

## MINUTES

The Commissioners of Public Works of the City of Spartanburg, SC, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, October 25, 2022, 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 and Mr. Montgomery. Mr. Littlejohn was absent.

Mr. Montgomery noted that the meeting would be held as a quorum in Commissioner Littlejohn's absence.

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 JOINT EXECUTIVE SESSION MEETING OF SEPTEMBER 27, 2022 AND REGULAR MEETING OF SEPTEMBER 27, 2022**

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

### **2. RECOGNITION OF THE SPARTANBURG WATER SYSTEM POLICE DEPARTMENT**

Bobby Walden recognized Chief Lake Warden, Jon Morgan, and the Lake Warden Staff, in achieving 100% compliance in the passing of a 3-year audit performed by the State Law Enforcement Division (SLED). The audit was found to be in compliance with all SLED and FBI policies with zero discrepancies.

The Lake Warden staff consists of Richard Crocker, Caleb Owens, George Brooks, Adam Coyle, and Jon Morgan. All SWS wardens are Law Enforcement Officers of the State and have arresting authority. We are a stand-alone police department that has an Originating Agency Identifier (ORI) number.

The Commission congratulated staff on this achievement.

The above was provided as information to the Commission.

### **3. MONTHLY FINANCIAL REPORT**

Newt Pressley presented a financial summary of SWS expenditures and revenues for the three-month period ending September 30, 2022. An explanation was provided for the favorable and unfavorable budget variances.

The above was provided as information to the Commission.

The Commissioners of Public Works of the City of Spartanburg, SC – Regular Meeting, October 25, 2022

**4. PROFESSIONAL SERVICES FOR A COMPENSATION STUDY**

Proposals were received on October 3, 2022, from professional consulting firms to perform a compensation study for Spartanburg Water. The scope includes the review of existing job descriptions; review of current salaries; benchmarking and establishing market value of each position’s salary; recommendations for improvements to job descriptions and pay scales; and the development of an implementation strategy.

An evaluation team made up of staff from Finance and Human Resources reviewed and scored the proposals received. The evaluation criteria consisted of the responder’s qualifications; approach and strategy; cost information; MWBE utilization; and Community Benefit Program. Each proposal was evaluated using a weighted score matrix, with the successful consultant being selected for the highest scoring proposal.

The solicitation drew responses from four consulting firms. A cost tabulation of the responses is listed below.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Evergreen Solutions, LLC Tallahassee, FL	\$28,500
CBIZ Compensation Consulting St. Louis, MO	\$39,575
Davidson Group Greensboro, NC	\$44,500
Korn Ferry Los Angeles, CA	\$87,210

Management recommended a contract award for professional services be granted to CBIZ Compensation Consulting in the amount of \$39,575 based on their highest scoring proposal.

The consulting services contract cost will be funded by SWS and SSSD operating funds, and allocated as follows: SWS (\$26,515.25) and SSSD (\$13,059.75).

Ms. Viney moved and Mr. Montgomery seconded the motion to ratify the action taken in the SSSD meeting to award the contract for professional services to CBIZ Compensation Consulting. The motion passed unanimously.

**5. BIDS FOR GATES AND GATE OPERATORS AT WHITLOCK PLANT**

Bids were received on October 12, 2022, from vendors to furnish two automatic gates at the Whitlock Water Treatment Plant. Gates and gate operators are being replaced due to the gate condition, as well as the increased on-site traffic from the Field Service Group relocation.

The Commissioners of Public Works of the City of Spartanburg, SC – Regular Meeting, October 25, 2022

The request for bid was advertised in the local media and forwarded to prospective suppliers. The request drew responses from two bidders. The scope of work was to install two aluminum commercial grade slide gates (for entry/exit), gate operators, and other items as appropriate.

A tabulation of the bid is listed below.

<b><u>BIDDER</u></b>	<b><u>AMOUNT OF BID</u></b>
Newman Fence Company Roebuck, SC	\$39,990
Seegars Fence Co of Spartanburg Woodruff, SC	\$54,675

Management recommended the contract be awarded to the lowest responsive and responsible bidder, Newman Fence Company at a total cost of \$39,990.

Funding will be provided from SWS depreciation funds.

Remsen Parrish provided the Commission with an overview of the Bids for Gates and Gate Operators at the Whitlock Plant.

Ms. Viney moved and Mr. Montgomery seconded the motion to approve management’s recommendation to award the contract to the lowest responsive and responsible bidder, Newman Fence Company. The motion passed unanimously.

**6. WATER QUALITY REPORT**

Mr. Walden provided an update to the Commission on water quality.

Reservoir #1 Intake Structure: Geosmin - Ranged from 8.2 PPT-14 PPT. MIB was less than detect. Finished Water entering the distribution system: Geosmin – Ranged from 2.8 PPT to 9.9 PPT. MIB was less than detect. Mr. Walden noted an algaecide application was performed on September 28, 2022, on Reservoir 1, on a total of 194 surface water acres. The average raw water temperature was 68 degrees Fahrenheit.

In reference to reservoir water levels, Mr. Boyle noted that Ken Tuck, Director of Drinking Water, and his team are on top of the drought plan, and there is nothing additional that needs to be done at this time.

The above was provided as information to the Commission.

**7. AMENDMENTS TO THE SPARTANBURG WATER SYSTEM POLICIES AND PROCEDURES FOR LAKE WILLIAM C. BOWEN**

The proposed amendments modify various sections of Spartanburg Water System Policies and Procedures for Lake William C. Bowen, originally effective October 31, 2019. The purpose of the amendments is to enhance

or further clarify language related to permit revocations, commercial use, watercraft permits, and dock placement.

**Management proposed the following changes to Spartanburg Water System Policies and Procedures for Lake William C. Bowen.**

**Proposed Amendment: Pages 3-4 – “General” Section**

Existing Language	Proposed Language
4. Any permit or agreement issued by SWS may be revoked if the permit holder willfully or continuously violates any of the conditions of the permit(s) or agreement(s) or the policies, procedures, or restrictions governing the use of SWS Property, any applicable laws or regulations, or any contractual obligations.	4. Any permit, <u>license</u> or agreement issued by SWS may be revoked if the permit holder willfully or continuously violates any of the conditions of the permit(s) or agreement(s) or the policies, procedures, or restrictions governing the use of SWS Property, any applicable laws or regulations, or any contractual obligations.
6. Commercial use or operations are not allowed on SWS Property.	6. <u>Other than the permitted construction and maintenance of marine structures, shoreline stabilization, tree and vegetation management, and/or contractors performing other permitted work,</u> commercial use or operations are not allowed on SWS Property

**Proposed Amendment: Page 6-7 – “Watercraft Permits” Section**

Existing Language	Proposed Language
N/A - Addition	<b><u>3. SWS non-powered boat permits are permanent and do not require annual renewals. Should the permit become lost or destroyed, or detached from the non-powered boat, a replacement fee shall be charged.</u></b>
3.C. Has a motor from which the serial number or model number has been removed. The Warden’s office shall revoke any permit previously issued if a boat, watercraft, or any other type of vessel is propelled by a motor on which the serial number or model number has been removed, changed or altered, or if the cover of a compliant engine has been used to camouflage a larger non-compliant engine.	<b><u>4.C.</u></b> Has a motor from which the serial number or model number has been removed. The Warden’s office shall revoke any permit previously issued if a boat, watercraft, or any other type of vessel is propelled by a motor on which the serial number or model number has been removed, changed or altered, or if the cover of a compliant engine has been used to camouflage <b><u>(or otherwise disguise)</u></b> a larger non-compliant engine.

**Proposed Amendment: Page 7-8 – “Structures (Marine and others)” Section**

<b>Existing Language</b>	<b>Proposed Language</b>
<p>Permitted structures must be placed so that all portions of the structure are at least 14 feet from adjoining side lot lines as those lines project out into the Reservoir. Protection 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 use to determine a Contiguous Landowner’s Buffer Access Area. Exact Placement of structures will be determined by SWS. See Appendix B for a dock placement example.</p>	<p>Permitted structures <u>for new construction</u> must be placed so that all portions of the structure are at least 14 feet from adjoining side lot lines as those lines project out into the Reservoir. Protection 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 use to determine a Contiguous Landowner’s Buffer Access Area. Exact Placement of structures will be determined by SWS. <u>See Appendix C for a dock placement example.</u></p> <p><u>Replacement or changes to an existing Permitted or Licensed Marine Structure must be constructed so that the structure is at least 28 feet from the neighboring marine structure on either side. Exact placement of the structure will be determined by SWS.</u></p>

Management recommended that the Commission adopt these amendments to the Policies and Procedures for Lake William C. Bowen.

Bobby Walden reviewed the proposed amendments to the Spartanburg Water System Policies and Procedures for Lake William C. Bowen.

Ms. Viney moved and Mr. Montgomery seconded the motion to adopt these amendments to the Policies and Procedures for Lake William C. Bowen. The motion passed unanimously.

**8. AMENDMENTS TO THE SPARTANBURG WATER SYSTEM POLICIES AND PROCEDURES FOR LAKE H. TAYLOR BLALOCK**

The proposed amendments modify various sections of Spartanburg Water System Policies and Procedures for Lake H. Taylor Blalock, Rev. December 1, 2020. The purpose of the amendments is to enhance or further clarify language related to permit revocations, commercial use, unpermitted items, watercraft permits, and dock placement.

**Management proposed the following changes to Spartanburg Water System Policies and Procedures for Lake H. Taylor Blalock.**

**Proposed Amendment: Pages 3-5 – “General” Section**

The Commissioners of Public Works of the City of Spartanburg, SC – Regular Meeting, October 25, 2022

Existing Language	Proposed Language
6. Any permit or agreement issued by SWS may be revoked if the permit holder willfully or continuously violates any of the conditions of the permit(s) or agreement(s) or the policies, procedures, or restrictions governing the use of SWS Property, any applicable laws or regulations, or any contractual obligations.	6. Any permit, <u>license</u> or agreement issued by SWS may be revoked if the permit holder willfully or continuously violates any of the conditions of the permit(s) or agreement(s) or the policies, procedures, or restrictions governing the use of SWS Property, any applicable laws or regulations, or any contractual obligations.
8. Commercial use or operations are not allowed on SWS Property.	8. <u>Other than the permitted construction of marine structures, shoreline stabilization, tree and vegetation management, and/or contractors performing other permitted work,</u> commercial use or operations are not allowed on SWS Property
28. No items, including canoes, kayaks and paddleboats, can be stored on SWS Property at the Reservoir, unless stored on a permitted rack.	28. No <u>unpermitted</u> items can be stored on SWS Property at the Reservoir

**Proposed Amendment: Page 7 – “Watercraft Permits” Section**

Existing Language	Proposed Language
N/A - Addition	3. <u>SWS non-powered boat permits are permanent and do not require annual renewals. Should the permit become lost or destroyed, or detached from the non-powered boat, a replacement fee shall be charged.</u>

**Proposed Amendment: Page 8-9 – “Structures (Marine and others)” Section**

Existing Language	Proposed Language
<p>3. Permitted structures must be placed so that all portions of the structure are at least 14 feet from adjoining side lot lines as those lines project out into the Reservoir. Protection 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 use to determine a Contiguous Landowner’s Buffer Access Area. Exact Placement of structures will be determined by SWS.</p>	<p>3. Permitted structures <u>for new construction</u> must be placed so that all portions of the structure are at least 14 feet from adjoining side lot lines as those lines project out into the Reservoir. Protection 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 use to determine a Contiguous Landowner’s Buffer Access Area. Exact Placement of structures will be determined by SWS. <u>See Appendix C for a dock placement example. Replacement or changes to an existing Permitted or Licensed Marine Structure must be constructed so that the structure is at least 28 feet from the neighboring marine structure on either side. Exact placement of the structure will be determined by SWS.</u></p>

Management recommended that the Commission adopt these amendments to the Policies and Procedures for Lake H. Taylor Blalock.

Bobby Walden reviewed the proposed amendments to the Policies and Procedures for Lake H. Taylor Blalock.

Ms. Viney moved and Mr. Montgomery seconded the motion to adopt these amendments to the Policies and Procedures for Lake H. Taylor Blalock. The motion passed unanimously.

**9. MUNICIPAL RESERVOIR #1 RULES AND REGULATIONS**

After several beneficial stakeholder meetings with adjoining property owners, administration made the decision to have separate Rules and Regulations for each of the drinking water reservoirs. To date, a formal Rules and Regulations document for Municipal Reservoir #1 does not exist.

The drinking water treatment staff has prepared and will distribute for review a draft Rules and Regulations document for use in managing Municipal Reservoir #1. The draft document includes recommended allowable activities, various guidelines and standards, and a Formal Enforcement Action Process. Staff will also distribute, for reference, copies of the amended Rules and Regulations for Municipal Reservoir #1 approved by the Commission at the January 22, 2019, regular meeting.

The proposed draft document is being presented to the Commission for review and comments only. Management did not request Commission action at this time and will present a final document for consideration at the December 6, 2022, regular Commission Meeting once all comments are received.

The Commissioners of Public Works of the City of Spartanburg, SC – Regular Meeting, October 25, 2022

Mr. Boyle stated that Municipal Reservoir #1 has never had a policy of rules and regulations specifically pertaining to it. Mr. Boyle requested staff create and propose a draft document for Municipal Reservoir #1 Rules and Regulations. Staff has provided the proposed rules and regulations, with Mr. Boyle's full support.

Management is not requesting action at this time, but would ask the Commission to review and provide any feedback or questions they may have.

Management will request Commission approval of the proposed Municipal Reservoir #1 Rules and Regulations at the December 6, 2022, Commission meeting.

Ms. Viney stated this will be well received by the adjoining property owners. Mr. Boyle stated that these rules and regulations are a compromise that will work for Spartanburg Water long-term, and the adjoining property owner.

The above was provided as information to the Commission.

**10. DISTRIBUTION SYSTEM REHABILITATION UPDATE**

Spartanburg Water System has made a commitment to address the needs of its aging distribution system infrastructure. In FY 22, approximately \$138,888.24 was invested in the rehabilitation of the distribution system.

Janet Cann, Asset Engineering Manager, provided an overview of the progress made by the Collection and Distribution Department to address infrastructure needs over this past fiscal year. The projects funded during this last fiscal year included two low flow hydrant projects, seven water quality projects, 11,105 feet of pipe, and three fire hydrants. These projects are an investment to the community. Ms. Cann noted that management uses a systematic and strategic approach in the planning process to reinvest in the infrastructure of SWS.

The above was provided as information to the Commission.

**11. PARTICIPATION PROJECT CONSISTENT WITH OUTSIDE CITY WATER MAIN EXTENSION POLICY – WYNETTE WAY – 156 TERRY AVENUE**

Recently management received a request from a property owner on Terry Avenue at Wynette Way concerning the possibility of obtaining water service. Wynette Way-Terry Avenue are south of Hickory Nut Drive and west of Rainbow Lake Road.

The water main extension consists of approximately 95 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 Commissioners of Public Works of the City of Spartanburg, SC – Regular Meeting, October 25, 2022

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 \$6,000. The property owner's participation cost is based on this estimate.

Management recommended Commission approve the above.

Gene Jackson provided the Commission with an overview of the request for the Outside City Water Main Extension – Wynette Way – 156 Terry Avenue.

Ms. Viney moved and Mr. Montgomery seconded the motion to approve management's recommendation to approve the request for outside city water main extension for Wynette Way – 156 Terry Avenue. 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. Inside City Private Fire Service Agreements**

**(1) Spartanburg Police Operations Center FS**

Spartanburg Police Operations Center, located at 206 North Forest Street in Spartanburg, wishes to connect a 6-inch water line to the Commission's 12-inch water line along West Saint John Street to serve a private fire protection system for the above-mentioned Operations Center. City of Spartanburg wishes to enter into an agreement for this service.

Annual Stand-by Revenue - \$148.76

**13. 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.

- (1) Kimberly A. DeLoach**, desires to replace a dock on Lake Blalock.
- (2) Wayne Steinberg**, desires to replace a dock on Lake Blalock.
- (3) William J. Martin, Jr.**, desires to construct a personal watercraft lift and replace a dock on Lake Bowen.
- (4) Daniel A. Thornton and Amy P. Thornton**, desire to replace a dock on Lake Bowen.
- (5) John M. McMillan and Millicent Leigh Stepp Ray**, desire to construct a personal watercraft lift on Lake Bowen.

The Commissioners of Public Works of the City of Spartanburg, SC – Regular Meeting, October 25, 2022

- (6) **Billy J. Israel, Jr. and Susan R. Israel**, desire to construct a boat lift on Lake Bowen.
- (7) **Edward and Dana Charbonneau**, desire to construct a personal watercraft lift on Lake Bowen.
- (8) **Michael and Kathryn Harvey**, desire to stabilize the shoreline on Lake Bowen.
- (9) **Donnie Forrester**, desires to construct a boat lift and replace a dock on Lake Bowen.

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

- (1) **Evans Real Property, LLC**, dock replacement and personal watercraft lift on Lake Bowen.
- (2) **Malgorzata A. Graves and Marek A. Graves**, boat lift, hard pathway, personal watercraft lift, and dock replacement on Lake Bowen.

**14. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS**

There were no negotiations or miscellaneous administrative matters.

Meeting adjourned at 3:15 p.m.

---

G. Newton Pressley  
Secretary-Treasurer

tbh