

MINUTES

The Commissioners of Public Works of the City of Spartanburg, SC, Regular Meeting, held at 301 South Avenue, Spartanburg, SC, October 27, 2020, 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.

1. APPROVAL OF MINUTES OF REGULAR MEETING OF SEPTEMBER 22, 2020

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

2. PARTNERSHIP FOR SAFE DRINKING WATER AWARDS

The Partnership for Safe Water recently notified Spartanburg Water System that the R.B. Simms and Landrum WTF's received the Partnership for Safe Drinking Water Directors Award for continually meeting the Phase III program requirements for 2019.

The Spartanburg Water System R.B. Simms Water Treatment Facility has received the Partnership for Safe Water Director's Award for nineteen consecutive years and the Landrum Plant has received the Partnership for Safe Water Director's Award for fourteen consecutive years.

The Partnership for Safe Water is an unprecedented alliance of six prestigious drinking water organizations: American Water Works Association, the Environmental Protection Agency, the Association of State Drinking Water Administrators, the Association of Metropolitan Water Agencies, National Association of Water Companies, and the Water Research Foundation.

The Partnership's Mission is to improve the quality of water delivered to consumers by optimizing water system operations. The commitment to delivering superior quality drinking water to customers, even beyond regulatory requirements. The Partnership celebrates utility accomplishments with awards and recognition that honor efforts in continuously optimizing treatment plant and distribution system operation and performance.

Bobby Walden recognized Ken Tuck, Drinking Water Treatment Manager, for R.B. Simms and Landrum WTF's receiving the Partnership for Safe Drinking Water Directors Award for continually meeting the Phase III program requirements for 2019. R.B. Simms has received this award for nineteen consecutive years and the Landrum Plant has received this award for fourteen consecutive years.

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The Commission congratulated Ken Tuck and staff on receiving these consecutive Partnership for Safe Drinking Water Directors Awards for the R.B. Simms and Landrum Water Treatment Facility.

3. MONTHLY FINANCIAL REPORT

Newt Pressley presented a financial summary of SWS expenditures and revenues for the three-month period ending September 30, 2020. An explanation was provided for the favorable and the unfavorable budget variances.

The above was provided as information to the Commission.

4. CHECK SCANNING AND REMOTE CHECK DEPOSIT

Proposals were received on August 24, 2020, for the equipment, software, and services to implement check scanning and remote check deposit. The Customer Service department receives approximately 12,000 mailed checks each month. The implementation of check scanning and remote deposit will greatly improve the efficiency associated with check processing.

The proposals were evaluated using a weighted scoring matrix. The matrix rated the contractor based on (1) company information and experience; (2) technology and service methodology; (3) implementation schedule; (4) cost; (5) MWBE utilization; and (6) Community Benefit Program. The evaluation and scoring of the proposals along with the review of product demonstrations were conducted by an evaluation committee.

The request for proposal (RFP) was advertised in the local media and forwarded to prospective vendors. The solicitation drew responses from two vendors. A cost tabulation of the responses is listed below:

Vendor	Equipment and Software	Annual Support and Service
Aperta St. Louis, MO	\$36,250	\$4,250
RT Lawrence Corporation Whittier, CA	\$33,050	\$5,365

The highest scoring proposal was submitted by Aperta. Based on the results of their response and matrix score, management recommends an award be granted to Aperta at a total cost of \$36,250. Funding will be provided by SWS Carryover Funds.

Remsen Parrish provided an overview of the Check Scanning and Remote Check Deposit to the Commission.

Ms. Viney moved and Mr. Littlejohn seconded the motion to approve management’s recommendation that the award be granted to Aperta. The motion passed unanimously.

5. CUSTOMER PAYMENT PORTAL AND PAYMENT PROCESSING

Proposals were received on September 15, 2020, for the implementation of a new online customer payment portal and payment processing services. The objective is to enhance the customer payment experience in a cost effective manner. The provided services will include online bill payment, eBilling, and Interactive Voice Response (IVR). The IVR features include account balance access and bill payment by phone, as well as outbound customer notifications for past due balances.

The request for proposal (RFP) was advertised in the local media and forwarded to prospective vendors. The solicitation drew responses from five vendors. A cost tabulation of the responses is listed below. The provided cost is estimated based on recent transaction data.

Vendor	Estimated Annual Processing Cost
Kubra Piscataway, NJ	\$415,574
InvoiceCloud Braintree, MA	\$511,960
Paymentus, Corp. Charlotte, NC	\$555,057
Bill2Pay, LLC Jacksonville, FL	\$639,356
Business Information System Piney Flats, TN	\$703,079

The estimated annual processing cost is the fee the payment processor charges to process each electronic payment transaction. The transactions include payments made by credit card, debit card, bank draft, or electronic check.

The proposals were evaluated using a weighted scoring matrix. The matrix rated the vendors based on (1) company information and experience; (2) technology and service methodology; (3) implementation schedule; (4) cost; (5) MWBE utilization; and (6) Community Benefit Program. The evaluation and scoring of the proposals along with the review of product demonstrations were conducted by an evaluation committee.

The highest scoring proposal was submitted by Paymentus Corp. Based on the results of their response and matrix score, management recommended an award be granted to Paymentus Corp. at an estimated annual total cost of \$555,057. The contract for this service is with Spartanburg Water System; the monthly billing is paid by SWS, with SSSD sharing in the cost through a monthly cost allocation process. Funding is provided by operating budget funds.

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Kevin Brown, Director of Administrative Services, provided the Commission with an overview of the Customer Payment Portal and Payment Processing agenda item. Mr. Brown stated that there are two parts to this request. The payment portal is the software used to make a payment online through the Spartanburg Water website. The main objective is to enhance the customer payment experience in a cost effective manner. Kubra and InvoiceCloud submitted bids that were a lower cost, but Paymenus, Corp., has more capabilities.

Mr. Pressley noted that online payments have increased from 11% to 18% since 2015 and it is important to have an online payment process that is customer friendly. Funds are already budgeted for current services.

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management’s recommendation and award the bid to Paymentus Corp. The motion passed unanimously.

6. BIDS FOR SODIUM-ZINC HEXAMETAPHOSPHATE

Bids were received on October 6, 2020, from vendors to supply the Spartanburg Water System with the drinking water treatment chemical Sodium-Zinc Hexametaphosphate. The purpose of this solicitation is to secure firm unit pricing for the contract term of November 1, 2020-June 30, 2021.

The request for bid was advertised in the local media and forwarded to prospective vendors. The solicitation drew responses from three bidders. A tabulation of the bid is listed below. The costs listed represents price per ton and estimated total contract amount based on historical usage.

Vendor	Price per ton	Contract Total
Carus Corporation Peru, IL	\$1,900.00	\$95,000.00
Shannon Chemical Corporation Malvern , PA	\$1,914.14	\$95,707.00
Sterling Water Technologies Columbia, TN	\$1,938.6637	\$96,933.185

Management recommended the contract be awarded to the lowest responsive and responsible bidder, Carus Corporation, at a cost of \$1,900.00 per ton. Funding will be provided from SWS operating funds.

Ms. Viney moved and Mr. Littlejohn seconded the motion to approve management’s recommendation to award the contract to the lowest responsive and responsible bidder, Carus Corporation. The motion passed unanimously.

7. REPAIR OF HYDROELECTRIC GENERATOR

Proposals were received on October 13, 2020, for the repair of Hydroelectric Generator #2 at the R.B. Simms Drinking Water Treatment Facility. The

generator has been experiencing high vibration levels causing the unit to shut down. An inspection of the unit was performed by an independent contractor in May of this year. The inspection resulted in the determination that the primary source of the unit vibration is a damaged turbine guide bearing. The scope of work calls for the contractor to perform and document all "As Found Measurements"; disassembly the unit; install new bearing or bearings based on internally findings; reassembly and restore unit to "As Found" positioning; clean and test unit; and report on all services provided.

The proposals were evaluated using a weighted scoring matrix. The matrix rated the contractor based on (1) experience and references; (2) project schedule; (3) cost of services; (4) MWBE utilization; and (5) Community Benefit Program. The evaluation and scoring of the proposals were conducted by an evaluation committee. The request for proposal (RFP) was advertised in the local media and forwarded to eight prospective vendors. The solicitation drew one response. A tabulation including cost is listed below:

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
TurbinePROs	\$29,924.72
Chattanooga, TN	

Management recommended an award be granted to TurbinPROs at a total cost of \$29,924.72. Funding will be provided by SWS depreciation funds.

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management's recommendation that an award be granted to TurbinPROs. The motion passed unanimously.

8. WATER QUALITY REPORT

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

Reservoir #1 Intake Structure: Geosmin - Ranged from 13 PPT-20 PPT. MIB - Ranged from less than 2 PPT-7.2 PPT. Finished Water entering the distribution system: Geosmin - Ranged from 5.6 PPT-13 PPT. MIB – is less than detect PPT. The average raw water temperature in Lake Bowen was 67 degrees Fahrenheit and Reservoir #1 was 66 degrees Fahrenheit.

The last copper based application conducted on Lake Bowen and Reservoir #1 was on August 26-27. Those applications were very effective in reducing taste and odor issues. There has been only one customer complaint call into customer service since September 18.

The above was provided as information to the Commission.

9. REPORT ON DRINKING WATER RESERVOIRS

Ms. Schneider stated that the Watershed Management staff continue to process land permits for Lake Bowen and Lake Blalock. In 2020, from

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January 1 to October 23, staff has issued a total of 2,249 permits, this included irrigation permits.

As of December 1, 2019, when the Press Pause Program for Lake Bowen ended, a total of 681 participants signed up. 615 packets have been issued. There are 17 remaining participants that were given an expiration date of October 31, 2020. Six participants have scheduled appointments to sign their packets. Four requested that SWS email them their packet. Seven participants have not contacted SWS. They have been contacted by phone three times, by letter once, and have had an expiration letter posted to their door by SWS staff. If their packet is not signed by October 31, the participant will lose the permitting/licensing benefit of signing up for the Press Pause Program. Two participants are deceased and the property is in probate. There are 46 unissued Press Pause Packets with potential encroachments have been placed on hold until their encroachment can be resolved. There have been 14 surveyed and are in the process of executing the encroachment agreement. There are 32 surveys that still need to be completed.

Ms. Schneider noted that this is the third year for annual dock inspections. Inspections were completed September 16, 2020. There were 13 owners of non-maintained docks, eight on Lake Bowen and five on Lake Blalock. Letters have been mailed notifying contiguous land owners to repair, replace, or remove the dock.

Ms. Schneider reviewed the Lake Bowen Landing Project including key messages for communications regarding safety, improvements, and the environment. Feedback has been positive.

Watershed staff monitor and inspect sedimentation controls at all construction projects/sites around all three reservoirs. Any issues discovered are immediately addressed with the adjoining property owner. Staff will add sedimentation and erosion control measures to “back-stop” those measures required by the County at construction sites around the reservoirs. Staff has installed sedimentation measures on four sites on each reservoir, for a total of twelve sites.

Ms. Schneider stated that representatives from the Lakefront Property Owner’s Association (POA), County Council, and SWS met on October 5 to discuss Municipal Reservoir 1. SWS representatives provided a history of Reservoir 1 and why it is important in the treatment process and what it really means for the residents of Spartanburg County to have such a quality water source. They shared the results of a poll that they took with their neighbors on issues they would be interested in discussing with SWS.

Mr. Littlejohn asked why it is called Lakefront POA. Ms. Schneider stated that is the name they selected for their group. Mr. Littlejohn noted that adjoining property is lakeview. Ms. Schneider agreed and stated that SWS has begun communicating that message in several new ways trying to clarify that. Management reaches out to realtors with listings as lakefront and puts them on notice that it is lakeview property. As other opportunities come up SWS shares this information as well. Letters are mailed to new adjoining property owners putting them on notice with SWS. This letter welcomes

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them to the area, provide contact information for SWS, notice that they have 90 days to transfer any permits/licenses into their name.

Mr. Montgomery stated that they shared their requests with the group and SWS will review those requests. A tour of Reservoir 1 is scheduled to discuss shoreline management. An executive session will be scheduled for the Commissioners to discuss those requests.

Ms. Schneider stated that SWS staff met with Blalock Lakefront POA representatives on October 6 to continue the discussion of various issues. Staff presented their evaluation of the sedimentation product, GeoHay, for use as a shoreline stabilization methodology. The discussion led to a plan to conduct a pilot study and compare different stabilization products side-by-side on an exposed shoreline area.

Bobby Walden reviewed the plan to conduct a pilot study to compare the three selected stabilization products side-by-side on an exposed shoreline area. The products selected were: GeoHay, Sedimentation/Siltsoxx, and Coconut Fiber Rolls.

Ms. Schneider noted some things on the horizon. Municipal Reservoir 1 Policies and Procedures meetings are underway. Management will continue to meet with Blalock Lakefront POA on Lake Blalock Policies and Procedures to enhance communications. The shoreline stabilization pilot project will be initiated and the next meeting is scheduled for November 10. SWS will continue partnering with the Lakefront POA Committee on storm water impacts to water quality in the reservoirs. Irrigation Permit renewals will begin December 1, 2020.

The above was provided as information to the Commission.

10. VARIANCE REQUEST – 456 NARROW CIRCLE

The adjoining property owner is requesting a variance of the Standard Specifications for a marine structure regarding the 14 feet minimum set back requirement from a side lot property line.

Property owner has requested a permit to install a dock in the same location as a previous dock that had been removed and is no longer on site.

Upon review of the request, staff determined that the location of the old dock was in an area outside of the current structure boundary guidelines and the old dock was constructed prior to the enactment of the current policies and procedures.

Permitted structures must be placed so that all portions of the structure are at least 14 feet from the adjoining side lot lines as those lines project out into the Reservoir. Projection 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 used to determine a Contiguous Landowner's Buffer Access Area. The exact placement of structures will be determined by SWS.

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Placement of a new dock in the same location would exceed the projection of the side lot line on the right side of the property facing the water. The permit application was denied by staff due to inadequate distances.

The property owner's primary reason for a variance was to have deeper water access for his watercraft. Staff performed a water depth assessment at this location and the average water depth was determined to be approximately 2.5 feet. Staff also determined that there is a slight variation in water depth in the area and that the water depth at the location of the old dock would be approximately 6 inches deeper than the recommended location for the new dock installation.

The property owner requested and received a letter from the neighbor that would be impacted and the neighbor has no objections.

Management has reviewed the property owner's variance request, evaluated the site, and does not support the variance as described above.

Bobby Walden reviewed the adjoining property owner's request for a variance of the Standard Specifications for a marine structure regarding the 14 feet minimum set back requirement from a side lot property line, and the property description along with SWS guideline requirements.

Ms. Viney moved and Mr. Littlejohn seconded the motion to endorse management's recommendation and not support the variance request at 456 Narrow Circle. The motion passed unanimously.

11. PARTICIPATION PROJECT CONSISTENT WITH OUTSIDE CITY WATER MAIN EXTENSION POLICY – 149 CYCLE DRIVE

Recently management received a request from a property owner along Cycle Drive, located east of Boiling Springs Road and north of Old Furnace Road, concerning the possibility of obtaining water service.

The water main extension consists of approximately 80 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 an 8-inch line which increased the original project estimate from \$2,900 to \$5,450. The property owner's participation cost is still based on the original estimate of \$2,900 and not the future growth 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 149 Cycle Drive. The motion passed unanimously.

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 Agreement

(1) Clevedale Farms

Mark III Properties, Inc., is developing Clevedale Farms off of Willis Road. The development will consist of 93 residential lots, approximately 350 linear feet of 12-inch water main, 1,530 linear feet of 6-inch water main, 621 linear feet of 4-inch water main and four hydrants. SWS will participate in the off-site water main construction cost in accordance with the Water Main Extension Policy.

(2) Drayton Mill Village

DM Venture, LLC is developing Drayton Mill Village located off Dalmation Drive. This development will consist of 132 residential lots, approximately 4,301 LF of 6-inch water main, and four 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) Bradford J. Calloway and Jennifer L. Calloway**, desire to construct a boat lift on Lake Bowen.
- (2) Todd David Danielson and Rae Fuller Danielson**, desire to stabilize the shoreline on Lake Bowen.
- (3) Leatha and Bret Day**, desire to replace a dock on Lake Bowen.
- (4) Roger D. Estes and Deborah C. Estes**, desire to construct a personal watercraft lift on Lake Bowen.
- (5) William P. Gee**, desires to stabilize the shoreline on Lake Bowen.
- (6) Philip W. Hodge and Katherine T. Hodge**, desire to construct a boat lift on Lake Bowen.
- (7) Randal E. Mulkey**, desires to construct a dock and a hard pathway on Lake Blalock.
- (8) Jason E and Jennifer C Murphy**, desire to replace a dock on Lake Blalock.

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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) **Bobby J. Barnette and June H. Barnette**, boat lift, personal watercraft lift, and shoreline stabilization on Lake Bowen.
- (2) **John Beeson**, hard pathway on Lake Bowen.
- (3) **Richard Blanton**, boat ramp, dock replacement, and shoreline stabilization on Lake Bowen.
- (4) **William R. and Jeannine B. Bowers, as Co-Trustees and Successors in Trust**, hard pathway on Lake Bowen.
- (5) **Gloria C. Butler**, dock replacement and shoreline stabilization on Lake Bowen.
- (6) **Michelle P. Carracino**, dock replacement, personal watercraft lift, and shoreline stabilization on Lake Bowen.
- (7) **Stephen W. Cobb and Melanie B. Campbell**, boat ramp, dock replacement, and shoreline stabilization on Lake Bowen.
- (8) **William and Lorraine F. Cogen**, boat lift on Lake Bowen.
- (9) **Terry Cole**, dock replacement on Lake Blalock.
- (10) **James M. Cox**, boat ramp and hard pathway on Lake Bowen.
- (11) **Wade C. and Shelley F. Crow**, boat lift on Lake Bowen.
- (12) **Michael T. Culbreth and Linda T. Culbreth**, dock replacement and shoreline stabilization on Lake Bowen.
- (13) **Roger D. Estes and Deborah C. Estes**, dock replacement and shoreline stabilization on Lake Bowen.
- (14) **Andrew J. Fryml**, shoreline stabilization on Lake Bowen.
- (15) **David R. Garner and Cathy E. Garner**, personal watercraft lift and shoreline stabilization.
- (16) **Ronald W. and Kelly A. Garner**, personal watercraft lift and shoreline stabilization.
- (17) **Sara H. Goodwin**, shoreline stabilization on Lake Bowen.
- (18) **Edwin Griffin and Molly Griffin**, boat lift and dock replacement on Lake Bowen.

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- (19) **Dr. Billy J. Haguewood Jr. and Stacy Haguewood**, boat lift, dock replacement, hard pathway, personal watercraft lift, and shoreline stabilization on Lake Bowen.
- (20) **Peggy Hamrick**, dock replacement on Reservoir 1.
- (21) **Sharon Kathleen Hawkins**, personal watercraft lift and shoreline stabilization on Lake Bowen.
- (22) **Scott L. Hutchins and Karen Hutchins**, boat lift, dock replacement, and hard pathway on Lake Bowen.
- (23) **Robert James, Laurie James**, dock replacement, hard pathway, and shoreline stabilization on Lake Bowen.
- (24) **Carly Jo Jensen**, hard pathway on Lake Bowen.
- (25) **Hal Brian Johnson and Lori Johnson**, dock replacement, hard pathway, personal watercraft lift, and shoreline stabilization on Lake Bowen.
- (26) **Donald F. Jones**, dock replacement and shoreline stabilization on Lake Bowen.
- (27) **Suzanne and Bruce Landsverk**, boat lift, dock replacement, and shoreline stabilization on Lake Bowen.
- (28) **Daniel A. McDowell and Nancy McDowell**, dock replacement and shoreline stabilization on Lake Bowen.
- (29) **Kenneth J. Newman**, boat lift, boat ramp, dock replacement, and shoreline stabilization on Lake Bowen.
- (30) **Chris Patterson**, dock replacement on Lake Bowen.
- (31) **Cynthia Broyles Powell**, dock replacement and shoreline stabilization on Lake Bowen.
- (32) **Hanspeter and Mathilde Ruegger**, personal watercraft lift on Lake Bowen.
- (33) **Gloria Kay Shockley (LE) and James Channing Brown**, dock replacement on Lake Bowen.
- (34) **Kyle P. and Jessica H. Sisk, Christopher D. and Amelia H. Huskey**, boat ramp and dock replacement on Lake Bowen.
- (35) **Phillip C. Stevens**, dock replacement, hard pathway, and shoreline stabilization on Lake Bowen.
- (36) **David H. Strickland**, personal watercraft lift and shoreline stabilization on Lake Bowen.

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- (37) **Mom Stroup, Dwight Stroup**, dock replacement and hard pathway on Lake Bowen.
- (38) **Charles J. and Susannah Swanger**, shoreline stabilization on Lake Bowen.
- (39) **Michael Tolleson**, boat ramp, dock replacement, personal watercraft lift, and shoreline stabilization on Lake Bowen.
- (40) **Mark G. Vaughn**, dock replacement and shoreline stabilization on Lake Bowen.
- (41) **William Wagoner and Theresa A. Wagoner**, dock replacement and shoreline stabilization on Lake Bowen.

C. Encroachment Agreements

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

- (1) **Danny Blalock**, encroachment on Lake Bowen.
- (2) **Flynnerrise**, amendment to existing encroachment agreement on Lake Bowen.
- (3) **Christopher Fant**, encroachment on Lake Bowen.

D. Right-of-Way and Easement Agreements

All paperwork has been completed and the Right-of-Way/Easement agreement has been recorded.

- (1) **Broad River Electric Cooperative, Inc.**, right-of-way over Lake Bowen on Foster Road bridge.

13. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS

- A.** Ms. Schneider provided an update on a recent issues regarding Municipal Reservoir 1.
- B.** Newt Pressley provided an update on recent disconnects due to nonpayment.
- C.** Ms. Schneider stated that Charlie Logue will be retiring on October 30, 2020. Management and the Commission thanked Mr. Logue for his service to SWS.

Meeting adjourned at 4:14 p.m.

G. Newton Pressley
Secretary-Treasurer