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

Michael Richard, P.E.
General Manager

MINUTES OF THE MEETING OF THE COMMISSIONERS OF PUBLIC WORKS

June 22, 2020

Meeting Location: 301 McCall Street, Greer, SC 29650

REGULAR SESSION

Greer Commission of Public Works met in **Regular Session** with Chairman Jeffery M. Howell 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: Chairman Jeffery M. Howell, Commissioner Perry J. Williams and Commissioner Eugene G. Gibson.

Others present: General Manager Mike Richard, Finance Manager Angela Karcher, Engineering and Planning Manager Mark Harvey, Operations Manager Marc Regier, Public Information Coordinator Alison Rauch and Secretary to the Board Fredia Snow. Kaelyn Cashman with The Greer Citizen was also present.

The Greenville News, The Greer Citizen, Greer Today and the Spartanburg Herald Journal were notified of the meeting by email on June 19, 2020 at 11:35 AM.

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

INVOCATION

Mr. Gibson offered the invocation.

MINUTES OF THE February 24, 2020 MEETING

Perry Williams made a motion to approve the minutes from the February 24, 2020 meeting; however, stated the last paragraph under General Comments needed to be revised for clarity. Gene Gibson seconded the motion. A roll call vote followed. Mr. Howell voted yes. Mr. Williams voted yes. Mr. Gibson voted yes. The motion carried. The minutes were approved with identified correction to be made.

FINANCIAL REPORT

Angela Karcher presented the Financial Report for the period ending May 31, 2020.

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

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PROJECT/DEVELOPMENT UPDATE

Mark Harvey reported on:

- **Bent Creek Sewer Extension – Phase III**
- **BMW Pump Station Upgrade**
- **Pelham Glen Pump Station**
- **Streetscape Project – Utilities Rehab/Replacement**

NEW BUSINESS

APPROVAL OF 2019 AUDIT

Mr. Howell advised that Mauldin & Jenkins, LLC was not able to attend our meeting due to social distancing; therefore, Mrs. Karcher would give the highlights from the 2019 Audit.

Mrs. Karcher stated that Assets increased at 4.4% and Liabilities decreased 12.8%. Total Revenues increased 2.9% to \$99,915,973 and Total Expenses decreased 7.10% to \$84,289,732 and change in Net Position increased 11.8%. Debt Service Coverage for 2019 was 468% of bond ordinance requirement, which is 120% debt service coverage. Debt Service Coverage for 2018 was 279%.

Mr. Gibson stated that this was a great audit and though they do not go into internal controls like a bank; no significant findings were found.

Mr. Gibson made a motion to approve 2019 Audit. Mr. Williams seconded the motion. The roll call vote was as follows: Mr. Howell voted yes. Mr. Williams voted yes. Mr. Gibson voted yes. The motion carried.

APPROVAL OF COVID-19 PAYMENT ARRANGEMENT PLAN

Mr. Richard explained that on March 17, 2020, disconnections for non-payment and late fees were paused due to COVID-19. Before resuming disconnections, we would like to provide our customers who have a past due greater than \$200.00 as of June 30th a payment plan. Customers with a past due balance greater than \$200.00 will automatically be enrolled into the plan. Customers will still need to pay their current balances along with the payment plan; however, this will allow them to get caught up. For customers who have a \$200.00 or less past due balance will qualify for our normal 3-month payment plan; however, they need to call in and get the payment plan set up. The proposed 12-month free interest payment plan is more flexible than other municipalities with six months being the longest that Mr. Richard has seen. The 12-month free interest payment plan is a temporary policy.

Mr. Gibson made a motion to approve the 12-month COVID-19 payment plan. Mr. Williams seconded the motion. The roll call vote was as follows: Mr. Howell voted yes. Mr. Williams voted yes. Mr. Gibson voted yes. The motion carried.

UPDATED LIGHT RATE SHEET

Mr. Regier specified that parts of the fees that did not apply anymore have been removed. For the LED lights, the consumption only rate was eliminated. For the Residential lights, there will be no wattage information. According to the vendor that we purchase our bulbs from, the wattages could be different even though the lumens were the same, so that is why we are eliminating the wattage information. When an HPS bulb goes out, we are replacing with LED bulb. Mr. Regier advised that there are no rate changes and the updated light rate sheet was to make it easier for our customers to understand.

Mr. Williams made a motion to approve the Updated Light Rate Sheet. Mr. Gibson seconded the motion. The roll call vote was as follows: Mr. Howell voted yes. Mr. Williams voted yes. Mr. Gibson voted yes. The motion carried.

APPROVAL OF IRRIGATION FEE DECREASE

Mr. Regier explained that in our August 19, 2019 Commissioner's Meeting, the Board approved to decrease the fee of the ¾" tap from \$500.00 to \$325.00 for inside the City Limits and \$1300.00 to \$1125.00 for outside the City Limits. Since the ¾" irrigation is listed as a separate item, we want to have those fees decreased as well. The ¾" irrigation tap will go from \$500.00 to \$325.00 for inside the City Limits and \$675.00 to \$500.00 for outside the City Limits. The reason for this is so our staff does not have to give out boxes and yokes to our customers which minimizes the wait time for our customer as well as eliminates any chances of injuries.

Mr. Gibson made a motion to approve the Irrigation Fee Decrease. Mr. Williams seconded the motion. The roll call vote was as follows: Mr. Howell voted yes. Mr. Williams voted yes. Mr. Gibson voted yes. The motion carried.

GENERAL COMMENTS

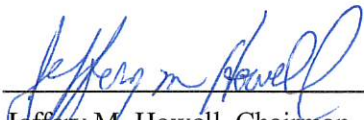
Mr. Richard stated the staff has started looking at the budget and plan to have a draft to the Commissioners by October 3rd. Mr. Richard also indicated that according to the various managers, during the pandemic, our response times have improved now that our techs are not coming to the Operations Center and are more dispersed. The phones are being answered quicker since there are not as many disruptions and everything has run smoothly.

Mr. Howell added that he appreciates the good job the employees have done during the pandemic and he has not heard of any issues.

ADJOURNMENT

With no further business, Perry Williams made a motion to adjourn and Gene Gibson seconded. The vote tally was as follows: Mr. Howell voted yes. Mr. Williams voted yes. Mr. Gibson voted yes. The motion carried, and the **Regular Session** adjourned at 1:18 PM.

Respectfully Submitted,



Jeffery M. Howell, Chairman
Board of Commissioners



Fredia M. Snow, Secretary
Board of Commissioners