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**Commissioners**  
Eugene G. Gibson - Chairman  
Jeffery M. Howell  
Perry J. Williams

Michael Richard, P.E.  
General Manager

**MINUTES OF THE MEETING OF THE COMMISSIONERS OF PUBLIC WORKS**  
**November 26, 2018**

Meeting Location: 301 McCall Street, Greer, SC 29650

**REGULAR SESSION**

Greer Commission of Public Works met in **Regular Session** with Acting Chairman Perry J. Williams presiding. The Commissioners of Public Works assembled for their regular meeting at 12:30 PM in the boardroom of the administrative and operations complex.

Commissioners present were: Commissioner Perry J. Williams (Acting Chairman) and Commissioner Jeffery M. Howell.

Others present: General Manager Mike Richard, Finance Manager Chuck Reynolds, Engineering and Planning Manager Mark Harvey, Operations Manager Marc Regier, Electric Manager Tony Farr, Public Information Coordinator Alison Rauch, and Secretary to the Board Fredia Snow. Alex Burnside with United Way, Reno Deaton with Greer Development Corporation, and Kaelyn Cashman with The Greer Citizen were also present.

The Greenville News, The Greer Citizen, Greer Today and the Spartanburg Herald Journal were notified of the meeting by email on November 21, 2018 at 9:57 AM.

Prior to the start of the meeting, Jeff Howell made a motion to have Commissioner Perry Williams act as Chairman due to the absence of Chairman Eugene Gibson and Perry Williams seconded. The roll call vote was as follows: Mr. Howell voted yes. Mr. Williams voted yes. The motion carried.

Mr. Williams called the **Regular Session** to order at 12:30 PM.

**INVOCATION**

Mr. Howell offered the invocation.

**MINUTES OF THE October 22, 2018 MEETING**

Jeff Howell made a motion to approve the minutes from the October 22, 2018 meeting. Perry Williams seconded the motion. A roll call vote followed. Mr. Williams voted yes. Mr. Howell voted yes. The motion carried. The minutes were approved as written.

**MINUTES OF THE November 5, 2018 SPECIAL BUDGET MEETING**

Jeff Howell made a motion to approve the minutes from the November 5, 2018 meeting. Perry Williams seconded the motion. A roll call vote followed. Mr. Williams voted yes. Mr. Howell voted yes. The motion carried. The minutes were approved as written.

**Focusing our Energy on You.**

Prior to the Financial Report, Mr. Richard asked that Alison Rauch be allowed to present the United Check which Mr. Williams approved. Alison presented a check to Alex Burnside in the amount of \$15,472.24. Since 2011, Greer CPW employees have contributed a total of \$159,000.00 to United Way.

### **FINANCIAL REPORT**

Finance Manager Chuck Reynolds, presented the Financial Report for the period ending October 31, 2018.

Jeff Howell made a motion to accept the financial report as information and Perry Williams seconded. The roll call vote was as follows: Mr. Williams voted yes. Mr. Howell voted yes. The motion carried.

### **PROJECT/DEVELOPMENT UPDATE**

Mark Harvey reported on:

- **Streetscape Project – Utilities Rehab/Replacement**
- **Genoble Road – Force Main Relocation**
- **W. Arlington Ave – Gravity Sewer Replacement**

### **NEW BUSINESS**

#### **ADOPT AMENDED CIP – RESOLUTION 2-2018**

Mr. Richard explained that as required by law, we must have a Public Hearing/Comment on the Budget and CIP Amendment and that we must change our CIP annually if we want to use capacity funds on new projects for water and sewer system expansions. He also stated that everything in italics on the Combined Utility System Capital Improvements under Sewer Collection System and Water Distribution System are eligible for capacity funds

Jeff Howell made a motion to adopt the Amended CIP – Resolution 2-2018 and Perry Williams seconded. The roll call vote was as follows: Mr. Williams voted yes. Mr. Howell voted yes. The motion carried.

#### **ADOPT 2019 BUDGET**

All the Commissioners have reviewed the 2019 proposed Budget and thou Mr. Gibson was not present; he and Mr. Richard have had several conversations regarding the Budget.

Jeff Howell made a motion to adopt the 2019 Budget and Perry Williams seconded. The roll call vote was as follows: Mr. Williams voted yes. Mr. Howell voted yes. The motion carried.

### **GENERAL MANAGER COMMENTS**

Mr. Richard asked that Mr. Ken Holliday be allowed to discuss the new Safety Incentive Plan. Mr. Holliday explained that with our new 2019 Safety Incentive Plan, our Safety Consultant will review each incidence to determine if the incidence could have been avoided. Even thou, we must report to OSHA if an employee goes to the doctor, if the incidence could not have been avoided, the incidence will not count toward our incentive. Mr. Holliday further explained that we recently had an employee rear-ended which was unavoidable. Even though the employee went to the doctor, he asked that the Board waive the incidence allowing us to be eligible for our 2018 incentive of 2%.

Jeff Howell made a motion to waive the incidence even though the new Safety Incentive Plan does not go into effect until 2019 and Perry Williams seconded. The roll call vote was as follows: Mr. Williams voted yes. Mr. Howell voted yes. The motion carried.

ADJOURNMENT SESSION

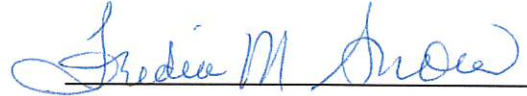
With no further business, Jeff Howell made a motion to adjourn and Perry Williams seconded. The vote tally was as follows: Mr. Williams voted yes. Mr. Howell voted yes. The motion carried, and the **Regular Session** adjourned at 1:05 PM.

Respectfully Submitted,



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Perry J. Williams, Acting Chairman  
Board of Commissioners



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Fredia M. Snow, Secretary  
Board of Commissioners