

## **AGENDA**

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

#### **REGULAR MEETING**

**Tuesday, February 25, 2025, 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. CALL TO ORDER**
- 2. APPROVAL OF MINUTES OF REGULAR MEETING OF JANUARY 28, 2025**

#### **OLD BUSINESS**

**NONE**

#### **AGENDA ITEMS 3-5 FINANCE AND PROCUREMENT**

- 3. MONTHLY FINANCIAL REPORT**

A financial summary of SWS expenditures and revenues for the seven-month period ending January 31, 2025, will be reviewed by the Chief Financial Officer.

- 4. JANITORIAL SERVICES CONTRACT**

Proposals were received on January 9, 2025, for contract services to furnish material, labor, transportation, and equipment necessary to perform janitorial services at multiple facilities throughout the organization.

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The scope of works calls for placing personnel as needed at the Administrative Complex, the C&D complex, Lake Bowen and Lake Blalock, and the R.B. Simms Water Treatment Plant (including the Pavilion) to provide services at each facility as detailed in the Request for Proposals.

A pre-bid conference was held on December 5, 2024 and guided site tours provided to further familiarize the bidders with the locations, the overall size of the facilities, and the work required.

An evaluation team made up of staff from various departments and facilities was formed to review and score the proposals received. The evaluation criteria consisted of the responder’s approach and strategy; company information and experience; MWBE utilization; Community Benefit Program; and cost. Each proposal was evaluated using a weighted score matrix, with the successful supplier being selected for the highest scoring proposal.

Invitation to respond was placed in the local media, listed on the SWS website, and forwarded to prospective suppliers. A cost tabulation of the responses are listed below. The costs are represented in annual totals, based on an initial twelve-month term with two optional renewal terms.

The current service provider is Sunbelt Janitorial Group in the amount of \$173,397 funded from the SWS operating budget

<b><u>BIDDER</u></b>	<b><u>AMOUNT OF BID</u></b>
Sunbelt Janitorial Group Spartanburg, SC	\$165,984
Environmental Service Systems LLC Greenville, SC	\$144,322

Management recommends an award be granted to Sunbelt Janitorial Group in the amount of \$165,984 based on their highest scoring proposal.

The services will be funded from the SWS operating budget.

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**5. RIGHT-OF-WAY MOWING AND MAINTENANCE CONTRACT**

Bids were received on January 29, 2025, for the mowing and maintenance of 30 miles of water distribution right-of-ways located throughout Spartanburg County and within the jurisdiction of the Spartanburg Water System to be performed twice annually. The contract term is for 12 months with right of extension at the Owner’s discretion. Contract extensions will not exceed two terms in addition of the original awarded term.

The request for bid was advertised in local media, Spartanburg Water website, and forwarded to prospective vendors. A mandatory pre-bid meeting was held on January 7, 2025. The solicitation drew responses from three bidders.

The current service provider is Forest Edge for annual contract amount of \$32,400. A cost tabulation is listed below:

<b><u>BIDDER</u></b>	<b><u>AMOUNT OF BID</u></b>
Landscape Accents LLC Laurens, SC	\$37,440
Forest Edge Spartanburg, SC	\$38,700
McAbee’s Grading and Clean Up Greer, SC	NON-RESPONSIVE

Based on the results of bid responses, management recommends the approval of an award to Landscape Accents LLC for the contract price of \$37,440. Funding will be provided by the SWS operational budget.

**AGENDA ITEMS 6-9 OPERATIONS**

**6. UPDATES ON DISTRIBUTION SYSTEM MAINTENANCE/REHABILITATION ACTIVITIES**

Management will provide an update on the distribution system maintenance and rehabilitation activities over the past year.

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**7. WATER QUALITY REPORT**

Management will provide an update on water quality.

**8. DREDGING REQUEST – 525 LAKE ROAD – LAKE BOWEN**

Ms. Kim Hopson, at 535 Lake Road adjacent to Lake Bowen, has secured a permit from the South Carolina Department of Environmental Services (SCDES) to perform dredging activities in the area associated with her property. The requested dredging activities have been reviewed by Spartanburg Water staff and are consistent with Spartanburg Water System’s Policies and Procedures, Revised January 23, 2024.

Management recommends that the Commission approve the request by Ms. Kim Hopson to perform dredging activities as defined by Spartanburg Water.

**9. PROFESSIONAL SERVICES – SEDIMENTATION STUDY FOR SPARTANBURG WATER’S WATER SUPPLY RESERVOIRS – TASK ORDER 2**

Spartanburg Water owns and operates three water supply reservoirs that provide current and future needs for the community and customers we serve. Sedimentation into these reservoirs has become a concern because of the potential reduction in storage capacity, increased cost for water treatment, and impacts to recreation and aesthetics. Past studies have developed general estimates of sediment loading, identified potential sources of sediment into the reservoirs, recommended best management practices (BMP’s), and proposed (expensive) dredging to address prioritized cove areas most impacted from sedimentation. Past analysis has identified significant amounts of sediment being transported to our water supply reservoirs, which has provided insight into potential long-term changes in reservoir capacity. Other research has identified and prioritized land in the North and South Pacolet watershed for protection, restoration, or BMP implementation using the potential for sediment export as one of several criteria for assigning land protection benefits for individual parcels.

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Building on these and other studies with the goal of integrating them into a cohesive strategy, staff has identified the need to further explore sedimentation into Lake Bowen, Lake Blalock, and Municipal Reservoir #1 and develop cost-effective solutions to mitigate the impacts.

In order to do this, Spartanburg Water staff has asked CDM Smith to propose a phased approach to professional services under an existing Master Services Agreement for a more comprehensive sedimentation study that will meet the following four objectives:

1. Analyze and estimate rates of sedimentation to Spartanburg Water reservoirs and potential loss of water supply storage;
2. Estimate the financial impacts of sediment loading to the reservoirs. This consists of estimating the cost to address reservoir sedimentation and the economic impacts of not addressing sedimentation;
3. Develop and implement an outreach and education plan intended to raise awareness of sources of sediment and the community-wide impact of sediment entering the reservoirs from erosion and transport in the watershed;
4. Conduct a risk analysis to determine how best to spend and prioritize limited funds to reduce sediment loading to the reservoirs and mitigate the impacts.

The Commission approved the first phase of this sedimentation study on November 28, 2023 whereby the first two objectives related to analyzing rates of sedimentation and an estimation of potential financial impacts of sediment loading were completed. Building on the deliverables of the first phase, the scope of services for Task Order 2 will focus on the following:

- Public Engagement and Education
  - Education & Outreach Support
- Risk Analysis
  - Potential Stream Erosion Locations
  - Desktop analysis with a digital elevation model of difference
  - Field verification
  - Reporting of results & review meeting
- Critical Protection Areas
  - Study review, data compilation & assessment
  - Reporting and results review meeting

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Management recommends that the Commission authorize the Chief Executive Officer to enter into an Agreement (Task Order 2) with CDM Smith in the amount of \$123,200 to address specific areas of a Sedimentation Study for Spartanburg Water's Water Supply Reservoirs. Funding will be provided through operational funds.

**AGENDA ITEMS 10-14 ENGINEERING**

**10. 319 GRANT – LAKE BOWEN/RESERVOIR #1 STORMWATER OUTFALLS – PROFESSIONAL SERVICES**

Phase 2 of the 319 Grant project will address sediment laden and impervious surface runoff that negatively impacts Lake Bowen and Reservoir #1. The stormwater outfall locations were initially identified in the 319 Grant which was awarded to Spartanburg Water to improve stormwater quality. Engineering services are needed to design stormwater best management practice (BMP) structures at three locations.

Staff requested a proposal from Freese & Nichols, Inc., of Greenville, SC to perform engineering services for design, bid assistance, and construction administration services. The scope of work for the project includes the following:

- Project Management
- Design Phase Services
- Permitting
- Bid and Award Assistance

Management recommends the approval of the proposal with Freese & Nichols, Inc., with a not to exceed amount of \$31,000. This project will be funded by capital funds as a match to the 319 Grant funding from South Carolina Department of Environmental Services.

**11. PARTICIPATION PROJECT CONSISTENT WITH OUTSIDE CITY WATER MAIN EXTENSION POLICY – DENTON ROAD**

Recently management received a request from a property owner of several parcels along Denton Road concerning the possibility of obtaining water

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service. Denton Road runs between Bud Arthur Bridge Road and Cannons Campground Road.

The water main extension consists of approximately 250 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 \$15,000.00. The property owner's participation cost is based on this estimate.

Management recommends Commission approve the above.

**12. UNION STREET WATERLINE IMPROVEMENTS – CHANGE ORDER REQUEST**

The Commission awarded the construction of the Union Street Waterline Improvements project to Two Brothers Utilities, LLC in the amount of \$6,329,610 during the September 24, 2024, meeting.

The original bid included reconnection of water services to the existing meter box assemblies. Management recommends replacing the old type meter boxes with updated meter box assemblies currently used on new meter installations. Two Brothers Utilities provided a labor cost of \$250 per meter box assembly. Spartanburg Water will provide the materials. There are approximately 120 meter boxes to be replaced.

A change order to increase the contract price by \$30,000 to pay for the labor to install approximately 120 meter box assemblies is recommended for the Commission's approval. Since the project is partially funded by an ARPA/SCIIP Grant, the change order will be contingent upon approval by the SC Rural Infrastructure Authority.

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**13. 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 January 26, 2023.

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

**(1) Bryant Road Park FS**

Bryant Road Park, located at 2427 Bryant Road in Chesnee, wishes to connect a 6-inch water line to the Commission's 12-inch water line along Bryant Road to serve a private fire hydrant for the above-mentioned recreational site. Boiling Springs Youth Athletic Association wishes to enter into an agreement for this service.

Annual Stand-by Revenue - \$446.32

**B. Inside City Water Main Extension Agreements**

**(1) Northside Townhomes Phase 2**

Spartanburg RE Investments, LLC is developing Northside Townhomes Phase 2 located off Vernon Street. This development will consist of 85 townhome units, and approximately 1,123 linear feet of 6-inch water main. The developer will bear all costs.

**14. 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.*

**LAKE BOWEN RESERVOIR**

- (1) Luna Blu, Inc.**, desires to replace a dock and construct a hard pathway on Lake Bowen.



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- (2) **Gary and Theresa Harrell**, desire to stabilize the shoreline on Lake Bowen.
- (3) **William T. Kaufman, Myra D. Kaufman**, desire to stabilize the shoreline on Lake Bowen.
- (4) **Stephen Douglas Noblin and Wanda Clack Noblin**, desire to replace a dock on Lake Bowen.
- (5) **Terry Lee Powell and Celeste Bailey Powell**, desire to replace a dock on Lake Bowen.
- (6) **Mary Christina Revis Shealy**, desire to stabilize the shoreline on Lake Bowen.

**LAKE BLALOCK RESERVOIR**

- (1) **Chad and Anita Cox**, desire to stabilize the shoreline on Lake Blalock.
- (2) **Ron Fulbright**, desires to stabilize the shoreline and construct a hard pathway on Lake Blalock.
- (3) **Johnny Roach and Jane Roach**, desire to construct a dock and hard pathway on Lake Blalock.
- (4) **Richard J. Sass and Kimberly A. Sass**, desire to replace a dock on Lake Blalock.
- (5) **CET Consumer Elektro-Technik GMBH**, desires to construct a dock on Lake Blalock.

**MUNICIPAL RESERVOIR 1**

**NONE**

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

**LAKE BOWEN RESERVOIR**

- (1) **Marie Dougherty**, dock replacement and hard pathway on Lake Bowen.
- (2) **KDH of Gaffney, LLC**, dock replacement, hard pathway, and personal watercraft lift on Lake Bowen.
- (3) **Jeremiah Moyer**, boat lift, dock replacement, personal watercraft lift, and shoreline stabilization on Lake Bowen.

**LAKE BLALOCK RESERVOIR**

**NONE**

**MUNCIPAL RESERVOIR #1**

**NONE**

**15. EXECUTIVE SESSION**

The Commission will enter into Executive Session in discussion of negotiations incident to proposed contractual arrangements and proposed sale or purchase of property.

**16. ACTION ITEMS FROM EXECUTIVE SESSION**

The Commission may take action on items discussed in Executive Session regarding discussions of negotiations incident to proposed contractual arrangements and proposed sale or purchase of property.

**17. CHIEF EXECUTIVE OFFICER REPORT**

**18. REFERRALS**

**19. ADJOURNMENT**