

COMMISSIONERS OF PUBLIC WORKS
Minutes of April 10, 2008

A regular meeting of the Board of Commissioners of Public Works was held on Thursday, April 10, 2008, at 10:00 a.m., in the Boardroom at 121 West Court Avenue.

In attendance:

	Steve D. Reeves, Jr.	Jeff Chapman	Lee Roper
	Ken Barnett	Jeff Auman	Stacia May
Michael G. Monaghan	Jeff Meredith	Curtis Burnett	Chris Trainor
Henry O. Watts	Denise Ogletree	Carlos Cometto	Robert Bennett
	Richard Gentry	Vickie Gorham	Charles Clinemyer
	Matt McCoy	Jody Patterson	David Tuck

- I. Chairman Watts called the meeting to order. The invocation was given by Ken Barnett.
- II. Chairman Watts gave the statement of compliance with the notification provision of the Freedom of Information Act.

Commissioner Monaghan congratulated Chairman Watts for the win in the election for Commissioner. The attendees responded with a round of applause.

Manager Reeves acknowledged several awards given to the water department by the SCAWWA the previous week, and recognized tapping team participants: Jody Patterson, Matt McCoy, and Charles Clinemyer, and coaches William Hawkins and Stan Stockman. He noted that they had placed second and missed taking the title by only 0.7 of a second. Manager Reeves recognized Charles Clinemyer who was the recipient of the SCAWWA Water Distribution Operator of the Year Award. He noted that Charles also chairs the System Protections Committee for the SCAWWA, who also won the Education Committee Award. He added that notification was recently received of the National AWWA Education Committee Award to be presented later at the annual conference in Atlanta. Manager Reeves stated that David Tuck, the recipient of the Operator Meritorious Award, made a presentation on the *Impacts of Converting from Gas to Liquid Disinfection*.

- III. New Business:
 - A. Chairman Watts stated for the record that Item A., a recommendation for an information back-up system, was placed on the agenda at the request

of Mr. Auman who asked for a delay until today's meeting. Manager Reeves requested an additional extension due to Mr. Auman's having been absent from the office the previous week. He explained that there was not enough time for Mr. Auman to complete the research, and added that a recommendation would be ready at the next meeting. The Commissioners agreed, and Chairman Watts noted that no action was necessary.

IV. Other Business:

1. Commissioner Monaghan referred to a check in the check register to Greenville County Tax and expressed that CPW should be exempt from paying tax as a public agency. Manager Reeves responded that it was for the gas metering station property located near Ware Place. He explained that it was researched and challenged in the past at which time we had found that we are legally responsible and have to pay the tax.
2. Commissioner Monaghan inquired as to whether there were any lost time accidents during January. Manager Reeves responded that there were none in any department during the first quarter.
3. Commissioner Monaghan asked if Mr. Burnett was still in attendance; Manager Reeves noted that Mr. Burnett had left momentarily to evaluate the bids opened earlier for water meters and would likely return with a recommendation. Commissioner Monaghan commented on purchasing items in quantity to get a better price. He referred to a purchase shown on an invoice to a local hardware store for a two-gallon gas can, and asked about buying those types of items in bulk. He further suggested keeping a better supply of frequently used items. He referred to the purchase of a shovel on the invoice. Mr. Burnett responded to Commissioner Monaghan upon returning to the meeting by stating that shovels were kept in stock. Commissioner Monaghan noted that it was a specialized drain spade in question; Mr. Burnett responded that he kept those as well. Commissioner Monaghan expressed that it did not matter if they were purchased from a local hardware store; the point was to purchase items in bulk. He stated that the question was whether vendors would give better prices if items were purchased in larger quantities. Mr. Burnett explained that items purchased once or twice per year were not stocked, but shovels and spades were kept in the warehouse. Commissioner Monaghan asked about a study of what should be bought; then simply put those items into a bin, and when the bin is empty, you buy another quantity. Mr. Burnett stated that he looks at items that are repetitive and keeps those in stock,

but would not keep items only bought a few times per year. Mr. Burnett offered to do further research.

4. Manager Reeves reported there was nothing new with annexation other than scheduling conflicts to meet with a local developer about a piece of property. Mr. Gentry reported that the final hearing on the block grant would take place at noon; the grant would go to Columbia on the following Monday. He stated that a few surveys are still being done to get the percentage higher. Commissioner Monaghan inquired about flyers for the public hearing. Mr. Gentry responded that the city did them and Carlos Cometto translated them into Spanish.
5. Manager Reeves requested guidance regarding the CPW Cares Program. He reminded the Commissioners of authorization back in November of 2007 to transfer \$20,000 to Greenwood United Ministries. He reported that only \$6,677 in matching funds had been transferred thus far, leaving a balance of \$13,313. He reminded the Commissioners of their approval the previous year to send the balance as a lump sum.

A motion was made by Commissioner Monaghan to send the remaining \$13,313 to United Ministries; the motion was seconded by Chairman Watts, and unanimously approved.

6. Manager Reeves reported that five large medical claims hit during the month of March necessitating a payment of \$198,211.56 to maintain the \$250,000 balance required in the insurance reserve. He noted that this was provided as information; no action was necessary since the Board previously authorized maintaining that amount.
7. Chairman Watts referred to a letter from Greenwood County Council requesting that CPW initiate the water project on Nations Road. He noted a commitment of \$250,000 from the county to underwrite this cause and that they are asking CPW to initiate the project.

A motion was made by Commissioner Monaghan to initiate the Nations Road Project; the motion was seconded by Chairman Watts, and unanimously approved.

Manager Reeves clarified that the project would use contract labor instead of CPW forces.

8. Manager Reeves noted that Mr. Burnett had completed a review of the bids opened earlier for water meters and acceptance of the low bid was recommended. He noted that these meters are needed by the water department to complete meter pit rehab projects.

A motion was made by Commissioner Monaghan to award the bid to the low bidder, Carolina Meter and Supply; the motion was seconded by Chairman Watts, and unanimously approved.

V. Executive Session

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

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

Approved: _____, 2008

Secretary