private hydrant, for the above-mentioned residential complex. The Spartanburg Housing Authority wishes to enter into an agreement for this service.

Annual Stand-by Revenue – \$383.44

**B. Lake Agreements**

All fees have been paid on the following lake agreements, and there are no encroachments to sign.

**(1) Richard W. Davenport** desires to construct a dock on Lake Bowen.

**(2) Stanley M. and Kaye Pack** desire to replace a dock on Lake Bowen.

**(3) Dee Camp** desires to replace a dock on Lake Bowen.

**(4) Winston C. Taylor and Marcia W. Taylor** desire to replace a dock on Lake Bowen.

The above was provided as information to the Commission.

**11. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS**

**A.** Ms. Schneider stated that there will be an Educational Paddle Tour at Lake Blalock on June 27, 2015, from 9:00-12:00.

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- B.** Ms. Schneider informed the Commission that Paddle Fest would be held on July 18, 2015, at Lake Blalock from 8:30 a.m. to 4:30 p.m. There will be a Build a Boat event this year that allows participants to build a cardboard boat with duct tape and then race them.
- C.** Ms. Schneider noted that new signs were being used at construction sites to inform commuters that Spartanburg Water is not only investing in infrastructure, but also investing in the future.

Meeting adjourned at 4:03 p.m.

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G. Newton Pressley  
Secretary-Treasurer

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