

MINUTES

The Commissioners of Public Works of the City of Spartanburg, SC, Regular Meeting, held at 297 South Avenue, Spartanburg, SC, April 28, 2021, at 8:30 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 a work 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.

This work session was held to discuss the proposed FY 2021-2022 budget.

Ms. Viney moved and Mr. Littlejohn seconded the motion to adjust the salary of the Commissioners of Public Works of the City of Spartanburg, by \$6,000 annually, with the Chair position to receive an additional \$2,000 annually. The motion passed unanimously.

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, April 27, 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 MARCH 23, 2021 AND EXECUTIVE SESSION MEETING OF MARCH 30, 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 nine-month period ending March 31, 2021. An explanation was provided for the favorable and unfavorable budget variances.

The above was provided as information to the Commission.

3. HUMAN RESOURCES BUILDING RENOVATION PROJECT

McMillan Pazdan Smith Architecture performed a needs assessment of the Spartanburg Water Human Resources Building. Based on the findings of the assessment, the following areas present an opportunity for improvement:

- Improve current mechanical system by reconfiguring the existing central heating and air conditioning system and adding additional heating and cooling capacity
- Improve safety at the front entrance as it relates to the existing accessibility ramp and handrail
- Comply with current ADA standards
- Improve visitor experience and access by reconfiguring the front entry area
- Improve privacy and confidentiality for individual offices
- Improve building security by reconfiguring building and installing access control
- Increase meeting and office space
- Upgrade fire alarm system

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To address these needs, five contractors were pre-qualified and invited to submit a response to a Request for Proposal. The project includes the interior renovation of approximately 3,070 square feet of office space. The scope of work includes the following:

- Removal of interior walls, ceilings, and doors to reconfigure offices and support services
- Construction of new interior walls, ceilings, doors, flooring, wall materials and finishes
- New accessible restrooms with new fixtures
- Re-distribution and modification of existing central heating and air ductwork with new grills and registers
- New lighting fixtures, access control system, and fire alarm system
- Exterior improvements to include new front handrails and ramp modifications

Proposals were received on April 7, 2021. The request for proposal drew three responses. The proposals were evaluated by an evaluation committee using a weighted scoring matrix. The matrix rated the responses based on (1) approach and strategy; (2) project schedule; (3) cost; (4) MWBE utilization; and (5) Community Benefit Program. A tabulation of the responses received including cost is listed below:

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Dunbar Construction Spartanburg, SC	\$415,720
Harper General Contractors Greenville, SC	\$456,188
Robins & Morton Charlotte, NC	\$596,750

The highest scoring proposal was submitted by Harper General Contractors. Based on the results of their response and matrix score, management recommended an award be granted to Harper General Contractors at a total cost of \$456,188. Funding will be provided by SWS Capital Funds.

Remsen Parrish provided an overview of the Human Resources Building Renovation Project including the areas presented as an opportunity for improvement.

Ms. Viney asked if the Human Resources building has always belonged to SWS. Mr. Pressley noted that it was acquired from SSSD. Mr. Montgomery stated that it was originally owned by Blue Cross Blue Shield of SC, and it was later transferred to Matthew Henderson in 1976, and that may have been tied to the City of Spartanburg.

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Mr. Littlejohn noted that this would be a major renovation and asked where the employees would be located and how they would be impacted. Ms. Schneider stated that the Human Resources employees would be located at the Whitlock WTP and the other employees would be stationed at other facilities.

Mr. Littlejohn asked when the project is expected to be complete. Mr. Parrish stated that the work is scheduled to be complete by early October.

Ms. Viney noted the recommended bid is a reasonable cost for the work requested. Mr. Pressley agreed stating that it is below the SWS estimated cost.

Ms. Viney moved and Mr. Littlejohn seconded the motion to approve management's recommendation and award the contract to the highest scoring proposal submitted by Harper General Contractors. The motion passed unanimously.

4. WATER QUALITY REPORT

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

Reservoir #1 Intake Structure: Geosmin - Ranged from 6.9 PPT- 8.6 PPT. MIB - Ranged less than detect. Finished Water entering the distribution system: Geosmin - Ranged less than detect to 3.9. MIB – Ranged less than detect at the point of entry. There have been no taste and odor complaints. The average raw water temperature was 64 degrees Fahrenheit.

An algaecide application took place on April 13-14. The aquatic algaecide prescription developed by the Aquatic Applicator Team called for a low concentration copper based algaecide application Reservoir 1 and Lake Bowen. The application depths were just below the surface and two feet from the bottom.

Ms. Viney asked if SWS has received any feedback from the algaecide applications. Mr. Walden stated there has been no feedback.

The above was provided as information to the Commission.

5. 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- April 22, staff has issued a total of 617 permits, this includes irrigation permits. Watercraft permit sales are up from last year.

Staff conducts weekly inspections at all three drinking water reservoirs monitoring the shorelines for new construction and inspecting existing construction sites. Monitoring and inspection activities include: Inspection of existing BMPS and sediment controls installed by homeowner, inspect any sediment/backstop controls installed by SWS, and checking for sediment deposits into lake from sites, and inspection for proper observance

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of property lines and county setbacks and building regulations. Property owners are contacted immediately to address and resolve any discrepancies or issues.

Mr. Montgomery asked if Spartanburg County is being notified when SWS addresses storm water situations. Ms. Schneider stated that Spartanburg County is being notified and SWS is making the homeowner aware that permits will be withheld if the runoff situations aren't resolved.

Ms. Schneider noted that the third year annual dock 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. Eleven docks are complete. One is in progress and will be completed by the May 1, 2021, deadline. One remains to be repaired. If repairs are not complete within the established timeline, it will be removed.

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 154 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. 137 Property owners have responded and transferred existing permits. 17 property owners are still within the established timeframe, and a second letter of notice has been sent.

Ms. Schneider reviewed the Lake Bowen Landing Project and reminded the Commission that regular updates are posted on the Spartanburg Water Facebook page. Binder/Base layer of asphalt has been installed and the new boat ramp is completed. ADA access for boat parking has been designed. There is a lot of communication taking place to keep everyone updated. Shoreline stabilization and the bioretention project communications will be ongoing through the project and the 319 Grant.

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 21 sites to date. Targeted stormwater sites identified within the 319 Grant are scheduled for construction activities beginning in May. More permanent measures may be required such as check dams.

Watershed staff conducts quarterly lake mapping using sonar technology for aquatic vegetation in Lake Bowen and Lake Blalock. During the months of January, April, and October only the perimeter of the lakes are mapped. During July, the peak growing season, Lake Bowen and Lake Blalock are mapped in their entirety. Municipal Reservoir #1 is mapped in its entirety

monthly for aquatic vegetation. Watershed staff also conduct weekly sampling of the reservoirs for alkalinity in order to assist with the algaecide prescriptions.

Ms. Schneider provided an update on the Woodfin Ridge partnership. All plantings on SWS property are complete. Native grasses on the Woodfin Ridge side have been ordered, but have not been installed. The project will be complete within three weeks.

Ms. Schneider noted some things on the horizon are Municipal Reservoir #1 Policies and Procedures meetings are planning to begin in May. Meetings 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. Draft documents with the Enforcement Response Guide are prepared and being reviewed internally.

Ms. Viney asked the status of SWS purchasing property and acquiring conservation agreements. Ms. Schneider stated that management has had conversations with legal counsel regarding these interests. Staff has submitted recommendations for soil and sedimentation to engineers and they are preparing buffer recommendations for Reservoir #1. Staff has created regulations based on past regulations and the intent is to certainly go into our first stakeholder meeting looking at and discussing ways that we can improve water quality by increasing the buffer. The Commission would be updated after stakeholder meetings are held. Regards to purchasing property, management will continue to monitor availability along with available funds.

The above was provided as information to the Commission.

6. MASTER SERVICES AGREEMENT FOR PROFESSIONAL CIVIL ENGINEERING, ENVIRONMENTAL AND REGULATORY CONSULTING SERVICES

Spartanburg Water System (SWS) recently requested a proposal from Rogers & Callcott Environmental to provide a Master Services Agreement for professional services on an as-needed basis.

Rogers & Callcott Environmental is a firm which specializes in a wide variety of disciplines related to the drinking water industry and Spartanburg Water System has had a long standing relationship with Rogers & Callcott Environmental for their laboratory services.

Due to their qualifications, experience, and familiarity with regulations applicable to Spartanburg Water System facilities and systems, SWS is interested in establishing a Master Services Agreement for engineering services as needed.

The proposed Master Services Agreement for professional services is based on a time and expense basis in accordance with an established schedule of fees.

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Management recommended the Commission authorize the Chief Executive Officer enter into a Master Services Agreement with Rogers & Callcott Environmental for professional engineering services.

Bobby Walden provided the Commission with an overview of the Master Services Agreement for Professional Civil Engineering, Environmental and Regulatory Consulting Services.

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management's recommendation to authorize the Chief Executive Officer to enter into a Master Services Agreement with Rogers & Callcott Environmental for professional engineering services. The motion passed unanimously.

7. PREVENTIVE MAINTENANCE AGREEMENT (PMA) – PERKIN ELMER ICP-MS SYSTEM

This Preventive Maintenance Agreement is for the ICP-Mass Spectrometer, a laboratory instrument, used to analyze drinking water samples for the Safe Drinking Water Act and for support of the water treatment plant operations. Perkin Elmer has quoted an annual PMA for this system for a total cost of \$34,984. Funding will be provided through the Laboratory Services operating budget.

Management recommended the approval of the renewal of this Perkin Elmer Preventive Maintenance Agreement for an amount not to exceed \$34,984.

Ms. Schneider provided the Commission with an overview of the Preventive Maintenance Agreement (PMA) for the Perkin Elmer ICP-MS System.

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management's recommendation for approval of the renewal of this Perkin Elmer Preventive Maintenance Agreement. The motion passed unanimously.

8. PROFESSIONAL SERVICES REQUESTED – ARC FLASH ASSESSMENT

OSHA requires employers to protect employees from electrical hazards in the workplace. One such hazard is arc flash and this phenomenon can occur when an employee works around energized electrical equipment. NFPA 70E, Standard for Electrical Safety in the Workplace, is the standard that mandates employers to conduct an arc flash risk assessment of electrical equipment installed at its facilities and premises, and to review/repeat this assessment at five-year intervals. The assessment must include an engineering analysis of electrical systems to determine if risks exist and to provide warning signs, procedures, and protective requirements for employees. In 2015, Matrix Engineering was selected to perform the engineering analysis.

In order to meet the five-year OSHA requirement, professional engineering services will be required. Based on their past knowledge and experience of the electrical components of the Spartanburg Water System facilities, management recommended Matrix Engineering from Spartanburg, SC, to

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complete the arc flash study for Spartanburg Water System at a cost of \$76,000. The service will be funded through the operations budget.

Rick Jolley, Deputy Chief Operating Officer, provided the Commission with an overview of the professional services requested for the Arc Flash Assessment.

Ms. Viney moved and Mr. Littlejohn seconded the motion to approve management's recommendation for Matrix Engineering to complete the arc flash study for Spartanburg Water System. The motion passed unanimously.

9. PARTICIPATION PROJECT CONSISTENT WITH OUTSIDE CITY WATER MAIN EXTENSION POLICY – CANNONS CAMPGROUND ROAD

Recently management received requests from property owners along Cannons Campground Road, located east of Old Converse Road and west of the Pacolet River, concerning the possibility of obtaining water service. The water main extension consists of approximately 1,250 linear feet of 6-inch water main and one hydrant 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 3,100 linear feet of 8-inch water main and two hydrants, which increased the original project estimate from \$49,500 to \$258,000. The property owner's participation cost is still based on the original estimate of \$49,500 and not the future growth estimate.

Management recommended Commission approve the above.

Gene Jackson provided the Commission with an overview of the Cannons Campground Road outside city water main extension request.

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management's recommendation to approve the outside city water main extension for Cannons Campground Road. The motion passed unanimously.

10. 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 Agreement

(1) Hub City Storage

Hub City Storage located at 111 Southport Road in Spartanburg, SC wishes to connect a 6-inch water line to the Commission's 24-inch water line along Southport Road to serve two private hydrants for the above-mentioned storage facility. Hub City Storage, LLC wishes to enter into an agreement for this service.

Annual Stand-by Revenue - \$446.28

B. Outside City Water Main Extension Agreements

(1) Converse Mill Lofts

Re-Imagine Converse Mill, LLC is developing the Converse Mill Lofts located at the intersection of East Main Street Extension and Oakland Street near the Pacolet River in Spartanburg. This project will consist of a redevelopment of the existing Converse Mill to include residential and commercial facilities and approximately 82 linear feet of new 8-inch water main. The developer will bear all costs.

C. Lake Agreements

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

- (1) Robert L. Darby and Doris W. Darby**, desire to replace a dock and stabilize the shoreline on Lake Bowen.
- (2) Edward L. Hickman, Jr. and Clarice L. Hickman**, desire to replace a dock on Lake Bowen.
- (3) Daniel A. Pitts and Gena Diane Ford-Pitts**, desire to replace a dock and construct a personal watercraft lift on Lake Bowen.
- (4) James B. Rhinehart**, desires to replace a dock and stabilize the shoreline on Lake Bowen.
- (5) Charles J. and Susannah Swanger**, desire to construct a boat lift on Lake Bowen.

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

- (1) KCW Family Limited Partnership**, dock replacement and shoreline stabilization on Lake Bowen.
- (2) Deborah Dunn**, personal watercraft lift, shoreline stabilization, and dock replacement on Lake Bowen.
- (3) Michael and Kathryn Harvey**, boat lift, personal watercraft lift, dock replacement, shoreline stabilization, and hard pathway on Lake Bowen.
- (4) Christine M. Kirby**, dock replacement and shoreline stabilization on Lake Bowen.
- (5) Joshua D. Powers**, dock replacement and hard pathway on Lake Bowen.

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(6) **John D. Shorter and Michelle L. Shorter**, dock replacement and hard pathway on Lake Bowen.

(7) **Miroslav and Oksana Tkach**, dock replacement on Lake Bowen.

D. Encroachment Agreements

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

(1) William, Catherine, & Spencer Evans, dwelling encroachment on Lake Bowen.

(2) Chad Brannon, dwelling encroachment on Lake Bowen.

(3) Bill Hannouche, dwelling encroachment on Lake Bowen.

(4) Harold Hall, dwelling encroachment on Lake Bowen.

(5) Emily Sims, dwelling encroachment on Lake Bowen.

(6) Sherry Manry, non-dwelling encroachment on Lake Bowen.

The above was provided as information to the Commission.

11. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS

A. Ms. Schneider asked Jennifer Candler, Communications Manager, to provide the Commission with a Choose Tap update. Ms. Candler stated that a new Choose Tap bottle refill insert was installed at the Center for Philanthropy and a dedication will take place soon. Staff is working with Spartanburg County to install two new outdoor refill stations, one at Cleveland Park and one at Va-Du-Mar McMillan Park in Boiling Springs. Staff is currently working with Spartanburg-West Rotary Club to identify and install an outdoor refill station.

Mr. Littlejohn asked how does a community qualify for a refill station. Ms. Schneider stated that if it is a public area, SWS will work with the City or County to approve the installation. Upon installation it becomes the responsibility of the City or County, they maintain it and pay for the water usage. Ms. Candler stated that it needs to be a high traffic area so that it will be used regularly and is in an accessible area for water service. If someone would like to inquire about a refill station, they can reach out to Jennifer Candler, Communications Manager. Ms. Viney inquired about outdoor refill stations. All inquiries go through communications to be reviewed for approval through various partnerships, budget, water service availability, etc.

Ms. Candler provided the Commission with an update on the first Partners for Pacolet Rivers event and community launch of the group on April 22, 2021. Partners for Pacolet Rivers joined SPACE and Milliken & Company for a community tree planting event inspired by the PowerPlantSC initiative. There was a Statewide goal of planting

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3 million trees on Earth Day. 100 oak tree saplings and 675 Loblolly pine tree seedlings were planted. Staff was very helpful in making this event a success. Media coverage by WSPA and Fox News was provided before, during, and after event.

- B.** Ms. Schneider reminded the Commission that there will be a work session meeting tomorrow, April 28 beginning at 8:30 a.m.

Meeting adjourned at 3:44 p.m.

G. Newton Pressley
Secretary-Treasurer

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