

AGENDA

THE COMMISSIONERS OF PUBLIC WORKS OF THE CITY OF SPARTANBURG, S.C. Meeting Place: 200 Commerce Street

REGULAR MEETING

**Tuesday, October 25, 2022, 3:00 p.m.
(or immediately following SSSD meeting)**

This is a regular meeting of The Commissioners of Public Works of the City of Spartanburg, S.C. 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 have been forwarded to local and nearby news media (including 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) at least 24 hours prior to this meeting.

- 1. APPROVAL OF MINUTES OF JOINT EXECUTIVE SESSION MEETING OF SEPTEMBER 27, 2022 AND REGULAR MEETING OF SEPTEMBER 27, 2022**
- 2. RECOGNITION OF THE SPARTANBURG WATER SYSTEM POLICE DEPARTMENT**

Management would like to recognize Chief Lake Warden, Jon Morgan, and the Lake Warden Staff, in achieving 100% compliance in the passing of a 3-year audit performed by the State Law Enforcement Division (SLED).

The above is provided as information to the Commission.

- 3. MONTHLY FINANCIAL REPORT**

Newt Pressley will present a financial summary of SWS expenditures and revenues for the three-month period ending September 30, 2022.

- 4. PROFESSIONAL SERVICES FOR A COMPENSATION STUDY**

Proposals were received on October 3, 2022, from professional consulting firms to perform a compensation study for Spartanburg Water. The scope includes the review of existing job descriptions; review of current salaries; benchmarking and establishing market value of each position's salary; recommendations for improvements to job descriptions and pay scales; and the development of an implementation strategy.

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An evaluation team made up of staff from Finance and Human Resources reviewed and scored the proposals received. The evaluation criteria consisted of the responder’s qualifications; approach and strategy; cost information; MWBE utilization; and Community Benefit Program. Each proposal was evaluated using a weighted score matrix, with the successful consultant being selected for the highest scoring proposal.

The solicitation drew responses from four consulting firms. A cost tabulation of the responses is listed below.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Evergreen Solutions, LLC Tallahassee, FL	\$28,500
CBIZ Compensation Consulting St. Louis, MO	\$39,575
Davidson Group Greensboro, NC	\$44,500
Korn Ferry Los Angeles, CA	\$87,210

Management recommends a contract award for professional services be granted to CBIZ Compensation Consulting in the amount of \$39,575 based on their highest scoring proposal.

The consulting services contract cost will be funded by SWS and SSSD operating funds, and allocated as follows: SWS (\$26,515.25) and SSSD (\$13,059.75).

5. BIDS FOR GATES AND GATE OPERATORS AT WHITLOCK PLANT

Bids were received on October 12, 2022, from vendors to furnish two automatic gates at the Whitlock Water Treatment Plant. Gates and gate operators are being replaced due to the gate condition, as well as the increased on-site traffic from the Field Service Group relocation.

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The request for bid was advertised in the local media and forwarded to prospective suppliers. The request drew responses from two bidders. The scope of work was to install two aluminum commercial grade slide gates (for entry/exit), gate operators, and other items as appropriate.

A tabulation of the bid is listed below.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Newman Fence Company Roebuck, SC	\$39,990
Seegars Fence Co of Spartanburg Woodruff, SC	\$54,675

Management recommends the contract be awarded to the lowest responsive and responsible bidder, Newman Fence Company at a total cost of \$39,990.

Funding will be provided from SWS depreciation funds.

6. WATER QUALITY REPORT

Management will provide an update to the Commission on water quality.

7. AMENDMENTS TO THE SPARTANBURG WATER SYSTEM POLICIES AND PROCEDURES FOR LAKE WILLIAM C. BOWEN

The proposed amendments modify various sections of Spartanburg Water System Policies and Procedures for Lake William C. Bowen, originally effective October 31, 2019. The purpose of the amendments is to enhance or further clarify language related to permit revocations, commercial use, watercraft permits, and dock placement.

**Management is proposing the following changes to Spartanburg Water System Policies and Procedures for Lake William C. Bowen.
Proposed Amendment: Pages 3-4 – “General” Section**

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Existing Language	Proposed Language
4. Any permit or agreement issued by SWS may be revoked if the permit holder willfully or continuously violates any of the conditions of the permit(s) or agreement(s) or the policies, procedures, or restrictions governing the use of SWS Property, any applicable laws or regulations, or any contractual obligations.	4. Any permit, license or agreement issued by SWS may be revoked if the permit holder willfully or continuously violates any of the conditions of the permit(s) or agreement(s) or the policies, procedures, or restrictions governing the use of SWS Property, any applicable laws or regulations, or any contractual obligations.
6. Commercial use or operations are not allowed on SWS Property.	6. <u>Other than the permitted construction and maintenance of marine structures, shoreline stabilization, tree and vegetation management, and/or contractors performing other permitted work,</u> commercial use or operations are not allowed on SWS Property

Proposed Amendment: Page 6-7 – “Watercraft Permits” Section

Existing Language	Proposed Language
N/A - Addition	<u>3. SWS non-powered boat permits are permanent and do not require annual renewals. Should the permit become lost or destroyed, or detached from the non-powered boat, a replacement fee shall be charged.</u>
3.C. Has a motor from which the serial number or model number has been removed. The Warden’s office shall revoke any permit previously issued if a boat, watercraft, or any other type of vessel is propelled by a motor on which the serial number or model number has been removed, changed or altered, or if the cover of a compliant engine has been used to camouflage a larger non-compliant engine.	<u>4.C.</u> Has a motor from which the serial number or model number has been removed. The Warden’s office shall revoke any permit previously issued if a boat, watercraft, or any other type of vessel is propelled by a motor on which the serial number or model number has been removed, changed or altered, or if the cover of a compliant engine has been used to camouflage <u>(or otherwise disguise)</u> a larger non-compliant engine.

Proposed Amendment: Page 7-8 – “Structures (Marine and others)” Section

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Existing Language	Proposed Language
<p>Permitted structures must be placed so that all portions of the structure are at least 14 feet from adjoining side lot lines as those lines project out into the Reservoir. Protection of these side lot lines is accomplished by extending an imaginary line perpendicular to the structure boundary at each property corner in the same manner use to determine a Contiguous Landowner’s Buffer Access Area. Exact Placement of structures will be determined by SWS. See Appendix B for a dock placement example.</p>	<p>Permitted structures <u>for new construction</u> must be placed so that all portions of the structure are at least 14 feet from adjoining side lot lines as those lines project out into the Reservoir. Protection of these side lot lines is accomplished by extending an imaginary line perpendicular to the structure boundary at each property corner in the same manner use to determine a Contiguous Landowner’s Buffer Access Area. Exact Placement of structures will be determined by SWS. <u>See Appendix C for a dock placement example. Replacement or changes to an existing Permitted or Licensed Marine Structure must be constructed so that the structure is at least 28 feet from the neighboring marine structure on either side. Exact placement of the structure will be determined by SWS.</u></p>

Management recommends that the Commission adopt these amendments to the Policies and Procedures for Lake William C. Bowen.

8. AMENDMENTS TO THE SPARTANBURG WATER SYSTEM POLICIES AND PROCEDURES FOR LAKE H. TAYLOR BLALOCK

The proposed amendments modify various sections of Spartanburg Water System Policies and Procedures for Lake H. Taylor Blalock, Rev. December 1, 2020. The purpose of the amendments is to enhance or further clarify language related to permit revocations, commercial use, unpermitted items, watercraft permits, and dock placement.

Management is proposing the following changes to Spartanburg Water System Policies and Procedures for Lake H. Taylor Blalock.

Proposed Amendment: Pages 3-5 – “General” Section

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Existing Language	Proposed Language
6. Any permit or agreement issued by SWS may be revoked if the permit holder willfully or continuously violates any of the conditions of the permit(s) or agreement(s) or the policies, procedures, or restrictions governing the use of SWS Property, any applicable laws or regulations, or any contractual obligations.	6. Any permit, license or agreement issued by SWS may be revoked if the permit holder willfully or continuously violates any of the conditions of the permit(s) or agreement(s) or the policies, procedures, or restrictions governing the use of SWS Property, any applicable laws or regulations, or any contractual obligations.
8. Commercial use or operations are not allowed on SWS Property.	8. <u>Other than the permitted construction of marine structures, shoreline stabilization, tree and vegetation management, and/or contractors performing other permitted work,</u> commercial use or operations are not allowed on SWS Property
28. No items, including canoes, kayaks and paddleboats, can be stored on SWS Property at the Reservoir, unless stored on a permitted rack.	28. No unpermitted items can be stored on SWS Property at the Reservoir

Proposed Amendment: Page 7 – “Watercraft Permits” Section

Existing Language	Proposed Language
N/A - Addition	3. <u>SWS non-powered boat permits are permanent and do not require annual renewals. Should the permit become lost or destroyed, or detached from the non-powered boat, a replacement fee shall be charged.</u>

Proposed Amendment: Page 8-9 – “Structures (Marine and others)” Section

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Existing Language	Proposed Language
<p>3. Permitted structures must be placed so that all portions of the structure are at least 14 feet from adjoining side lot lines as those lines project out into the Reservoir. Protection of these side lot lines is accomplished by extending an imaginary line perpendicular to the structure boundary at each property corner in the same manner use to determine a Contiguous Landowner’s Buffer Access Area. Exact Placement of structures will be determined by SWS.</p>	<p>3. Permitted structures <u>for new construction</u> must be placed so that all portions of the structure are at least 14 feet from adjoining side lot lines as those lines project out into the Reservoir. Protection of these side lot lines is accomplished by extending an imaginary line perpendicular to the structure boundary at each property corner in the same manner use to determine a Contiguous Landowner’s Buffer Access Area. Exact Placement of structures will be determined by SWS. <u>See Appendix C for a dock placement example. Replacement or changes to an existing Permitted or Licensed Marine Structure must be constructed so that the structure is at least 28 feet from the neighboring marine structure on either side. Exact placement of the structure will be determined by SWS.</u></p>

Management recommends that the Commission adopt these amendments to the Policies and Procedures for Lake H. Taylor Blalock.

9. MUNICIPAL RESERVOIR #1 RULES AND REGULATIONS

After several beneficial stakeholder meetings with adjoining property owners, administration made the decision to have separate Rules and Regulations for each of the drinking water reservoirs. To date, a formal Rules and Regulations document for Municipal Reservoir #1 does not exist.

The drinking water treatment staff has prepared and will distribute for review a draft Rules and Regulations document for use in managing Municipal Reservoir #1. The draft document includes recommended allowable activities, various guidelines and standards, and a Formal Enforcement Action Process. Staff will also distribute, for reference, copies of the amended Rules and Regulations for Municipal Reservoir #1 approved by the Commission at the January 22, 2019, regular meeting.

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The proposed draft document is being presented to the Commission for review and comments only. Management is not requesting Commission action at this time and will present a final document for consideration at the December 6, 2022, regular Commission Meeting once all comments are received.

10. DISTRIBUTION SYSTEM REHABILITATION UPDATE

Spartanburg Water System has made a commitment to address the needs of its aging distribution system infrastructure.

Management will provide an overview of the progress made by the Collection and Distribution Department to address these needs in the past fiscal year.

The above is provided as information to the Commission.

11. PARTICIPATION PROJECT CONSISTENT WITH OUTSIDE CITY WATER MAIN EXTENSION POLICY – WYNETTE WAY – 156 TERRY AVENUE

Recently management received a request from a property owner on Terry Avenue at Wynette Way concerning the possibility of obtaining water service. Wynette Way-Terry Avenue are south of Hickory Nut Drive and west of Rainbow Lake Road.

The water main extension consists of approximately 95 linear feet of 6-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 \$6,000. The property owner's participation cost is based on this estimate.

Management recommends Commission approve the above.

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.

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A. Inside City Private Fire Service Agreements

(1) Spartanburg Police Operations Center FS

Spartanburg Police Operations Center, located at 206 North Forest Street in Spartanburg, wishes to connect a 6-inch water line to the Commission's 12-inch water line along West Saint John Street to serve a private fire protection system for the above-mentioned Operations Center. City of Spartanburg wishes to enter into an agreement for this service.

Annual Stand-by Revenue - \$148.76

13. 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.

- (1) Kimberly A. DeLoach**, desires to replace a dock on Lake Blalock.
- (2) Wayne Steinberg**, desires to replace a dock on Lake Blalock.
- (3) William J. Martin, Jr.**, desires to construct a personal watercraft lift and replace a dock on Lake Bowen.
- (4) Daniel A. Thornton and Amy P. Thornton**, desire to replace a dock on Lake Bowen.
- (5) John M. McMillan and Millicent Leigh Stepp Ray**, desire to construct a personal watercraft lift on Lake Bowen.
- (6) Billy J. Israel, Jr. and Susan R. Israel**, desire to construct a boat lift on Lake Bowen.
- (7) Edward and Dana Charbonneau**, desire to construct a personal watercraft lift on Lake Bowen.
- (8) Michael and Kathryn Harvey**, desire to stabilize the shoreline on Lake Bowen.
- (9) Donnie Forrester**, desires to construct a boat lift and replace a dock on Lake Bowen.

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

- (1) **Evans Real Property, LLC**, dock replacement and personal watercraft lift on Lake Bowen.
- (2) **Malgorzata A. Graves and Marek A. Graves**, boat lift, hard pathway, personal watercraft lift, and dock replacement on Lake Bowen.

14. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS