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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

October 26, 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. Reno Deaton with Greer Development Corporation, Kaelyn Cashman with The Greer Citizen, and Dwaine Falls with Rogers & Callcott were also present.

The Greenville News, The Greer Citizen, Greer Today and the Spartanburg Herald Journal were notified of the meeting by email on October 21, 2020 at 11:45 AM.

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

INVOCATION

Mr. Howell offered the invocation.

MINUTES OF THE September 28, 2020 MEETING

Gene Gibson made a motion to approve the minutes from the September 28, 2020 meeting. Perry Williams 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 as written.

FINANCIAL REPORT

Angela Karcher presented the Financial Report for the period ending September 30, 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 Replacement
- Streetscape Extension
- River Reserve Pump Station
- Bobo Street Sewer Line Replacement
- Oakton Pump Station

NEW BUSINESS

APPROVAL OF REMODIFIED CUSTOMER SERVICE MANUAL

Mr. Richard explained that the policies in the Customer Service Manual have not changed; however, the manual went from 98 pages to 17 pages. The intent was to make the manual easier to read and to streamline it. Mr. Richard stated that the remodified manual will be posted on our new website and will have links to necessary documents that was once included in the actual manual. All Commissioners said the new manual was well written and easier to read.

With no further questions or comments, Mr. Williams made a motion to approve the Remodified Customer Service Manual and Gene Gibson seconded. The roll call vote was as follows: Mr. Howell voted yes. Mr. Williams voted yes. Mr. Gibson voted yes. The motion carried.

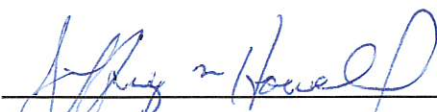
GENERAL COMMENTS

Mr. Richard informed the Board that the Budget Workshop Session would be Monday, November 9, 2020 at 10:00 AM. He also informed the Board that on Thursday, October 28, 2020, that he and Mr. Regier would be attending the PMPA Planning Meeting in Newberry. Mr. Richard advised that the new website would be launched in the next few days which has been stripped down and does not have a lot of repetition.

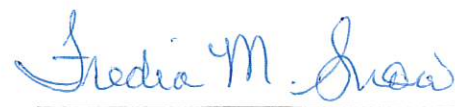
ADJOURNMENT

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 12:54 PM.

Respectfully Submitted,



Jeffery M. Howell, Chairman
Board of Commissioners



Fredia M. Snow, Secretary
Board of Commissioners