

MINUTES

The Commissioners of Public Works of the City of Spartanburg, SC, Executive Session Meeting, held at 297 South Avenue, Spartanburg, SC, March 30, 2021, at 11:00 a.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 an executive session 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 THE MEETING TO ORDER**

Mr. Montgomery called the meeting to order.

2. **EXECUTIVE SESSION**

Mr. Littlejohn moved and Ms. Viney seconded the motion to enter into executive session at 11:08 a.m. The motion passed unanimously.

Ms. Viney moved and Mr. Littlejohn seconded the motion to come out of executive session at 1:44 p.m. The motion passed unanimously.

Mr. Montgomery stated the Commission received legal counsel and no action was taken.

Meeting adjourned at 1:44 p.m.

G. Newton Pressley
Secretary-Treasurer

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MINUTES

The Commissioners of Public Works of the City of Spartanburg, SC, Regular Meeting, held at 301 South Avenue, Spartanburg, SC, March 23, 2021, 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 FEBRUARY 23, 2021 AND WORK SESSION MEETING OF FEBRUARY 25, 2021**

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

2. **MONTHLY FINANCIAL REPORT**

Newt Pressley presented a financial summary of SWS expenditures and revenues for the eight-month period ending February 28, 2021. An explanation was provided for the favorable and unfavorable budget variances.

The above was provided as information to the Commission.

3. **HEALTH AND DENTAL INSURANCE RENEWAL**

Management proposed the following design plan recommendations for the upcoming health insurance plan year that is effective May 1, 2021.

These recommendations include the following:

- **Vision benefit:** increase benefit from \$500 to \$600
- **Chiropractic benefit:** Raise maximum from \$1,000 to \$1,200
- **Tobacco surcharge:** increase from \$25 to \$30 biweekly
- **Dental Plan-**increase dental maximum from \$1,500 to \$2,000

These recommendations will be in effect with no changes to the employee contributions:

The Commissioners of Public Works of the City of Spartanburg, SC – Regular Meeting, March 23, 2021

2021 - 2022 Per Pay Period Contribution	Consumer Choice Plus Medical Plan	Consumer Choice Medical Plan	Basic Medical Plan	Dental Plan
Employee Only	\$ 47	\$ 36	\$ 15	\$ 7
Employee plus child	\$ 61	\$ 50	\$ 28	\$ 10
Employee plus children (2 or more)	\$ 91	\$ 70	\$ 33	\$ 12
Family	\$ 118	\$ 93	\$ 48	\$ 14

Management recommended that the Commission approve the above mentioned design changes to the Spartanburg Water Health Insurance Plan that will become effective May 1, 2021.

Ms. Viney moved and Mr. Littlejohn seconded the motion to ratify the action taken in the SSSD meeting and approve management’s recommendation to the above mentioned design changes to the Spartanburg Water Health Insurance Plan that will become effective May 1, 2021. The motion passed unanimously.

4. WORKERS’ COMPENSATION INSURANCE RENEWAL

Spartanburg Water’s Workers’ Compensation insurance renews annually on April 1. For the 2021 renewal, staff received proposals from McGriff Insurance Services and USI Insurance Services. As agents, these firms are able to obtain quotes from a number of insurance carriers on behalf of Spartanburg Water. USI Insurance Services is the current agent for Spartanburg Water and the Workers’ Compensation policy is written through Selective as the carrier. The premium for the 2020 renewal was \$134,159. The results of the proposals received are tabulated below:

Acting Agent: McGriff Insurance Services

<i>Insurance Carrier</i>	<i>Annual Premium</i>
Amerisure	\$101,171
Eastern Alliance	\$103,597
Summit	\$133,806

Acting Agent: USI Insurance Carriers

<i>Insurance Carrier</i>	<i>Annual Premium</i>
Selective	\$122,612
Encova Insurance	\$116,838

Based on the proposals received, management recommended approval of the proposal submitted by McGriff Insurance Services and binding coverage with Amerisure as the carrier for the Workers’ Compensation insurance.

The Commissioners of Public Works of the City of Spartanburg, SC – Regular Meeting, March 23, 2021

The Workers' Compensation premium will be allocated as follows: \$76,889.96 for SWS and \$24,281.04 for SSSD.

Ms. Viney moved and Mr. Littlejohn seconded the motion to ratify the action taken in the SSSD meeting and approve management's recommendation for approval of the proposal submitted by McGriff Insurance Services and binding coverage with Amerisure as the carrier for the Workers' Compensation insurance. The motion passed unanimously.

5. CUSTOMER TRANSACTIONAL SURVEY SERVICES

In recent years, Spartanburg Water has conducted transactional surveys by phone to measure the performance of the main Customer Service group. A minimum of 50 customers that contacted Spartanburg Water customer service were selected at random each month and surveyed by an outside firm.

Conducting surveys by telephone has become more challenging in recent years. There are less landline connections and an increasing tendency for customers to not answer a call from an unknown telephone number. In a strategic effort to move to a digital survey platform and to reduce the timeframe between customer interaction and survey results, management requested proposals and pricing from three feedback management platforms. Each platform provides the ability to distribute surveys via text and/or email in real-time. They each provide different levels of reporting, user interfaces, and alerts regarding possible customer service issues. Below is a tabulation of the annual costs proposed:

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Qualtrics XM Provo, UT	\$6,000
Medallia San Francisco, CA	\$10,000
SurveyMonkey San Mateo, CA	\$10,000

Based on the pricing submitted, reference checks, and evaluation of the services provided, management recommended an award to Qualtrics in the amount of \$6,000 per year. The contract will be for an initial 12-month term with the option to renew for two additional 12-month terms. Funding will be provided by the operating budget and split equally between the Spartanburg Water System and Spartanburg Sanitary Sewer District.

Mr. Littlejohn moved and Ms. Viney seconded the motion to ratify the action taken in the SSSD meeting and approve management's recommendation to award the bid to Qualtrics in the amount of \$6,000 per year. The motion passed unanimously.

6. WATER QUALITY REPORT

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

Reservoir #1 Intake Structure: Geosmin - Ranged from 4.1 PPT-6.2 PPT. MIB - Ranged less than detect. Finished Water entering the distribution system: Geosmin - Ranged less than detect to 0.8. MIB – Ranged less than detect at the point of entry. There have been no taste and odor complaints. The average raw water temperature was 55 degrees Fahrenheit.

Staff has begun to prepare a preventative maintenance strategy with the Aquatic Applicator Team for applications in 2021. This strategy is based on historical trends and water quality data. A preventative algaecide application took place on February 23-24 in Reservoir 1 as well as Lake Bowen to target the typical taste and odor producers as they start to emerge. The actual aquatic algaecide prescription developed by the Aquatic Applicator Team called for a low concentration copper based algaecide application Reservoir 1 and Lake Bowen. Based on historical trends and water quality data an additional application will take place in April.

The above was provided as information to the Commission.

7. 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 2021, from January 1- March 15, staff has issued a total of 541 permits, this includes irrigation permits.

There were a total of 681 participants in the Press Pause program. 676 packets have been issued. Four participant properties are in probate that will be handled as Land Transfers and one unissued Press Pause Packet that SWS staff is actively working to resolve.

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. All land owners have responded. Six docks are complete. Seven are in progress and will be completed by the May 1, 2021, deadline.

Ms. Schneider noted that the Lake Bowen and Lake Blalock Policy and Procedure Manuals were updated to allow new property owners 90 days from closing to transfer all permits and licenses into their names. Staff has sent 137 letters to new property owners surrounding the reservoirs notifying them they must transfer all existing permits for structures/improvements located within the SWS owned buffer within 90 days of the property closing date. 132 Property owners have responded and transferred existing permits. Five property owners are still within the established timeframe.

The Commissioners of Public Works of the City of Spartanburg, SC – Regular Meeting, March 23, 2021

Ms. Schneider reviewed the Lake Bowen Landing Project. Grading for boat trailer parking and the installation of curbing are complete. Construction of the new boat ramp is in progress. Paving for the new parking area is also in progress. Ms. Schneider stated that a lot of communication is taking place to keep everyone updated. There was an article recently published in the Herald Journal, regular posts on social media and website, and the recorded message phone line. Upcoming parts of the project include the opening of the new boat ramp, communications regarding new traffic flow, and boat ramp designations (motorized and non-motorized), and the opening of the new parking lot communications. The shoreline stabilization project will begin in April.

Staff continues to monitor sites where sedimentation control measures are in place and perform weekly inspections of all shorelines to identify potential areas of additional stormwater run-off that can impact the reservoirs. Staff alerts Spartanburg County Stormwater Management of any areas identified where control measures are not functioning as designed. Staff continues to install sedimentation and erosion control measures to “back-stop” the measures required by the County at construction sites around all reservoirs. Back-Stop measures have been installed at 18 sites to date.

Ms. Schneider informed the Commission that Enchanted Construction Services (ECS) Development, LLC., has purchased a 107 acre tract of land located .7 Mile north of Lake Bowen between Hwy 9 and Hwy 11 for residential development called New Prospect Haven. Removal of timber and logging has begun. This project will be conducted in two phases, with one under way. Staff has been in contact with ECS Development and sedimentation control measures have been placed in critical areas adjacent to the creek that flows into Lake Bowen.

Enchanted Construction Services (ECS) Development, LLC., also purchased a 250 acre tract of land that adjoins Lake Blalock off of Sandy Ford Road for a residential development called Huckleberry Cove. Removal of timber and logging has begun. This project will be conducted in two phases, with one under way, dividing the parcels into 138 lots. Staff has been in contact with ECS Development regarding sedimentation control measures, as well as notification of *Hexastylis Naniflora*. This is a rare species of flowering plant commonly known as the dwarf-flowered heartleaf. There are some patches of this on the property.

SWS will need to establish access and egress locations to install and maintain various engineering sedimentation and erosion control measures. Staff will be seeking maintenance easements from the developer to ensure that proper installation and maintenance can be performed.

Ms. Schneider noted some things on the horizon are Municipal Reservoir #1 Policies and Procedures meetings are underway. The next meeting with Lakefront POA on Lake Blalock Policies and Procedures to enhance communications is scheduled for June. SWS will continue to partner with the Lakefront POA Committee regarding stormwater impacts to water quality in the reservoirs. Watercraft Permit Renewals begin March 15, 2021.

The Commissioners of Public Works of the City of Spartanburg, SC – Regular Meeting, March 23, 2021

Ms. Viney noted that the new boat parking area does not show grass and tree buffer areas for water runoff. Mr. Jackson noted that due to the parking area housing large vehicle and trailering, there will not be buffer islands with trees within the lot. There are areas beyond the paved area that will have cut outs with shrubs and area for water absorption.

The above was provided as information to the Commission.

8. 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. Lake Agreements

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

- (1) **Michael O. Belue and Betty Ann Moore Belue**, desire to construct a boat lift on Lake Bowen.
- (2) **Margaret S. Blanton**, desires to replace a dock on Lake Bowen.
- (3) **Thomas F. Eberhard and Marcy Marie Eberhard**, desire to replace a dock and construct a boat lift on Lake Bowen.
- (4) **Raymond Leroy France and Tammi Michelle France**, desire to replace a dock on Lake Blalock.
- (5) **Kikolay Garbar**, desires to construct a dock on Lake Blalock.
- (6) **Kerri Pratt**, desires to stabilize the shoreline on Lake Bowen.
- (7) **George Reginald Pryor and Rene R. Pryor**, desire to replace a dock on Lake Bowen.
- (8) **Alice W. and James W. Smith**, desire to replace a dock and stabilize the shoreline on Lake Bowen.
- (9) **Jeffery H. Smith and Elizabeth E. Smith**, desire to construct a dock on Lake Bowen.
- (10) **Barric Thompson, Evelyn Otero-Thompson**, desire to construct a dock on Lake Blalock.

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

The Commissioners of Public Works of the City of Spartanburg, SC – Regular Meeting, March 23, 2021

- (1) **Cleve Artrip and Deborah Weber**, boat lift on Lake Bowen.
- (2) **Karen R. Bingham**, boat lift, dock replacement, hard pathway, personal watercraft lift, and shoreline stabilization on Lake Bowen.
- (3) **Gina Chapman**, dock replacement, hard pathway, and shoreline stabilization on Lake Bowen.
- (4) **Edward Charbonneau**, dock replacement, hard pathway, and shoreline stabilization on Lake Bowen.
- (5) **Thomas F. Eberhard and Marcy Marie Eberhard**, shoreline stabilization on Lake Bowen.
- (6) **Jesse R. Freeman and Perryn M. Freeman**, dock replacement on Lake Blalock.
- (7) **Nikolay Garbar**, hard pathway on Lake Blalock.
- (8) **Garret L. Heidenreich and Angela Marie Heidenreich**, boat lift, dock replacement, hard pathway, and shoreline stabilization on Lake Bowen.
- (9) **Paragon Investment Properties, Inc.**, dock replacement on Lake Bowen.
- (10) **Clary Holdings, LLC**, dock replacement and hard pathway on Lake Bowen.
- (11) **Robert W. Reeves**, dock replacement, hard cart path, and hard pathway on Lake Blalock.
- (12) **Jeffery H. Smith and Elizabeth E. Smith**, shoreline stabilization on Lake Bowen.
- (13) **Barric Thompson, Evelyn Otero-Thompson**, hard pathway on Lake Blalock.
- (14) **Joseph B. Zuber**, boat lift and dock replacement on Lake Bowen.

B. Encroachment Agreements

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

- (1) **Brice Cook Realty, LLC**, dwelling encroachment on Lake Bowen.
- (2) **Carole Hyslop**, dwelling encroachment on Lake Bowen.
- (3) **Ann Mullins**, dwelling encroachment on Lake Bowen.

The Commissioners of Public Works of the City of Spartanburg, SC – Regular Meeting, March 23, 2021

- (4) **NM Properties**, dwelling encroachment on Lake Bowen.
- (5) **Loretta W. Conner**, dwelling encroachment on Lake Bowen.
- (6) **Michael and Krystal Lancaster**, non-dwelling encroachment on Lake Bowen.

The above was provided as information to the Commission.

9. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS

- A.** Ms. Schneider noted that the Budget Work Session will be held at 8:30 a.m. on Wednesday, April 28.
- B.** Ms. Viney noted that the recent internal employee Pipeline featured an article about saving an eagle that had been entangled with fishing line and a lure. SWS Game Wardens assisted the bird and contacted wildlife rehabilitators that rescued the eagle. The damage was determined to be too great to release back into the wild, so it was kept at The Carolina Raptor Center and is being trained for use in educational purposes. Ms. Viney stated that this article should be shared with the public as educational information. Ms. Schneider agreed that it was a great success and management would look into ways of sharing this information.

Meeting adjourned at 3:51 p.m.

G. Newton Pressley
Secretary-Treasurer

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