# COMMISSIONERS OF PUBLIC WORKS Minutes of February 28, 2013

The regular meeting of the Board of Commissioners of Public Works was held on Thursday, February 28, 2013 at 10:00 a.m., in the Boardroom at 121 West Court Avenue.

#### In attendance:

|                     | Steve Reeves    | Wayne Bartley  | Bill Patrick |
|---------------------|-----------------|----------------|--------------|
| Michael G. Monaghan | Ken Barnett     | Jeff Auman     | Stacia May   |
| Henry O. Watts      | Vicki Knott     | Teresa Lake    |              |
|                     | Jeff Meredith   | Richard Gentry |              |
|                     | Jerry Smith     | Brian Ward     |              |
|                     | Eduardo Noriega | Carlos Cometto |              |
|                     | George Petersen |                |              |

- I. Vice Chairman Watts called the meeting to order. The invocation was given by Ken Barnett.
- II. Vice Chairman Watts gave the statement of compliance with the notification provision of the Freedom of Information Act.

## III. Approval of Minutes:

A motion was made by Commissioner Monaghan and seconded by Vice Chairman Watts to approve the minutes of the regular meetings on January 10, 2013, and January 24, 2013; the motion was unanimously approved.

### IV. Financial Review:

With no questions or comments, the financial statement was received as information.

#### V. Business:

A. Manager Reeves presented a recommendation to approve the low bid from George Ballentine Ford, in the amount of \$26,085, for a 2013 mid-size SUV. It was noted that this was a replacement for a vehicle that had recently been in an accident.

A motion was made by Commissioner Monaghan, seconded by Vice Chairman Watts, and unanimously approved.

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B. Manager Reeves presented a recommendation to approve the low bid from Shealy Electrical, in the amount of \$45.50 each, for residential electric meters. He noted that 1,344 meters were bid; the request is to now purchase 1,400 meters, while still staying within the 2013 budgeted amount of \$68,000 that was for two lines items.

A motion was made by Commissioner Monaghan, seconded by Vice Commissioner Watts, and unanimously approved.

C. Manager Reeves presented a recommendation to approve the low bid from Carolina Ford, in the amount of \$21,012.68, for a 1500-series pick-up truck for the water department.

Commissioner Monaghan made a motion to accept the bid as recommended; the motion was seconded by Vice Chairman Watts, and unanimously approved.

D. Manager Reeves presented a recommendation to accept the low bid from Carolina Ford, in the amount of \$59,359, for a Class 5 series truck. He pointed out that the bid from Ballentine Ford was \$59,534, which is less than \$200 higher. Commissioner Monaghan asked about a disclaimer or note on the bid sheets regarding giving consideration to the local bidder within a certain amount. Manager Reeves responded that there is nothing that states that consideration is given to local bids; there is a statement that CPW can accept any bid based on what is in their best interest. Commissioner Monaghan asked what the County does, adding that it should probably be on the bid forms if we are going to give consideration to the local bidder. Mr. Patrick stated that it could be a good idea; however, he would like to look at any wording before it is added. Commissioner Monaghan expressed the opinion that wording should probably be added, but at the same time, we would not want to discourage any bidders with the process; Vice Chairman Watts voiced the same concern. Manager Reeves commented that the current wording states that the Commission retains the right to accept any bid deemed in the best interest of CPW. Mr. Patrick recalled past discussions about there being some advantages to buying locally, adding that may no longer be the case. He then asked about the location of Carolina Ford; Mr. Petersen responded that they are in Honea Path, and are now required to deliver here. Commissioner Monaghan asked that someone look into changing the language on the bid forms; Manager Reeves suggested that Mr. Petersen first check with the City and the County.

A motion was made by Commissioner Monaghan to accept the low bid from Carolina Ford, seconded by Vice Chairman Watts, and unanimously approved.

E. Manager Reeves presented a recommendation to approve the bid from Greenwood Equipment, in the amount of \$12,268.44, for an ATV vehicle to be used in the gas department, with an additional amount of \$693.24 requested to add a metal top and glass windshield. Commissioner Monaghan asked for justification; Mr. Noriega responded that the all-terrain vehicle would be used when doing the leak survey on cross-country transmission lines, and the vehicle could accommodate two people. He further explained that the vehicle could also be used when maintaining facilities, for example, along Highway 25, where this type vehicle works better than taking a big truck to go through and maintain the facilities. There is some cargo space in the back to carry line markers and paint, and miscellaneous tools. Mr. Noriega stated that this is a much cheaper vehicle to operate in those instances than a regular truck. Commissioner Monaghan asked if the leak survey is contracted; Mr. Noriega responded that a small portion is contracted to keep us honest; we do about 75% and contract the remainder out to a third party. Vice Chairman Watts asked about using the vehicle on the highway; Mr. Noriega responded that it would be legal to run them along the edge and in the berms.

A motion was made by Commissioner Monaghan to approve the bid from Greenwood Equipment, seconded by Vice Chairman Watts, and unanimously approved.

F. Manager Reeves presented a recommendation to accept the low bid from Carolina Ford, in the amount of \$47,177 each, for two (2) service trucks in the gas department. He also recommended adding extended warranties to cover six years or 100,000 miles, at a cost of \$1,150 per truck, for a total requested amount of \$96,654. He noted that the vehicles come with three-year or 60,000 mile warranties.

A motion to accept the low bid and to purchase the extended warranties was made by Commissioner Monaghan, seconded by Vice Chairman Watts, and unanimously approved.

G. Manager Reeves recommended acceptance of the low bid for 4-in. plastic gas pipe submitted by M. T. Deason, in the amount of \$2.076 per foot.

A motion was made by Commissioner Monaghan, seconded by Vice Chairman Watts, and unanimously approved.

H. Manager Reeve recommended acceptance of the bid from the only available source, Heath Consultants, in the amount of \$19,950, for a remote methane leak detector. Commissioner Monaghan asked how the leak detector works; Mr. Noriega responded that it uses a laser and when you sweep, the laser travels and bounces back. When the laser bounces back, it picks up and detects methane. It will improve the leak survey and make it more accurate as they walk the line and sweep an entire area. Commissioner Monaghan asked about gas lines being buried several feet deep; Mr. Noriega responded that gas rises higher than air, so it would rise and could even go through concrete or pavement. Any crack will follow the path of least resistance and be picked up. Currently, they have to enter a customer's property to survey; with this equipment, most properties can be swept from the street. He explained that the equipment will be tested daily for accuracy; only three leak inspectors will have access to the equipment and receive specialized training to use the equipment. When not in use, the equipment will be kept in a supervisor's office.

A motion was made by Commissioner Monaghan, seconded by Vice Chairman Watts, and unanimously approved.

I. Manager Reeves recommended acceptance of the low bid from Trenchers Plus, in the amount of \$56,130, for a replacement trencher in the gas department.

A motion was made by Commissioner Monaghan, seconded by Vice Chairman Watts, and unanimously approved.

J. Manager Reeves recommended acceptance of the low bid for 6-in. ductile iron pipe, from Fortline Waterworks, in the amount of \$11.50 per foot.

A motion was made by Commissioner Monaghan, seconded by Vice Chairman Watts, and unanimously approved.

K. Manager Reeves recommended approval of an annual advertising agreement for two weekly ads in *The Index Journal*, in the amount of \$9,362.60. Commissioner Monaghan asked if the ads were worthwhile; Manager Reeves responded that this is what had been done in the past and is the best means to advertise, if the intent is to continue. Commissioner Monaghan asked if it should continue. Manager Reeves stated that he was never a big fan all along, with very little benefit seen from it; Mr. Gentry agreed. The Commissioners decided against renewing the agreement at this time.

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## VI. Other Business:

- 1. Manager Reeves reminded the Commissioners of a pre-construction meeting at the COC, at 1:30 p.m., for the CDBG project.
- 2. Manager Reeves reminded the Commissioners of a joint meeting with City Council, at 6:00 p.m., at T. W. Boon's.
- 3. Vice Chairman Watts inquired about gas sales; Mr. Smith responded that so far, February is looking good, with consistently low overnight temperatures. March is predicted to be cooler than normal. Vice Chairman Watts noted that there appeared to be higher than normal water sales for January; Manager Reeves responded that there was no one at the meeting to address that today.

### VII. Executive Session:

A motion was made by Commissioner Monaghan and seconded by Vice Chairman Watts to go into *Executive Session* for a contractual matter; the motion was unanimously approved.

VIII. With no further business, the meeting was adjourned.

| Approved: | , 2013 |           |
|-----------|--------|-----------|
| 11        |        | Secretary |