

AGENDA

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

REGULAR MEETING

Thursday, April 23, 2020, 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. ROLL CALL

_____ Commissioner Littlejohn
_____ Commissioner Montgomery
_____ Commissioner Viney

2. APPROVAL OF MINUTES OF REGULAR MEETING OF MARCH 24, 2020

3. MONTHLY FINANCIAL REPORT

Newt Pressley will present a financial summary of SWS expenditures and revenues for the nine-month period ending March 31, 2020.

4. BID FOR SWS GENERATOR PREVENTATIVE MAINTENANCE AND SERVICES

Sealed bids for the preventative maintenance and service of diesel generators were received on February 25, 2020. The Spartanburg Water System owns 15 diesel generators, which are located throughout Spartanburg County. These generators vary in size, style, and manufacturer. The successful vendor is responsible for providing labor, supervision, materials, equipment, transportation, and services necessary to provide preventative maintenance services for the generators, load

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bank testing, and to provide repair and maintenance services on an “as need” basis.

The scope of work requires the vendor to follow a predetermined maintenance schedule where each generator is serviced annually using a detailed inspection and preventative maintenance checklist; 24/7 emergency response; monthly reporting on services completed; and a warranty for services and parts. The scope of work also requires the generators to be load bank tested once every three years or as required by code.

Bids were received from four service providers. A tabulation of the bids is listed below. The cost information provided reflects a three year schedule in order to include the staggered costs for load bank testing each generator.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Cummins, Inc. Spartanburg, SC	\$41,155
Blanchard Power Systems Greenville, SC	\$50,465
Nixon Power Services Charlotte, NC	\$52,575
W.W. Williams West Columbia, SC	\$64,515

Management recommends the contract be awarded to the lowest responsible bidder, Cummins at a total contract cost of \$41,155.

Funding will be provided from a combination of SWS operating funds.

5. CHAPLAINCY PROGRAM

Spartanburg Water has offered an Employee Assistance Program (EAP) to our staff and their families to support them with issues that could adversely

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affect their work and personal lives. In the current program, employees request assistance and are assigned a counselor to work with for a limited number of visits (8) per issue. Due to the consolidation by the current provider and the relocation to Columbia, the provider has struggled to find counselors that are available during non-traditional business hours. Spartanburg Water seeks to provide a more comprehensive and timely care support, so a team was put together to research other support options. Various options to the current employee assistance program were evaluated and a Chaplaincy program was identified.

A Chaplaincy program would enhance a positive organizational culture by providing regular on-site care support for employees and their families. A nondenominational Chaplaincy program provides a personal connection between the employee and Chaplain and offers the same range of support and referrals to additional resources for both employees and their families.

SWS would have two chaplains, a male and female, assigned to our company providing biweekly onsite support at each of our locations around the county to become acquainted with our staff. The staff could also access a Chaplain directly 24/7 through a downloadable online application. Some areas that a Chaplain provides support with are:

- Balancing work and family
- Dealing with loss or sickness
- Managing conflict, anger or stresses
- Personal finances
- Developing communication skills
- Blended families

Management recommends Marketplace Chaplains as our company employee care service based on the wider range of services offered. The cost of the program will be funded from the Human Resources operating budget and allocated \$17,254 to Spartanburg Water and \$6,062 to Spartanburg Sanitary Sewer district.

6. WATER QUALITY REPORT

Management will provide an update on water quality.

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7. REPORT ON DRINKING WATER RESERVOIRS

Management will provide an update on activities with the drinking water reservoirs.

8. VARIANCE REQUEST – 313 COVE ROAD

The adjoining property owner is requesting a variance of the Standard Specifications for a marine structure regarding the maximum size.

The total square footage of existing marine structure is 902 square feet. The applicant wishes to construct a 10'x24' boat lift to his marine structure which would raise his total square footage to 1,142 square feet. The maximum square footage allowed is 1,000.

Staff has reviewed the request for variance, evaluated the site and does not support the variance as described above.

9. PARTICIPATION PROJECT CONSISTENT WITH OUTSIDE CITY WATER MAIN EXTENSION POLICY – 250 BERTHA BURNS ROAD

Recently management received a request from a property owner along Bertha Burns Road concerning the possibility of obtaining water service. Bertha Burns Road is located off Highway 11 near Lake Bowen.

The water main extension consists of approximately 150 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 \$5,000. The property owner's participation cost is based on this estimate.

Management recommends Commission approve the above.

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

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Recently management received a request from property owners along Riveroak Road, located west of Rainbow Lake Road and east of Casey Creek Road, concerning the possibility of obtaining water service.

The water main extension consists of approximately 505 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 has been upsized for future growth in the area to a 12-inch line which increased the original project estimate from \$17,700 to \$44,400. The property owner's participation cost is still based on the original estimate of \$17,700 and not the future growth estimate.

Management recommends Commission approve the above.

11. PARTICIPATION PROJECT CONSISTENT WITH OUTSIDE CITY WATER MAIN EXTENSION POLICY – 1623 RIVEROAK ROAD

Recently management received a request from a property owner along Riveroak Road, located east of Casey Creek Road and west of Rainbow Lake Road, concerning the possibility of obtaining water service.

The water main extension consists of approximately 130 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 has been upsized for future growth in the area to a 12-inch line which increased the original project estimate from \$4,400 to \$18,700. The property owner's participation cost is still based on the original estimate of \$4,400 and not the future growth estimate.

Management recommends Commission approve the above.

12. AGREEMENTS EXECUTED BY THE CHIEF EXECUTIVE OFFICER ON BEHALF OF THE COMMISSION

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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 Private Fire Service Agreement

(1) Concrete Supply Company

Concrete Supply Company to be located at 178 National Avenue in Spartanburg, SC wishes to connect a 6-inch water line to the Commission's future 6-inch water line along National Avenue to serve a private fire hydrant. Concrete Supply, LLC wishes to enter into an agreement for this service.

Annual Stand-by Revenue - \$446.32

B. Outside City Water Main Extension Agreements

(1) CSC Redi-Mix Plant

Concrete Supply Company, LLC proposes to install approximately 580 linear feet of 6-inch water main along National Avenue to serve a new concrete manufacturing facility. The developer will bear all costs.

(2) Dillon Village

Dillon Village Development, LLC is developing Dillon Village. This development will consist of 77 residential lots, approximately 1,326 linear feet of 6-inch water main, 623 linear feet of 4-inch water main, and one hydrant. The developer will bear all costs.

(3) Turner Farms Phase 2

M. Seay, LLC is developing Turner Farms Phase 2 subdivision. This development will consist of 36 residential lots, approximately 560 linear feet of 6-inch water main, 800 linear feet of 4-inch water main, and one hydrant. The developer will bear all costs.

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C. Lake Agreements

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

- (1) **Jeffrey Beckstrom and Beverly Beckstrom** desire to construct a boat lift on Lake Bowen.

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

- (1) **Michael D. and Geraldine Mahaffey**, boat ramp, dock replacement, and shoreline stabilization on Lake Bowen.
- (2) **Jeffrey Beckstrom and Beverly Beckstrom**, dock replacement on Lake Bowen.
- (3) **Margaret A. Smith and George F. Smith**, personal watercraft lift on Lake Bowen.

13. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS