



GreenvilleWater

**MINUTES OF REGULAR MEETING
COMMISSIONERS OF PUBLIC WORKS
Greenville Water
407 W. Broad Street, Level 2,
Greenville, South Carolina
February 3, 2025
8:30 a.m.**

Commissioners of Public Works in attendance:

Vice-Chairman James W. Bannister, Debra M. Sofield, Mayor Knox H. White, and John DeWorken. Absent: Chairman Phillip Kilgore. A quorum was present.

Greenville Water Senior Staff in attendance:

Chief Executive Officer Jeff Boss, Chief Operations Officer Jeff Phillips, Chief Technology Officer Kenneth Frazier, Chief Human Resources Officer Lisa Bryant, Director of Operations and Maintenance Mark Hattendorf, Director of Water Resources Elizabeth Pierczynski, Director of Business Services Steve Miller, Director of Watersheds & Water Quality Jane Arrington, Director of Information Technology Brad Treas, Director of Finance Jacob Polson, Director of Procurement and Contracts Will Bettis, Controller Brandi Cawthorn, Director of Engineering Dr. Keri Cantrell, Procurement Manager Chad Foster, and attorney Adam Bach.

The Meeting of the Commissioners of Public Works of the City of Greenville, SC was called to order at 8:30 a.m. by Vice-Chairman Bannister.

1. WELCOME

2. PUBLIC COMMENT

No comments presented at this time.

3. CONSENT AGENDA

Vice-Chairman Bannister asked for questions pertaining to the consent agenda items. There being none, he called for approval of the items of the Consent Agenda which were the meeting minutes of the Regular Commission Meetings for November 4, 2025 and December 2, 2025, the Water Resources Report, New Development, and New Annexations. Commissioner DeWorken moved, seconded by Commissioner Sofield, to approve the items of the consent agenda. The motion passed unanimously.

4. LEGISLATIVE UPDATE

Vice-Chairman Bannister recognized Legislative Liaison Bob Knight for a legislative update. Mr. Knight reviewed bills of interest to the Commission.

5. 2025 BUDGET CARRY FORWARD

Vice-Chairman Bannister called on Controller Brandi Cawthorn to present the 2025 Operations & Maintenance (O&M) and Capital Improvement Plan (CIP) budget carryforward. Mrs. Cawthorn explained the amounts have all been reviewed and approved by the CEO. The presentation was for informational purposes only.

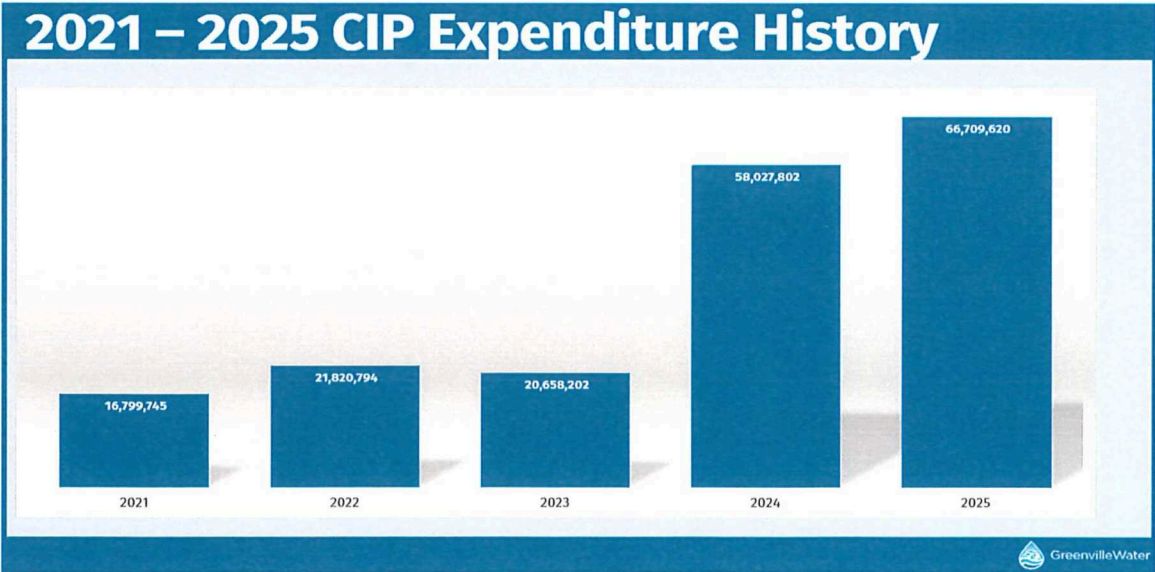
Eligible items to carry forward must have been included in the 2025 budget and orders must have been placed or work must be in progress at 12/31/2025:

Approved O&M Carryforward:

Item	Amount
Meters	\$193,810
Lab Equipment	\$104,711
Plant Repairs	\$123,482
Total	\$422,003

Of the over 50 active CIP projects, 30 projects have carryforwards in 2026 totaling around \$27.6 million. This has limited impact on the capital planning model. Mrs. Cawthorn reviewed the approved CIP project carryforward and the significant ongoing capital projects.

Mrs. Cawthorn provided a visual of the CIP expenditures history and how this has increased over the last five years:



Chief Executive Officer Jeff Boss noted that although the carryforward appears high, many of the major projects span multiple years, which accounts for the larger figure. Vice-Chairman Bannister added that this information is incorporated into the rate review process and the development of the new financial model. The presentation served as a 12-month lookback within the broader 5–10-year capital improvement plan.

6. 2025 PROCUREMENT HIGHLIGHTS

Vice-Chairman Bannister welcomed Director of Procurement Will Bettis and Procurement Manager Chad Foster to share the 2025 procurement highlights. Mr. Bettis introduced Mr. Foster to the Commission as his career with Greenville Water just began late in 2025.

Mr. Bettis presented highlights and initiatives that surfaced in 2025:

- Early payment discounts captured totaled \$46,000. This continues to be an area of focus as new vendors are on-boarded and negotiations with incumbents continue.
- Progress was made to finalize contract and agreement templates. These templates are state and federal grant compliant templates.
- A third year was completed with Enterprise for Greenville Water vehicles. In 2025 Enterprise sold 17 old vehicles for \$187,000 with an average sale price of \$11,000. Going into year four, the average sale price is expected to increase. Greenville Water staff worked to sell equipment that has reached its useful end for just under \$78,000.

Mr. Foster reviewed bidding updates. The 2026 annual chemical bid projects annual savings of \$96,850 as compared to 2025. The majority of this is attributable to the market for chlorine. A top 50 inventory item bid was run out to Greenville Water's main distributors. There were 6 responses which yielded an estimated savings of \$15,600 based off of historic usage. This was for Q4 2025 and Q1 2026. Another run will go in for Q2-Q4 of 2026.

Key initiatives for 2026 presented were:

- Utilize Grainger vending machines for small tools and personal protective equipment. This should provide better control, easier accessibility after hours and reduce waste.
- Implement new procurement software for online solicitations to replace Planet Bids. The program is more user friendly with a better user interface. The plan is to put a lot more into the system to eliminate quotes and data being stuck in emails. Contracts will also be added, which will allow for automated notifications when contracts are coming up for renewal.
- Transition from inventory paper requisitions to digital requests for better efficiency.

7. WATER METER EQUIPMENT UPGRADE PROGRAM

Director of Business Services Steve Miller was invited to present the water meter equipment upgrade program. Mr. Miller introduced AMI (Advanced Metering Infrastructure) as the way to find out about leaks before Facebook comments. AMI is a two-way communication system that enables real-time monitoring, data collection, and management of water usage. Greenville Water has used manual read meters and currently uses AMR (Automated Meter Reading) for drive by meter reads. Mr. Miller provided examples of these different types of equipment.

Greenville Water is looking to upgrade due to the current transmitter (Itron 100W) reaching its end of life in December of 2024. A replacement needs to be determined. Two selections will be made: meter body and a transmitter. Mr. Miller reviewed the meter body types and the transmitter technologies available. Greenville Water is looking to move to AMI from the AMR that is already in place. An illustration was provided showing the meter-to-billing cycle using AMI.

Mr. Miller reviewed the goals of AMI, how Greenville Water plans to implement AMI, a proposed proof of concept, next steps such as vendor selection and a proposed schedule.

8. LEADERSHIP RETREAT

Vice-Chairman Bannister welcomed Chief Technology Officer Kenneth Frazier to share information on the upcoming leadership retreat. Mr. Frazier reviewed the proposed details and schedule.

9. CHIEF EXECUTIVE REPORT

Mr. Boss congratulated Commissioner Sofield, who was honored as Elected Official of the Year by Young Greenville. He introduced Greenville Water's new Director of Engineering Keri Cantrell and announced Lisa Bryant was promoted to Chief Human Resources Officer. The Commission welcomed Dr. Cantrell and Commissioner Sofield thanked Ms. Bryant for the wonderful job she has already done while with Greenville Water as Director of Human Resources. Results have rippled throughout the organization.

Design/Inspector Aaron Burke was awarded the Blue Ridge Foothills District Distribution Operator of the Year. Mr. Burke started out in the Field Operations department and moved up to Engineering.

Diamond D Industries is continuing the Hurricane Helene clean-up in the watersheds. The roadblock mulching should be completed by July. The roads will still be unpassable. Diamond D is only removing and mulching the trees in place. FEMA will either designate individual projects or a lump sum 428 grant to make the roads passable.

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Quinquennial Service Awards Breakfast will take place on Thursday, February 5th at Larkins Sawmill.

10. EXECUTIVE SESSION

An executive session was deemed unnecessary at this time.

11. COMMISSION COMMENTS

Commissioner DeWorken thanked Mr. Boss and staff for the responses to leaks/breaks during the recent winter ice/snowstorms. Greenville Water responded very quickly. Commissioner Sofield thanked Chief Operations Officer Jeff Phillips for the most accurate weather updates.

12. ADJOURNMENT

There being no further business, the meeting was adjourned 9:33 a.m.



James W. Bannister, Vice-Chairman



Kimberly Haulter, Executive Assistant