



GreenvilleWater

**MINUTES OF REGULAR MEETING
COMMISSIONERS OF PUBLIC WORKS
407 West Broad Street
Commission Room, Level Two
Greenville, South Carolina
February 7, 2017
8:15 a.m.**

Commissioners of Public Works in attendance:

Chairman Phillip A. Kilgore, Vice-Chairman James W. Bannister, Debra M. Sofield, J. David Sudduth, and Mayor Knox H. White. A quorum was present.

Greenville Water Staff in attendance:

Chief Executive Officer David H. Bereskin, Chief Financial Officer Phil Robey, Director of Engineering Mike Sharpless, Controller Jondia Berry, Director of Information Technology Joe Beineke, Human Resources Director Richard Posey, Water Resources Director Rick Pfeleiderer, Business Analyst Jane Arrington, Facilities Maintenance Manager Allen White, Interim Field Operations Manager Wayne Benson, Communications Manager Olivia Vassey, GIS Supervisor Shana Lowe, and Commission Attorney David Ward.

The Regular Meeting of the Commissioners of Public Works was called to order at 8:15 a.m. by Chairman Kilgore.

1. WELCOME

2. PUBLIC COMMENT

No comments were presented at this time.

3. CONSENT AGENDA

Chairman Kilgore listed the items of the Consent Agenda which were the meeting minutes of the Regular Commission Meeting January 10, 2017 and the Water Resources Report. There being no questions or comments regarding the consent agenda, the items were deemed approved.

4. LEGISLATIVE UPDATE

Chairman Kilgore invited Government Liaison Bob Knight to provide a South Carolina General Assembly report. Mr. Knight thanked the Commission for allowing his update to be moved to the top of the agenda due to a meeting with the House Ways and Means Subcommittee at 10:30 am in Columbia.

The Water Utility Council Legislator's Breakfast took place on Thursday, February 2nd. There was a good turnout, one of the best, as far as participation, in recent years. Issues of concern for the Water Utility is the Plastic Pipe Bill which promotes plastic pipe usage and requires utilities to investigate using plastic pipe. This would only pertain to projects with State Procurement. The other Bill is the Safety of Dams Bill, which was passed in the House of Representatives recently. This Bill will now move to the Senate. The only requirement is notification to the South Carolina Department of Environmental Control (SC DHEC) of who owns the dam and identification of the properties downstream that would be effected by a dam breach.

A number of legislators discussed the condition of the South Carolina Pension System, particularly two or three of the legislators on the Joint Pension Committee. This Committee will also be meeting today.

The Gas Tax Bill will be discussed in this session. Proposed is a \$0.12 phase-in of gas tax increase to improve South Carolina roads. Governor McMaster has also asked President Trump for \$5 billion of Federal money to resurface South Carolina roads.

A surface water report was given for the Senate Agriculture Committee to update on all the surface water studies being done. There was no new development, just staying on top of the reporting and having reports turned in about every six months. Commissioner Sofield requested an update on the low country waterways. Mr. Knight responded the Surface Water Withdrawal studies included the issue Commissioner Sofield referred to. These studies are in process with a number of basins moving along. Chief Executive Officer David Bereskin added the first part of the State Water Plan is almost complete, moving through the eight different basins. There are gyrations to make sure the model is accurate and performs close enough to reality. Nothing has been adopted to date. The Department of Health and Environmental Control has not started using the model to issue permits yet.

5. PAINT COLOR SELECTION FOR CONCRETE TANKS

Mr. Bereskin presented options for selection of paint color for painting the concrete ground storage tanks at the Stovall Water Treatment Plant and the No. 6 Treatment Station. The concrete tanks have never been painted. After discussion, the color recommended was Horizon Blue (Tenemec 17BL).

6. 2016 PRELIMINARY YEAR-END FINANCIAL REPORT

Chairman Kilgore welcomed Chief Financial Officer Phil Robey to present the preliminary yearend financial report. Mr. Robey stated yearend closing is still being completed, so there will be audit adjustments and accruals yet to be posted, for the most part the numbers provide an accurate picture of the financial results for the year.

Operating Revenues were twelve percent greater than the budget estimate. Water sales were up ten percent due to experiencing a hot, dry summer. Tapping fees, meter installation charges, as well as capacity fees received exceeded the annual estimate by July of 2016, due to development and growth.

Operating Expenses were 89% of budgeted expenses. Areas where savings were experienced were: Chemical purchases which was attributable to inventory carried over from the previous year and Supply spending experienced significant savings due to fuel prices remaining lower than budgeted cost.

Capital Outlay savings were realized but there were also encumbrances related to capital outlay that will be carried into 2017. Mr. Robey listed items in the capital outlay budget that were not procured. This is sometimes due to re-evaluation or re-analyzation of projects where the decision was made to delay or cancel the project or study. Mr. Robey also listed the encumbrances to be carried over into 2017.

Chairman Kilgore asked if any unbudgeted capital outlays were anticipated as a result of the Pinnacle Mountain Fire in November 2016. Mr. Robey responded most of those expenses hit in 2016 and Greenville Water has applied for a grant to recover up to 75% of those costs.

7. DEVELOPMENT ACTIVITY

Chairman Kilgore invited Director of Engineering Michael Sharpless to present an update on new development in the Greenville Water service area. Mr. Sharpless provided a list of 44 new projects dating back to October 2016, showing the project name, the type of project, the number of units, the location and where it is located inside Greenville City or County. Maps were also provided for a visual of the locations. The list included projects where Greenville Water had been contacted to create a water line layout and to check the meter sizes needed. Some of the projects listed were also fire line projects, where the property may already have an existing building but needs to add a fire protection system.

8. PENDING ANNEXATIONS PRESENTATION

Mr. Sharpless provided information regarding Annexation Covenants signed dating from 2014 to present and a map showing the property locations within the one mile annexation area outside the Greenville City Limit. Mr. Sharpless explained the process of obtaining the signed covenants in order for a customer to pay for a water meter. Once a covenant is signed and recorded the information is forwarded to the City of Greenville.

9. STAFFING PATTERN CHANGES

Chairman Kilgore welcomed Director of Human Resources Richard Posey to present Personnel Budget Revisions for informational purposes. The Personnel Budget Summary presented was a part of the 2017 Operating Budget. Greenville Water Staff requested to remove a position called Distribution Water Quality Coordinator where the incumbent retired and following the retirement Staff reorganized the work within the section. In the place of this position Staff requested to add a Human Resource Generalist. The rationale to add this position was to improve the quality of the Human Resources services due to an ever increasing focus on safety training and recruitment.

Chairman Kilgore thanked staff for keeping the Commission informed.

10. ENHANCEMENTS TO MAPPING AND WORK ORDER PROCESS

GIS Supervisor Shana Lowe was invited to update the Commission regarding software purchased to enhance GIS mapping and the work order process. A strategic goal for 2016 for the Engineering Department was to improve the web GIS application for Field Operations Usage. The software purchased was Geocortex. The improvement was targeted toward Field Operations because currently this department is the main user of GIS. The purchase of the software was to help develop more efficient work processes, enhance interdepartmental communication, provide more accurate GIS data and asset inventory and to prepare data and staff for a Computerized Maintenance Management System (CMMS) and Asset Management. Ms. Lowe introduced Interim Field Operations Manager Wayne Benson to provide examples of tools created to achieve these goals.

Mr. Benson described the Water-Off Notification Tool created to notify Customer Service when there is an event that causes water to be off in an area. The Field Crews now have the capability

of using the Geocortex software to draw a polygon around an area impacted by a water-off event which sends an e-mail to Customer Service notifying them the water is off in this area. This tool eliminated a phone call between field crews and the GIS department, taking an approximately seven minute phone call involving two people down to a 30 second task of completing an auto-generated form and only requiring one person to complete the task.

Mr. Benson explained the GIS maps are only as accurate as the crews in the field say they are. Field Operations crews are out in the field and they see what is there. Communication from the field crews to the GIS staff regarding inaccuracies, such differences in valve sizes, etc. has been improved through a GIS Error Reporting Tool. A form is auto generated, completed by the field crew and e-mailed to GIS. The GIS team corrects the error and notifies the field crew. This tool reduced data correction time from six months to a few days. Other forms created are Leak Detection, Valve Inspection, Hydrant Inspection and Hydrant Flow Test Form. The inspections show in GIS instantaneously as opposed to one week. Improving accuracy with GIS data is huge, as Greenville Water has taken on other systems where data was pretty good, but not perfect.

Commissioner Sofield asked if customers could access their accounts to see the water off notification if there was a break in the neighborhood. Ms. Lowe shared communication with customers is one of the next steps staff would like to accomplish. Improving communication between departments was a big goal to accomplish on the way to communicating with customers.

The Geocortex software has allowed Greenville Water to develop efficient work processes, enhance interdepartmental communication, improve accuracy of GIS data and asset inventory, and prepare data and staff for CMMS and Asset Management. The benefits were quickly realized. The software was in use by Field Operations within six months of acquiring it and the site is very simple to use. Greenville Water has gone from some things being on paper, some things in different databases to one database, instantly available through GIS for Field Operations. This is a huge accomplishment.

The next steps are to continue to work with other departments to develop tools to streamline their work processes and use data and tools to communicate with customers, for example water off notifications to Facebook or Twitter feeds.

Commissioner Sofield expressed appreciation for the tremendous improvement, thanking everyone for their hard work.

11. CHIEF EXECUTIVE REPORT

Mr. Bereskin announced Greenville Water's Finance Department received the Certificate of Excellence in Financial Reporting from the Government Finance Officers Association. Everyone congratulated Controller Jondia Berry and her staff on a job well done.

Five research projects are currently being supported at the Table Rock watershed and there are requests for two more. One of the requests that will be presented to the Watershed Committee is for an arthropod study of the area at the base of Table Rock. Also, the United States Environmental Protection Agency would like to sample at the Table Rock watershed. Commissioner Bannister added part of the studies were recommendations made in the *Properties of the Table Rock and Poinsett Reservoirs, Their Future* study in October 1992. When The Nature Conservancy completed their Watershed Management Plan there were things

recommended to be done that were also in the 1992 study that had never been done. Chairman Kilgore asked that a status report of the studies be included in the monthly Water Resources report.

Mr. Bereskin announced the first community meeting to be held in the new Field Operations Community Meeting Room will be held on Thursday, February 9, 2017 at 7:00 p.m. Southernside Neighborhood in Action will be holding their annual neighborhood dinner, with Mayor White as guest speaker.

12. COMMISSION COMMENTS

Commissioner Sofield again thanked the GIS and Field Operations team for their progress with the GIS enhancements. The Commission recognizes this was a lot of work, with a lot of details and is very appreciative of the team working together to bring the organization up to the cutting edge for water utilities.

13. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:08 a.m.



Phillip A. Kilgore, Chairman

Kimberly J. Haulter, Executive Assistant