

MINUTES

The Commissioners of Public Works of the City of Spartanburg, SC, Regular Meeting, held at 301 South Avenue, Spartanburg, SC, October 26, 2021, 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.

Mr. Montgomery asked for a motion to amend the agenda to add the Approval of Minutes of Work Session Meeting of October 4, 2021, to Agenda Item 1. These minutes were distributed, but not listed on the agenda.

Mr. Littlejohn moved and Ms. Viney seconded the motion to amend the agenda to add the Approval of Minutes of Work Session Meeting of October 4, 2021, to Agenda Item 1. The motion passed unanimously.

1. APPROVAL OF MINUTES OF REGULAR MEETING OF SEPTEMBER 28, 2021 AND WORK SESSION MEETING OF OCTOBER 4, 2021

Ms. Viney 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 three-month period ending September 30, 2021. An explanation was provided for the favorable and unfavorable budget variances.

The above was provided as information to the Commission.

3. RENEWAL OF HEALTH INSURANCE CONSULTING SERVICES

Steinberg and Associates has represented Spartanburg Water as its consultant/broker of record for health, dental, disability, and voluntary life plans since October, 2009. (This includes vision, prescription drug cards, and reinsurance as applicable). Steinberg and Associates provides oversight and guidance needed in connection with the complex medical insurance industry.

Their services include:

- design assistance with benefit plans
- identify cost savings and cost recoveries
- claim problem resolution
- negotiate the annual renewal

The Commissioners of Public Works of the City of Spartanburg, SC – Regular Meeting, October 26, 2021

- assist with compliance and benefit laws
- coordinate RFP processes
- implementation of plan renewal
- semi-annual review and analysis of plan performance
- assist with benefit summaries for employee communication

Steinberg and Associates has submitted a renewal proposal for their services in the amount of \$30,000, which represents no increase in cost from the previous year. Management requested Commission approval of the consulting service agreement with Steinberg and Associates for 2022. The service agreement cost will be allocated as follows: SWS (\$22,200) and SSSD (\$7,800).

Mr. Littlejohn moved and Ms. Viney seconded the motion to ratify the action taken in the SSSD meeting to approve management's recommendation for approval of the consulting service agreement with Steinberg and Associates. The motion passed unanimously.

4. DRINKING WATER TREATMENT BOOSTER CHLORINATION STATION UPGRADES – PROFESSIONAL ENGINEERING SERVICES

Proposals were received on September 30, 2021, for engineering services to evaluate alternatives, recommend a solution and provide a Preliminary Engineering Report/Technical Memorandum for the replacement of the existing tablet chlorination systems at the Cowpens and Camp Croft booster chlorination stations. Both stations utilize a Calcium Hypochlorite Tablet Chlorination System. The systems were installed in 2009 and are reaching the end of their useful lives and require progressively more maintenance in order to remain in service.

Engineering firms were requested to provide proposals that included information on similar previous experience, schedule, references, staffing assigned to the project and a not-to-exceed quote.

The Request for Proposal (RFP) was solicited from five engineering firms who provide the type of services requested. Three proposals were submitted and evaluated. Proposals were received from the following firms:

- AECOM Technical Services, Inc., Greenville, SC
- KCI Technologies, Inc., Spartanburg, SC
- WK Dickson & Co., Inc., Greenville, SC

The proposals were evaluated by three staff members using a weighted scoring matrix on the above listed criteria. The evaluation and scoring of the proposals were conducted by the evaluation committee.

The highest scoring proposal was submitted by AECOM Technical Services, Inc. AECOM provided more relevant project experience in their proposal than the other firms.

The Commissioners of Public Works of the City of Spartanburg, SC – Regular Meeting, October 26, 2021

Based on the weighted matrix score, management recommended the award of the engineering services for the Drinking Water Treatment Booster Chlorination Station Upgrades Project to AECOM Technical Services, Inc., of Greenville, SC in the not-to-exceed amount of \$29,500. The project will be funded with depreciation funds.

Bobby Walden provided the Commission with an overview of the Drinking Water Treatment Booster Chlorination Station Upgrades – Professional Engineering Services agenda item.

Ms. Viney moved and Mr. Littlejohn seconded the motion to approve management's recommendation to award the engineering services for the Drinking Water Treatment Booster Chlorination Station Upgrades Project to AECOM Technical Services, Inc. The motion passed unanimously.

5. WATER QUALITY REPORT

Bobby Walden provided the Commission with an update on water quality.

Reservoir #1 Intake Structure: Geosmin - Ranged from 2.6 PPT- 14 PPT. MIB was < .02 (less than detect). Finished Water entering the distribution system: Geosmin - Ranged 2.2 – 6.6 PPT. MIB was < .02 (less than detect). There have been 16 taste and odor complaints since August. The average raw water temperature is 73 degrees Fahrenheit.

Mr. Walden stated that the September 28 algaecide application on targeted areas of Lake Bowen and Reservoir #1 were successful with no adverse effects.

The above was provided as information to the Commission.

6. REPORT ON DRINKING WATER RESERVOIRS

Ms. Schneider noted that staff continues to issue land permits, but not at the previous rate during the Press Pause Program. Watercraft permit season has slowed down and staff continued to monitor land transfer needs with new property owners. There have been no requests to lower the lake level for repairs and with a dryer winter expected, management does not propose lowering the lake level.

Mr. Montgomery noted that a schedule for lowering the lake might be something to consider. Ms. Schneider stated that management would look into this option.

Ms. Schneider shared that the designated fishing area on Reservoir #1, along River Oak Road, is located on a blind curve near the bridge. This creates overflow parking onto the road. The excessive vehicle and foot traffic has depleted the vegetation in this area. This causes sediment and runoff in this area. The property is posted with signs for no swimming, no boating, no dumping, and no fires. The area clearly reflects that these postings are not adhered to.

The Commissioners of Public Works of the City of Spartanburg, SC – Regular Meeting, October 26, 2021

Management will have the guardrail extended on River Oak Road and close this designated fishing area. This area will be remediated to establish ground cover. Signs will be posted to redirect fishing to designated areas on Lake Blalock and Lake Bowen. There will not be a designated fishing area on Reservoir #1.

Ms. Schneider stated that meetings continue with Lakefront POA Committees, as the committees desire to meet. Ms. Schneider noted that management has spoken with the attorneys regarding the report and guidelines for Reservoir #1 from Clemson. The Clemson professor has been encouraged to finish the report. Management is also looking to establish a fallback for guidelines to establish additional buffer. In the communications to the Reservoir #1 property owners, they were less than inspired to extend the buffer onto their land.

Irrigation renewals begin December 1, 2021, and watercraft renewals will begin in March 2022.

The above was provided as information to the Commission.

7. MASTER SERVICES AGREEMENT FOR PROFESSIONAL CIVIL ENGINEERING, ENVIRONMENTAL AND REGULATORY CONSULTING SERVICES

Spartanburg Water System (SWS) recently requested a proposal from Black and Veatch to provide a Master Services Agreement for professional engineering services on an as needed basis. Black and Veatch specializes in a wide variety of disciplines related to the drinking water industry and Spartanburg Water System has had a long-standing relationship with Black and Veatch.

Due to their qualifications, experience, and familiarity with regulations applicable to SWS's facilities and systems, SWS is interested in establishing a Master Services Agreement for engineering services as needed.

The proposed Master Services Agreement for professional services is based on a time and expense basis in accordance with an established schedule of fees.

Management recommended the Commission authorize the Chief Executive Officer enter into a Master Services Agreement with Black and Veatch for professional engineering services.

Mr. Littlejohn moved and Ms. Viney seconded the motion to authorize the Chief Executive Officer enter into a Master Services Agreement with Black and Veatch for professional engineering services. The motion passed unanimously.

8. DISTRIBUTION SYSTEM REHABILITATION UPDATE

Spartanburg Water System has made a commitment to address the needs of its aging distribution system infrastructure. In FY 21, approximately \$1,198,165 was invested in the rehabilitation of the distribution system.

The Commissioners of Public Works of the City of Spartanburg, SC – Regular Meeting, October 26, 2021

Janet Cann, Asset Engineering Manager, provided an overview of the progress made by the Collection and Distribution Department to address infrastructure needs over this past fiscal year. Ms. Cann noted that SWS is fortunate that leadership understands the importance of reinvesting in the infrastructure of SWS. There were nine water projects funded during the last fiscal year. This included three low flow hydrant projects, two projects that addressed water quality, and four water main failures. These projects are an investment to the community.

Ms. Cann noted that management uses a systematic and strategic approach in the planning process. This allows the System to be proactive, not reactive.

The above was provided as information to the Commission.

9. PARTICIPATION PROJECT CONSISTENT WITH OUTSIDE CITY WATER MAIN EXTENSION POLICY- 1536-40 SOUTH BLACKSTOCK ROAD

Recently management received a request from a property owner at 1536 South Blackstock Road concerning the possibility of obtaining water service. This section of South Blackstock Road (in Landrum) is south of Spivey Creek Road.

The water main extension consists of approximately 130 linear feet of 2-inch water main and is consistent with the SWS Water 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 \$4,100. The property owner's participation cost is based on this estimate.

Management recommended Commission approve the above.

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management's recommendation to approved the outside city water main extension for 1536 South Blackstock Road. The motion passed unanimously.

10. PARTICIPATION PROJECT CONSISTENT WITH OUTSIDE CITY WATER MAIN EXTENSION POLICY – 2005 REIDVILLE ROAD

Recently management received a request from a property owner at 2005 Reidville Road (aka 205 Oak Forest Road) concerning the possibility of obtaining water service. The site is located just south of Reidville Road, on Oak Forest Road, and west of I-26.

The water main extension consists of approximately 400 linear feet of 2-inch water main and is consistent with the SWS Water 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 Commissioners of Public Works of the City of Spartanburg, SC – Regular Meeting, October 26, 2021

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 \$9,200. The property owner's participation cost is based on this estimate.

Management recommended Commission approve the above.

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management's recommendation to approve the outside city water main extension for 2005 Reidville Road (aka 205 Oak Forest Road). The motion passed unanimously.

11. STEEL WATER TANK REHABILITATION AND MISCELLANEOUS REPAIRS – SUMMARY CHANGE ORDER

The Steel Water Tank Rehabilitation and Miscellaneous Repairs Project is now complete. The project was completed by Southeastern Tank & Tower, Inc., out of Lake Park, GA and included the interior painting of Highway 292 and Simms open top surge tank, washout of the Carlisle, Chestnut Street, Cowpens, Highway 9, New Cut, and Firestone potable water tanks and to complete minor repairs to the Boiling Springs ground storage water tanks.

Change order No. 1 - was a decrease in the contract price of \$48,150 for adjustment of the unit quantities based on actual work done.

This change order was executed as per current water system policy.

The Financial summary of the project construction is as follows:

Original Contract Price -	\$ 478,450
Change Order No.1- for adjustment of the unit quantities based on actual work done	<u>\$ (48,150)</u>
Revised Contract Price	\$ 430,300

The above was provided as information to the Commission.

12. 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.

A. Outside City Water Main Extension Agreements

(1) Peachtree Village Apartments-Water Extension

Peachtree Village, LLC is developing Peachtree Village Apartments located off of Bible Church Road near Highway 9. The development will consist of a 252-unit apartment complex that will be served by a water extension consisting of approximately 380 linear feet of 12-inch

The Commissioners of Public Works of the City of Spartanburg, SC – Regular Meeting, October 26, 2021

water main and one hydrant. SWS will participate in the off-site water main construction cost in accordance with the Water Main Extension Policy.

(2) Shands Park

Una Pickling Works, LLC is developing Shands Park located off of Gibbs Road. This development will consist of 25 residential lots, approximately 50 linear feet of 6-inch water main, 750 linear feet of 4-inch water main, and one hydrant. The developer will bear all costs.

(3) Wadsworth Manor

Mark III Properties, LLC is developing Wadsworth Manor located off of Willis Road. This development will consist of 67 residential lots, approximately 1,738 linear feet of 6-inch water main, 100 linear feet of 4-inch water main, and two hydrants. The developer will bear all costs.

(4) Wingate

Holly Drive Properties, Inc., is developing Wingate Subdivision located off of Seay Road. This development will consist of 90 residential lots, approximately 1,036 linear feet of 6-inch water main, 1,254 linear feet of 4-inch water main, 540 linear feet of 2-inch water main and two hydrants. The developer will bear all costs.

B. Lake Agreements

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

- (1) Donald R. Morrow, Sr., and Sandra Kaye Morrow**, desire to construct a boat lift and replace a dock on Lake Bowen.
- (2) Wayne B. Floyd and Kay W. Floyd**, desire to stabilize the shoreline on Lake Bowen.
- (3) Worth M. Wrightenberry**, desires to construct a personal watercraft lift on Lake Bowen.
- (4) Joseph C. Marzouca**, desires to replace a dock on Lake Bowen.
- (5) Adelheid Karcher, Trustee of the Adelheid Karcher Trust dated April 3, 2002**, desires to stabilize the shoreline on Lake Bowen.
- (6) John W. Somervill**, desires to construct a personal watercraft lift on Lake Bowen.

Applications have been submitted and all fees have been paid on the following Lake Agreements, associated with acknowledgement of ownership.

The Commissioners of Public Works of the City of Spartanburg, SC – Regular Meeting, October 26, 2021

- (1) **Leon G. Simpson**, hard pathway and dock replacement on Lake Blalock.
- (2) **Caroline McKinley**, hard pathway and dock replacement on Lake Blalock.
- (3) **Thomas R. Bockstiegel**, hard pathway and dock replacement on Lake Blalock.
- (4) **Sarah Merrison McEntire**, boat ramp, boat lift, dock replacement, and shoreline stabilization on Lake Bowen.
- (5) **Richard Spears**, hard pathway, personal watercraft lift, dock replacement, and shoreline stabilization on Lake Bowen.
- (6) **Todd A. Theiss**, boat lift, hard pathway, dock replacement, and shoreline stabilization on Lake Bowen.
- (7) **Stephen Strubbe and Madeleine Strubbe**, dock replacement, shoreline stabilization, boat lift, soft pathway, and personal watercraft lift on Lake Bowen.
- (8) **John C. Trone and Karen L. Trone**, hard pathway, dock replacement, and shoreline stabilization on Lake Bowen.
- (9) **Tammy and Shelby Deborde**, boat ramp, hard pathway, boat lift, dock, personal watercraft lift, and shoreline stabilization on Lake Bowen.
- (10) **Ryan Prendergast**, dock replacement on Lake Bowen.

C. Encroachment Agreements

All paperwork, surveys, etc., have been completed and the encroachment agreement has been recorded.

- (1) **Kenneth H. Sellars and Judy A. Sellars**, dwelling encroachment on Lake Bowen.
- (2) **Christopher N. Keith and Kristina L. Keith**, dwelling encroachment on Lake Bowen.
- (3) **Thomas Barker**, dwelling encroachment on Lake Bowen.

13. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS

- A.** Ms. Schneider noted that within the next few months AECOM and Dredge America will begin the scope for the dredging project. Upon completion, the Commission will be briefed on the scope. SWS will pursue ARPA funding for this project.

Page 9

The Commissioners of Public Works of the City of Spartanburg, SC – Regular Meeting, October 26, 2021

Meeting adjourned at 3:54 p.m.

G. Newton Pressley
Secretary-Treasurer

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