

MINUTES

The Commissioners of Public Works of the City of Spartanburg, SC, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, May 26, 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 WORK SESSION MEETING OF APRIL 27, 2015 AND REGULAR MEETING OF APRIL 28, 2015

Mr. Montgomery moved and Mr. Littlejohn 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 10-month period ending April 30, 2015. An explanation was provided for the favorable and unfavorable budget variances.

The above was provided as information to the Commission.

3. PUBLIC HEARING FOR PROPOSED FY 2015-2016 OPERATING BUDGET

A public hearing will be held by the Commission to allow input regarding the proposed FY 2015-2016 operating budget.

Mr. Montgomery moved and Mr. Littlejohn seconded the motion to open the public hearing regarding the proposed FY 2015-2016 operating budget. The motion passed unanimously.

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There were no members of the public present.

Mr. Montgomery moved and Mr. Littlejohn seconded the motion to close the public hearing. The motion passed unanimously.

4. DISCUSSION/APPROVAL OF PROPOSED FY 2015-2016 OPERATING BUDGET

Management requested approval of the proposed FY 2015-2016 operating budget.

Mr. Littlejohn moved and Mr. Montgomery seconded the motion to approve the proposed FY 2015-2016 operating budget. The motion passed unanimously.

5. UPDATE ON BOND REFUNDING TRANSACTION

At the April meeting, the Commission approved the resolution authorizing the refunding of the 2007 B and 2010 Revenue Bonds. Brad Love of Haynsworth Sinkler Boyd, SWS bond counsel, presented the status of this potential transaction and reviewed a proposed amendment to the resolution.

Mr. Montgomery confirmed that the amendment consisted of payment date flexibility in order to increase the amortization of the principle balance of the loan.

Management requested Commission approval of the resolution amendment.

Mr. Montgomery moved and Mr. Littlejohn seconded the motion to adopt the amended resolution. The motion passed unanimously.

6. PREVENTATIVE MAINTENANCE AGREEMENT FOR LABORATORY SERVICES

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.

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The PMA is provided by the manufacturer, who is the sole source of the laboratory service.

A. Perkin Elmer (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. Perkin Elmer has quoted an annual PMA for services described above for a total cost of \$20,943.

The total cost for the renewal of this annual Preventive Maintenance Agreement is \$20,943. 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 LIMS Preventive Maintenance Agreement for an amount not to exceed \$10,472.

Mr. Montgomery moved and Mr. Littlejohn seconded the motion to approve management's recommendation to renew the Perkin Elmer LIMS Preventive Maintenance Agreement for an amount not to exceed \$10,472. The motion passed unanimously.

7. RIGHT-OF-WAY MOWING AND MAINTENANCE BID

Bids were received on April 28, 2015, for contractor services to furnish labor and equipment to mow and maintain SWS distribution right-of-ways. The solicitation for bids requires the successful contractor to mow and maintain 30 miles of right-of-way twice annually for a 1-year term. SWS reserves the right to extend this contract annually for two additional 12-month terms.

A tabulation of the responses is listed below:

Phillips Lawn Care*	\$23,580
Gaffney SC	

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South East Mowing, LLC Blountville, TN	\$24,600
Quality Inspection Services, Inc. Pacolet, SC	\$28,140
Lovin Contracting Company, LLC Robbinsville, NC	\$29,400
Landscape Accents, LLC Laurens, SC	\$31,440

**Phillips Lawn Care is an MWBE vendor*

Management recommended an award to Phillips Lawn Care, based on their low bid of \$393 per mile, with the annual contract amount not to exceed \$23,580.

The Right-of-Way contract represents a potential three year commitment with a total value of \$70,740.

The project will be funded from the SWS operating budget.

Mr. Montgomery moved and Mr. Littlejohn seconded the motion to approve management's recommendation to award the bid to the lowest responsive bidder, Phillips Lawn Care, for an amount not to exceed \$23,580 annually. The motion passed unanimously.

8. 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. Inside City Private Fire Service Agreement

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(1) Pine Street School

Pine Street School, located at 500 S. Pine Street in Spartanburg, SC, wishes to connect a 6-inch water line to the Commission's 6-inch water line along S. Pine Street to serve a private fire hydrant for the above-mentioned public school. Spartanburg School District Seven wishes to enter into an agreement for this service.

Annual Stand-by Revenue – \$255.60

B. Lake Agreements

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

- (1) Kelsea L. Mathis** desires to construct a boat lift on Lake Bowen.
- (2) Gerald Brinkman** desires to replace a dock on Lake Bowen.
- (3) Jeffrey Stanley** desires to replace a dock on Lake Bowen.
- (4) David G. Ficklin** desires to replace a dock on Lake Bowen.
- (5) Joseph A. Vollmer and Susan J. Vollmer** desire to construct a boat lift and replace a dock on Lake Bowen.
- (6) Patrick D. Newcomb, Robin Newcomb, Robert Newcomb, and Debra Newcomb** desire to replace a dock and manage trees and vegetation on Lake Bowen.
- (7) Alice W. Smith** desires to replace a dock on Lake Bowen.
- (8) Thomas B. Smith and Loreen M. Smith** desire to construct a boat lift on Lake Bowen.
- (9) James K. Baity, Jr. and Angela J. Baity** desire to stabilize the shoreline on Lake Bowen.

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- (10) **Steve A. and Karen J. Skinner** desire to stabilize the shoreline on Lake Bowen.
- (11) **Richard Blanton** desires to construct a dock and boat lift on Lake Bowen.
- (12) **Dwayne E. and Pamela C. Maxwell and Timothy M. and Lisa B. Clubb** desire to replace a dock on Lake Bowen.
- (13) **Ronald S. Hicks and Linda D. Hicks** desire to replace a dock on Lake Bowen.
- (14) **Randall C. Johnson and Throop Lockey** desire to construct a boat lift on Lake Bowen.
- (15) **Charles and Jewell Holbrook** desire to construct a soft pathway and replace a dock on Lake Blalock.

The above was provided as information to the Commission.

9. **NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS**

- A.** Ms. Schneider requested that the Commission appoint an Audit Reviewer. The Commission appointed Ms. Bilanchone to be the Audit Reviewer.
- B.** Ms. Schneider provided an update to the Commission on Bladderwort in Lake Bowen. Ken Tuck reviewed the previous strategies to remove Bladderwort, which included sterile grass carp and mechanical harvesting. Mr. Tuck stated that SWS would work with the SCDNR to implement a management strategy that includes a cost sharing program between SCDNR and Spartanburg Water. This management strategy would include herbicide applications, and the continuation of the sterile grass carp. Management will continue to provide updates to the Commission.

Meeting adjourned at 3:10 p.m.

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G. Newton Pressley
Secretary-Treasurer

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