

MINUTES

The Commissioners of Public Works of the City of Spartanburg, SC, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, December 3, 2024, 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.

Attendees: Guy Boyle, Cam Cole, Gene Jackson, Robert Walden, Rick Jolley, Remsen Parrish, Kevin Smith, Kevin Brown, Ken Tuck, Corey Reid, Hariette Stinson, Jennifer Candler, Lance Johnson, Jon Morgan, Karyn Lemon, Trish Heatherington.

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.

1. CALL TO ORDER

Commission Chair, John Montgomery, called the meeting to order.

2. ELECTION OF OFFICERS FOR CALENDAR YEAR 2025

Ms. Viney moved and Mr. Littlejohn seconded the motion to nominate Mr. Montgomery as Chair. The motion passed unanimously.

Ms. Viney moved and Mr. Montgomery seconded the motion to nominate Mr. Littlejohn as Vice Chair. The motion passed unanimously.

3. APPROVAL OF MINUTES OF REGULAR MEETING OF OCTOBER 31, 2024

Ms. Viney moved and Mr. Littlejohn seconded the motion to approve the minutes as written. The motion passed unanimously.

OLD BUSINESS

4. PROPOSED 2025 COMMISSION MEETING SCHEDULE

The Commission had been presented with the following meeting schedule for calendar year 2025 to approve as noted. All meetings are scheduled for the 4th Tuesday of the month with the exception of December 2025, which is scheduled for the 1st Tuesday of December.

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January 28*	February 25*
March 25*	April 22*
May 27*	June 24*
July – No Meeting	August 26*
September 23*	October 28*
November – No Meeting	December 2**

*4th Tuesday of the month **1st Tuesday of the month

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve the proposed 2025 Commission meeting schedule. The motion passed unanimously.

AGENDA ITEMS 5-11 FINANCE AND PROCUREMENT

5. MONTHLY FINANCIAL REPORT

A financial summary of SWS expenditures and revenues for the four-month period ending October 31, 2024, were reviewed by Cam Cole, the Chief Financial Officer. An explanation was provided for the favorable and unfavorable budget variances.

The above was provided as information to the Commission.

6. ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR FISCAL YEAR ENDING JUNE 30, 2024

Karyn Lemon, of Halliday, Schwartz & Company reviewed the Annual Comprehensive Financial Report and communication letter for SWS with the Commission and offered an unmodified audit opinion for fiscal year ending June 30, 2024, in accordance with generally accepted accounting principles.

Ms. Viney served as the Audit Reviewer and recently met with Karyn Lemon regarding the audit and noted that it was a good report.

The Commission agreed that like the SSSD Commission, they would like for management to review and bring a recommendation back to the Commission at a future meeting on the dollar limits of items that are capitalized, which is currently set at \$1,000 and based on the size of the organization, may be too low.

The above was provided as information to the Commission.

7. UNIFORM PROGRAM CONTRACT EXTENSION

Proposals were received on October 9, 2024, from suppliers who furnish and maintain employee uniforms for the Spartanburg Water System (SWS) and Spartanburg Sanitary Sewer District (SSSD). Two proposals were received from two different firms. After an evaluation of the proposals submitted, management recommended closing the request and not awarding a contract at this time due to discrepancies in the proposals that were received. Discrepancies were caused by the absence of detailed information in the request.

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The current contract with Cintas expires on December 31, 2024. Due to the timing of the current contract, management is requesting an extension of the current contract through December 31, 2025. If the extension is approved, there will be no change in current pricing or terms. Cintas has agreed to extend the current contract for the additional 12 months with no contractual changes other than extending the date of termination.

This will provide management time to re-evaluate the current request for proposal and create a more equitable procurement for this service.

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management’s recommendation for a request to extend the current contract through December 31, 2025. The motion passed unanimously.

8. TREE CUTTING AND REMOVAL – REQUEST FOR QUALIFICATIONS

Request for Qualifications (RFQ) were received on November 19, 2024, in response to an RFQ that was sent out by procurement that will allow SWS to compile a list of pre-qualified contractors for tree cutting and removal services. Due to the damage caused by Hurricane Helene, many trees have fallen or been damaged at various SWS locations throughout Spartanburg County. The areas affected include SWS facilities, water right-of-ways, and reservoirs. The pre-qualified contractors may be called upon to submit competitive bids and/or proposals as needed. This alternative delivery method will expedite the competitive bidding process and the clearing of areas in a proactive manner that did not qualify initially as emergency clearing that was required to gain immediate access to many of our field locations.

We received responses from five contractors. Each of the respondents were scored based on the following criteria: (1) Company Information, (2) Experience, (3) MWBE utilization, and (4) Community Benefit Program.

After careful evaluation, management recommended approval of each of the following respondents as pre-qualified contractors for tree cutting and removal services:

Forest Edge Roebuck, SC	AP Construction and Transportation, LLC Boiling Springs, SC
D&A Tree Surgeons Spartanburg, SC	Heritage Land Management Campobello, SC
Utility Tree Service, LLC Shelby, NC	

Bids will be solicited from each of the pre-qualified contractors on an as-needed basis for a period not to exceed 24 months. Individual projects will not exceed \$50,000 each. Projects will be funded by SWS operating funds.

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management’s recommendation for approval of each of the following respondents as pre-qualified contractors for tree cutting and removal services. The motion passed unanimously.

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9. BLALOCK TREE CUTTING AND MULCHING

Sealed bids were received on November 21, 2024, for tree cutting and mulching around Lake Blalock Park. The scope of work calls for the cutting down and mulching or removal of trees that were damaged due to Hurricane Helene. It is estimated that over 200 trees at the park were damaged or fell as a result of the storm.

Invitations were forwarded to prospective bidders, published in the local media, and posted to the Spartanburg Water website. A mandatory pre-bid meeting was held at Lake Blalock Park on November 12, 2024. Eleven contractors were in attendance. A tabulation of bids is listed below.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
D&A Tree Surgeons Spartanburg, SC	\$78,000
AP Construction and Transportation Services Boiling Springs, SC	\$78,500
Heritage Land Management, LLC Campobello, SC	\$93,500
Utility Tree Service, LLC Shelby, NC	\$115,000
Hastings Land Management Inman, SC	\$216,000

Management recommended an award to D&A Tree Surgeons in the amount of \$78,000 as the lowest responsive bidder. Funding will be provided by SWS operating funds.

Remsen Parrish provided the Commission with an overview of the Blalock Tree Cutting and Mulching agenda item. Mr. Parrish noted that approximately over 200 trees were damaged or fell at Lake Blalock Park due to Hurricane Helene.

Mr. Montgomery asked how the trees would be disposed of. Mr. Parrish stated that the majority would be mulched onsite with some being hauled away or used for lumber.

Ms. Viney asked if the work could be shared between the low bid and the next low bidder since there was only a \$500 difference, especially since there was so much damage everywhere from the storm and may take longer to get scheduled. Mr. Parrish stated that it was a sealed bid process and the schedule was included in the request for bids, so the lowest responsive bidder is the recommendation. Cam Cole noted that the next lowest bidder was included in the Tree Cutting and Removal – Request For Qualifications agenda item, so they would still have an opportunity to receive work from SWS.

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Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management’s recommendation to award the bid to D&A Tree Surgeons. The motion passed unanimously.

10. DRINKING WATER TREATMENT CHEMICALS BID

An online reverse auction event was held on November 14, 2024, in order to obtain pricing for drinking water treatment chemicals for the Spartanburg Water System treatment facilities. A reverse auction is a type of auction in which the roles of the buyer and seller are reversed. A contract is put out to bid by a buyer and multiple suppliers offer bids on that contract. As the auction progresses, the price decreases as suppliers compete in an online, live event to win the contract. Thirteen vendors participated in the event. The pricing submitted is for the contract term January 1 - December 31, 2025. The results of the event are tabulated below.

	Aluminum Sulfate	Fluosilicic Acid 23%	Hexametaphosphate	Sodium Thiosulfate 30%	Polymer Liquid	Poly Aluminum Chloride Delpac	Solar Salt	Residuals Polymer	Liquid Chlorine	Caustic Solution	Sodium Hypochlorite	Hydrogen Peroxide	Calcium Thiosulfate
<i>Estimated Annual Qty</i>	2300 Tons	140 Tons	60 Tons	6,200 gals	70,000 lbs.	34,000 lbs	700,000 lbs.	7,500 lbs.	4,000 lbs.	15,000 lbs.	150,000 gals	8,500 gals	8,000
<i>Unit of Measure</i>	Ton	Ton	Ton	Gallon	Pound	Pound	Pound	Pound	Pound	Pound	Gallon	Gallon	Gallon
<i>Current Price</i>	\$399.00	\$494.99	\$3,629.00	\$4.28	\$1.62	\$1.10	\$0.13	\$1.35	\$1.28	\$0.39	\$1.84	\$2.30	\$7.00
Shannon Chemical Corp			\$2,509.000										
Chemtrade Chemicals	\$525.000												
C&S Chemicals	\$550.000												
Pencco Inc		\$599.000											
Univar Solutions USA		\$595.000		\$4.270		\$1.200	\$0.150				\$1.860		
Carus			\$2,511.800										
Chemrite			\$3,740.000										
Atlenco					\$1.620			\$1.210					
Water Guard													\$4.750
Brenntag Mid-South				\$4.260				\$1.215	\$1.400	\$0.319	\$2.900	\$2.300	
CITCO Water				\$5.484						\$0.320			
USALCO	\$650.000												
JCI Jones Chemical											\$1.850		

Management recommended awards to the responsive bidders for those products indicated on the bid tabulation summary. Funding will be provided through the annual operating fund.

Mr. Parrish provided the Commission with an overview of the Drinking Water Treatment Chemicals Bid agenda item. Mr. Parrish noted that the Aluminum Sulfate had a significant price increase, resulting in an approximate cost increase of \$330,000. The overall total cost increase is approximately \$139,752.

Mr. Montgomery asked if there was a specific reason for the increase. Mr. Parrish stated that a recent push for water treatment in urban areas had increased the demand contributing to an increase.

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management’s recommendation to award the bids to the responsive bidders of those products indicated on the bid tabulation summary. The motion passed unanimously.

11. LOBBYING SERVICES – THE TALLON GROUP

The Tallon Group, Inc., a South Carolina Corporation engaged in Lobbying and Consulting Services, has been engaged by Spartanburg Water since the 2021/2022 Legislative session. Management is requesting that the Tallon

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Group be retained by Spartanburg Water for the 126th Legislative Session of the South Carolina legislature. This is a two-year session that begins January 14, 2025 and will run through May 2026. The Tallon Group will continue to assist with lobbying efforts and legislation that benefits public water and wastewater as well as individual issues that may impact only Spartanburg Water. Currently, the Tallon Group is working on two pieces of legislation for Spartanburg Water that will impact public utilities in a positive manner statewide if they are successful in being passed.

The current contract with the Tallon Group is for two years at a cost of \$90,000 per year with a 30-day notice of termination clause and no termination penalty should Spartanburg Water wish to exit the agreement at any time. Costs will be shared equally between the Spartanburg Sanitary Sewer District and the Commissioners of Public Works and billed at a rate of \$3,750 per utility per month.

Management recommended approval of this two year engagement.

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management's recommendation that Spartanburg Water retain The Tallon Group for the 126th Legislative Session of the South Carolina Legislature. This is a two-year session that begins January 14, 2025 and will run through May 2026. The motion passed unanimously.

AGENDA ITEMS 12-15 OPERATIONS

12. WATERSHED GRANT

Each year, for over a decade, during the month of October, Spartanburg Water has solicited grant proposals from organizations in Spartanburg County whose mission, project or programs, aligns well with the Mission of the Spartanburg Sanitary Sewer District and the Commissioners of Public Works of the City of Spartanburg, SC. Prior to 2023, grant proposals that were received were reviewed by Spartanburg Water Administration and then recommendations for funding were presented to the Commission for consideration and approval. During calendar year 2023, the overall grant submission and recommendation process was revamped. Some of the changes made to the grant process included establishing a line item grant budget; establishing an internal grant review committee comprised of 6-7 Spartanburg Water employees including team members from the watershed department, engineering department, communications department, construction and distribution department, customer experience department and wastewater operations department. Overall grant qualifications and considerations were also addressed that included a renewed focus on project based grant funding, limitations on operational grant support as well as the number of consecutive years that an organizational grant might be awarded. Matching requirements for specific grant requests were also considered in the new considerations.

Proposals for grant funds have historically been reviewed by staff during the month of November and presented by the CEO to the Commission during the December Commission meeting.

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For the current fiscal year 2025, our approved grant budget is \$40,000. During October we had two submissions for grant funds to be considered for fiscal year 2025 funding.

GRANT PROPOSAL #1

P.A.L. (Play. Advocate. Live Well.)

The mission of P.A.L. (Play. Advocate. Live Well.) advances active living, promotes eating healthy and fosters health equity. The focus goal of P.A.L. is to improve health and wellness throughout Spartanburg County by creating an environment and culture that fosters physical activity and healthy eating through an equity lens. P.A.L. identifies itself as a small nonprofit working to enact large scale change. One of P.A.L.'s strategic plan intentions is to enhance the Daniel Morgan Trail System.

P.A.L. has requested watershed grant funding to develop a Watershed Ecology Education Station focused directly on providing an educational experience, increasing understanding of the watershed ecology specific to the local region, and encouraging the community to engage in the Daniel Morgan Trail System.

P.A.L.'s specific request is to construct an educational boardwalk and overlook at Duncan Park, a City of Spartanburg owned park system. The organization wants to provide signage and interactive watershed ecology pieces as part of an educational exhibit, and to use marketing for the exhibit to more widely advertise the amenities provided at Duncan Park and the Daniel Morgan Trail System.

The total request was for \$50,000 to support this initiative.

Boardwalk Construction	\$35,000
Student Stipend	\$ 2,000
Signage	\$ 8,500
Interactive Pieces	\$ 3,000
Marketing	<u>\$ 1,500</u>
Total	<u>\$50,000</u>

The Watershed Grant Committee reviewed the request and recommended a grant for \$13,000, which would include the funding for the marketing of the exhibit, signage, and interactive pieces of the project.

The grant would be funded equally with \$6,500 from SWS and \$6,500 from SSSD.

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management's recommendation to award the grant for PAL in the amount of \$13,000, equally funded with \$6,500 from SWS and \$6,500 from SSSD. The motion passed unanimously.

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GRANT PROPOSAL #2

Watershed Ecology Center

The Watershed Ecology Center's mission is to encourage watershed awareness through education, experience, and community outreach with an emphasis in the study of organisms living in the area encompassed by a watershed. All of the Watershed Ecology Center's educational programming meets state standards and incorporates hands-on learning activities.

The Watershed Ecology Center's annual goal for 2025 is to reach 20,000 K-8 students through watershed based educational programming. In addition, the Watershed Ecology Center will be hosting a summer camp for students aged 7-12 at the USC Upstate Campus.

The Watershed Ecology Center promotes other programs related to watershed awareness in the upper regions of the Pacolet River Watershed such as the Adopt-A-Stream program, a credentialed citizens monitoring network.

Building on the success of their Teacher Assistance Program, the Watershed Ecology Center will continue to facilitate existing teacher success in the classroom by providing tools to incorporate both more hands on education of science and math and further enhance their teacher education program in elementary schools by assisting with training of "pre-service" elementary teachers.

The total request was for \$24,000 to support this initiative.

K-8 Education Programs	\$ 17,000	(K-8 Programs includes support for updating plans to match SC College readiness standards)
Adopt-A-Stream	\$ 2,000	
Summer Camp	\$ 2,500	
Teacher Education	\$ 1,000	
Community Outreach	\$ 1,500	
Total	<u>\$24,000</u>	

The Watershed Grant Committee reviewed the request and recommended a grant for \$15,500.

This grant would fund the requests for Adopt-A-Stream, Summer Camp, Teacher Education and Community Outreach. It would reduce the request for K-8 Education Programs from \$17,000 to \$8,500. The committee asked the Watershed Ecology Center to further identify and clarify support, and the Watershed Ecology Center defined support as hours to revise and develop lesson plans, train education staff, and for instructional supplies. The committee reached the decision that conducting lesson planning would be considered staff time and that paying staff time did not meet the grant criteria.

The grant would be funded equally with \$7,750 from SWS and \$7,750 from SSSD.

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Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management's recommendation to award the grant for the Watershed Ecology Center in the amount of \$15,500, equally funded with \$7,750 from SWS and \$7,750 from SSSD. The motion passed unanimously.

13. WATER QUALITY UPDATE

Rick Jolley provided the Commission with a water quality update.

Mr. Jolley stated that finished water entering the distribution system: Geosmin – 5.3 ppt raw and 2.6 at point of entry. MIB – was less than detect. Ozone Rates are 1.30 ppm. There was no taste and odor complaints in November and only two in October.

The above was provided as information to the Commission.

14. LAKE DRAWDOWN UPDATE

Rick Jolly provided the Commission with an update on the lake drawdown progress that began on November 1, 2024. Currently, Lake Bowen is down 2.76' and Lake Blalock is down 3.05'. Three feet is the target for both lakes. Lake Bowen has been raised some while management has an opportunity to exam the end of the boat ramp for usability. Management will continue to manage the Lake Drawdown Process and ramp.

The above was provided as information to the Commission.

15. LAKE BOWEN OXYGENATION SYSTEM

The oxygenation system is critical in the process of removing manganese and phosphorus compounds from the water column in the reservoirs and maintaining water quality. Phosphorus, if not sequestered, can support algal growth, while manganese can result in taste, odor, and water discoloration issues.

This work will involve the rehabilitation of the submerged portion of the Lake Bowen oxygenation system, consisting of three 3000-ft and three 40-ft diffuser sections, and will include labor and materials to raise and inspect the piping segments, make necessary repairs to the oxygen supply headers, replace the porous hose diffusion sections, and remobilize the diffuser sections in the correct position in the lake.

Management recommended that Mobley Engineering, Inc., the designer of the system, complete this rehabilitation work at a cost of \$289,500. The work will be funded through depreciation.

Rick Jolley stated that the oxygenation system was placed in service in 2016 to create an oxygen rich environment in Lake Bowen and Municipal Reservoir #1. This assists with phosphorus control which is a nutrient for algae as well as manganese control for aesthetic reasons.

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Mr. Jolley reviewed the structure of the system and how it is designed and noted that the system would need to be floated while it is repaired and then reinstalled to its underwater structure.

Ms. Viney moved and Mr. Littlejohn seconded the motion to approve management's recommendation that Mobley Engineering, Inc., the designer of the system, complete this rehabilitation work. The motion passed unanimously.

AGENDA ITEMS 16-17 ENGINEERING

16. PROJECT SUMMARY – R.B. SIMMS FILTER 7 REHABILITATION

The R.B. Simms Filter 7 Rehabilitation Project is now complete. The project was installed by Rehab Construction Co., Inc., of Conyers, GA. The scope of the project included the following:

- Removal and re-installation of existing filter underdrain and cleaning of two 21'-6" x 21'-11" filter cells that comprise Filter 7.
- Installation of new sand and anthracite filter media
- Relocation of filter effluent sample tap for turbidity monitoring

The contractor completed the project for the contract price of \$261,800 and there were no change orders. The project was funded by capital funds.

Kevin Smith provided the Commission with an update on the R.B. Simms Filter 7 Rehabilitation Project agenda item. This project is complete with a total savings of \$540,000. Mr. Smith stated that management was presented with two options, one to salvage and one to fully replace. Until the contractor could get into the system and check the filters, it was undetermined what option would be feasible.

Mr. Boyle stated that this is a great example of staff taking the time to evaluate a project for a more cost effective solution. After staff reviewed the project and recommended the salvage option, it produced a cost savings of approximately \$540,000. The cost being \$261,800 instead of \$800,000.

The above was provided as information to the Commission.

17. 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. Inside City Private Fire Service Agreements

(1) Grain District Garage FS

Grain District Garage, located at 158 Pollard Street in Spartanburg, wishes to connect a 6-inch water line to the Commission's 8-inch

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water line along Batters Alley to serve a private fire protection system for the above-mentioned parking garage with retail space. Morgan & Henry JOF ESA II, LLC wishes to enter into an agreement for this service.

Annual Stand-by Revenue - \$148.76

(2) Project Core Ballpark FS

Baseball Park located at 344 South Daniel Morgan Avenue in Spartanburg, wishes to connect a 6-inch water line to the Commission's 12-inch water line along West Henry Street to serve a private fire protection system, including one private hydrant, for the above-mentioned baseball park. The City of Spartanburg wishes to enter into an agreement for this service.

Annual Stand-by Revenue - \$297.52

18. 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) **Sue W. Boone**, desires to replace a dock on Lake Bowen.
- (2) **Kyle A. Cheleotis and Elizabeth P. Cheleotis**, desire to replace a dock on Lake Bowen.
- (3) **Brian S. Gray and Catina A. Gray**, desire to construct a dock, hard pathway, and personal watercraft lift on Lake Bowen.
- (4) **Gerald B. Osteen**, desires to replace a dock and stabilize the shoreline on Lake Bowen.
- (5) **Robert E. Pettis and Cheryl F. Pettis**, desire to replace a dock on Lake Bowen.

LAKE BLALOCK RESERVOIR

- (1) **James E. Smith**, desires to replace a dock on Lake Blalock.

MUNICIPAL RESERVOIR 1

NONE

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

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LAKE BOWEN RESERVOIR

- (1) **Andrew S. Morrison and Tonya S. Morrison**, dock replacement, shoreline stabilization, and hard pathway on Lake Bowen.
- (2) **Misty Pate**, boat lift, boat ramp, and dock replacement on Lake Bowen

LAKE BLALOCK RESERVOIR

NONE

MUNCIPAL RESERVOIR #1

NONE

19. CHIEF EXECUTIVE OFFICER REPORT

A. Mr. Boyle informed the Commission that management is working to clean up the property at 2101 E. Main Street where the old Cowpens water pump station was built in 1960. Spartanburg Water acquired the Cowpens Water District in 1967. This pump station has been out of service for over 45 years. This small parcel is contributing to blight and needs to be cleaned up.

Ms. Viney asked about the old M&C property in the Whitney area. Mr. Boyle stated that management has been working on an update regarding this property and plan to bring it to the Commission in the near future.

B. Mr. Boyle provided the Commission with a fluoridation hand-out for review. Fluoridation has been discussed in the media recently, and Mr. Boyle provided an overview of Spartanburg Water’s status.

20. REFERRALS

Mr. Boyle informed the Commission of referrals that will be on the upcoming agenda in January. The Finance Department will have Facilities Mowing and Maintenance and Janitorial Services. The Operations Department will have the Demolition of the old M&C Facility and Post Hurricane Helene Costs. The Engineering Department will have Participation Projects for 938 Logan Street and Dove Field Road and Dove Hill Road Phase III.

21. ADJOURNMENT

Meeting adjourned at 4:15 p.m.

Camlyn M. Cole
Secretary-Treasurer