

**COMMISSIONERS OF PUBLIC WORKS**  
**Minutes of March 8, 2007**

A regular meeting of the Board of Commissioners of Public Works was held on Thursday, March 8, 2007, at 10:00 a.m., in the Boardroom at 121 West Court Avenue.

**In attendance:**

Gene P. Hancock	Steve D. Reeves, Jr.	Vicki Gorham	Jeff Auman
Michael G. Monaghan	Denise Ogletree	Carlos Cometto	Stacia May
Henry O. Watts	Ken Barnett	Curtis Burnett	Vicki Knott
	Jeff Meredith	Richard Gentry	Ron Lemon
	Jeff Chapman	Melinda Bishop	Ken Whittle

- I. Chairman Hancock called the meeting to order. The invocation was given by Ken Barnett.
- II. Chairman Hancock gave the statement of compliance with the notification provision of the Freedom of Information Act.
- III. New Business:
  - A. Chairman Hancock presented a request from staff to revise the Cross Connection Control Manual approved at a recent meeting. Manager Reeves explained that the proposed amendment was to Sections 7-4 and 7-5 and would basically rename that section to "Dedicated Fire Hydrants". Mr. Chapman further explained DHEC regulations stating that all unmetered fire services must have backflow protection. He stated that the problem came from unmetered fire service when there is a fire hydrant at a location dedicated for a business, school, or church and no other service is off of that line. He explained that the easiest way to rectify the situation was simply to omit the "Unmetered Fire Services" Section and rename it as "Dedicated Fire Line". In that way, we can continue to bill as we are now and address those fire line services on a case-by-case basis. A motion to approve the revision as proposed was made by Commissioner Monaghan, seconded by Commissioner Watts, and unanimously approved.
  - B. Chairman Hancock presented a request for a purchase order for 324 water meters for the East Cambridge Rehab Project at a total cost of \$48,053.25. He added that these meters are in addition to the normal change-out program. A motion was made to approve the purchase order by Commissioner Watts, seconded by Commissioner Monaghan, and unanimously approved.

C. Chairman Hancock noted \$4,184.83 collected for the CPW Cares Program from June 2006 through February 2007. He noted that CPW had contributed the same amount through the matching funds program to Greenwood United Ministries. Chairman Hancock presented a request from management requesting direction with the remaining amount left from the original \$20,000 pledged by the Board. Commissioner Monaghan shared information from the Salvation Army whereby contributions are made by Duke Energy through their "Round-up Program". He explained that Duke's customers are given an opportunity to participate in the program and have their bills rounded up to the next dollar and the extra amount goes into a fund. Manager Reeves noted that the Board had not tried that particular program because CPW Cares was available. Chairman Hancock noted potential legal problems with where the money goes versus with a private company. Mr. Reeves explained the need to determine what to do with the \$15,000 left from the original pledge with the CPW Cares Program. Commissioner Monaghan suggested carrying it forward for a couple of months or transferring the entire amount. Ms. Gorham noted very little if any contributions made at this time of year. Mr. Reeves added that we would probably not get the donations to provide the matching funds to make a difference and suggested contributing \$5,000 per month over the next two or three months. A motion was made by Commissioner Monaghan to contribute \$7,500 for two months; the motion was seconded by Commissioner Watts, and unanimously approved. Commissioner Monaghan commented on the need to be sure that United Ministries is still following the guidelines. Ms. Gorham stated that based on recent conversations with Mr. Flint, she felt sure they are still following the guidelines. Commissioner Monaghan commented on a program through GLEAMS where someone goes into homes and make recommendations to "winterize" the home and in some cases furnishes some of the materials. Commissioner Monaghan shared information on a call from a single mother living in a rental house in a mill village where the house was extremely cold. She had no expertise in what could be done to help. He suggested that she go to GLEAMS and get someone to come out and look at the house. Commissioner Monaghan suggested the possibility of CPW providing a similar service before next winter, without providing any of the materials. Manager Reeves noted an energy audit service program provided several years ago by a number of municipalities. He stated that it became obvious that people did not follow through with the suggestions that were made. He added that they could look into getting some CPW folks certified to do energy audits.

Commissioner Watts noted that training was held back in the fall at Brewer School and stated disappointment with the small turnout.

IV. Other Business:

1. Manager Reeves informed the Commissioners of a request from Mr. Burnett for bill forms and envelopes and the necessity of placing an order quickly. He stated that Mr. Burnett had contacted the low bidder from last year, Power Solutions, and they agreed to hold their price steady for another year. Mr. Reeves recommended authorization given that they were significantly low last year with their bid of \$18,476.40, and that the next low bidder was \$5,000 higher. A motion was made by Commissioner Monaghan, seconded by Commissioner Watts, and unanimously approved.
2. Manager Reeves informed the Commissioners of the high service pump station rehab project at the water treatment plant. He stated that the bid opening was scheduled prior to the regular meeting on May 10, 2007 at 10:00 a.m. He noted the need for a pre-bid meeting date. Discussion continued on the location to meet, and Mr. Chapman noted that it would probably be best to meet at the water treatment plant. Commissioner Monaghan stated that there was not enough room there. Mr. Chapman stated that the meeting could be held at the main office and contractors taken to the water treatment plant afterward. The Commissioners were in agreement to meet at the main office on April 12 following the regular meeting. Mr. Reeves stated that they would break for lunch and resume with the pre-bid meeting at 1:00 p.m.
3. Manager Reeves presented a request from the Lander Performing Arts. He stated that the request was a little different from the last one because they were requesting a contribution to help sponsor an Outreach Program that allows school children to attend from kindergarten through twelfth grades in Abbeville, Greenwood, Hodges, Laurens, McCormick, Ninety Six, and Ware Shoals. He reminded the Commissioners of a previous decision not to sponsor performing arts. After discussing restrictions on advertisement, the Commissioners decided against a sponsorship.
4. Manager Reeves provided an annexation update and reported that Ernest Health had decided to annex; no response had been received from Jim Timms; and Advance Auto had been contacted but had not bothered to work on the documents. He added that Steve Brown had talked with legal counsel about going ahead with the rest of the Corley property and treating them as two separate pieces. Commissioner Monaghan inquired about the area around Piggly Wiggly. Mr. Barnett recalled a meeting some time ago and discussion of a shopping center with some mixed use. He

added that in order for it to be annexed, there are about six or seven properties to cross from our place to get to them. Mr. Meredith added that it was to include some 1,800 square foot homes, condominiums, town homes, and apartments; also a little commercial towards the Piggly Wiggly, similar to the Maxwell Springs original plan. Commissioner Monaghan noted that at some point, they would have to give the City some space for a substation out there anyway because sewer would be heading out there this year. Mr. Meredith added that it is beside Highway 246 but mostly on Highway 72. Mr. Reeves added that they do have water on Highway 246 and Highway 72.

5. Commissioner Watts inquired about the status of credit card payments. Ms. Ogletree responded that they went live the previous Wednesday and had received \$4,838.92 in payments without having advertised. She stated that the online piece would go live and stickers placed on the doors today. Commissioner Monaghan asked about advertising. Ms. Ogletree responded that they would get banners for outside and include an insert with bills. Commissioner Watts inquired about online bank payments. Mr. Auman responded that it would take about three days to process credit cards through the system and get the actual money in hand, but it is counted as paid as soon as they receive verification that the transaction is valid. It takes about a week or so through the bank; that process may be shortened now to two to three days. Ms. Ogletree added that right now, the bank is actually writing a check and mailing it; under the new system it should be quicker by a couple of days because the transaction system works with the banking system.
6. Commissioner Monaghan commented on submitting suggestions for webpage. Mr. Auman responded that everything had been applied, with the exception of the Mission Statement, which was referred to Mr. Reeves. Commissioner Monaghan commented on the need for a better Mission Statement. He inquired about the "ugly" pipe around the webpage and asked for something that looked a little better. Mr. Gentry stated that they would find something; the main thing at first had been to be sure that information was provided. Mr. Reeves commented on the website address on the back of local police cars and requested a way to put ours out there. Mr. Auman noted about 1,500 people had signed up for online billing which gives the ability to view their bill online. Commissioner Watts asked about signing up; Mr. Auman responded that you enter your account number and a couple of other items and then it is automatic. He noted some problems with "spam" blockers that will not receive our password.
7. Commissioner Monaghan asked about the transition to the new Metro billing by meter size. Ms. Gorham responded that there had not been

many calls so far. Manager Reeves added that during conversations with Mr. Coleman and Ms. Gorham prior to the new rate going in, they estimated less than fifty calls because only those customers with the large meters who are not using the consumption would be affected.

8. Commissioner Monaghan inquired as to whether the rate consultant was working on the volumetric minimum requirement. Manager Reeves responded that Sheree Brown would have a presentation for the Board at the April 22 meeting.
9. Chairman Hancock noted that the Governor had proposed \$8 million for parks and recreation and also money for infrastructure. Mr. Gentry stated that he would talk with Charlie Barrineau.

V. Executive Session

A motion was made by Commissioner Monaghan, seconded by Commissioner Watts, and unanimously approved to go into *Executive Session* to discuss contractual and personnel matters.

- VI. With no further business, the meeting was adjourned.

Approved: \_\_\_\_\_, 2007

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Secretary