

**COMMISSIONERS OF PUBLIC WORKS**  
**Minutes of February 27, 2014**

The regular meeting of the Board of Commissioners of Public Works was held on Thursday, February 27, 2014 at 10:00 a.m., in the Boardroom at 121 West Court Avenue.

**In attendance:**

Arthur C. Bush	Steve Reeves	Wayne Bartley	Bill Patrick
Michael G. Monaghan	Teresa Lake	Jeff Auman	Chris Trainor
Henry O. Watts	Eduardo Noriega	Jeff Chapman	Jim Barton
	George Petersen	Jerry Smith	Stacia May
	Carlos Cometto	Jeff Meredith	

I. Chairman Watts called the meeting to order. The invocation was given by Commissioner Bush.

II. 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 Commissioner Bush to approve the minutes of the regular meetings of January 9, 2014 and January 23, 2014 as submitted; the motion was unanimously approved.

IV. Financial Review:

A. Commissioner Bush commented on starting the year in a soft position, pointing out that revenues are down in the electric department, and expenses are up substantially in the gas department. He asked if this was something to be expected. Manager Reeves responded that it is weather related for the most part, probably because of colder weather in January. In February, some of the electrical should pick up and gas will stay up and then drop off in the summer. Commissioner Monaghan asked about being under-billed by \$429,000 on PGC; Ms. Lake explained that 67,000 decatherms were billed on the SCANA bill. Because of the billing cycle, that will not actually be billed to customers until February. She stated that is the reason for PGC under-recovery, and that should flip in February. She added that is also the reason for high expenses in the gas department; the cost of purchased gas was over budget by \$508,000, so the percentage is off because of the timing difference with billing cycles. Commissioner Monaghan pointed out that net income is now \$241,000 less than last January. Ms. Lake responded that is correct; as

long as gas prices stay relatively flat and if the weather works with us, that should be back to normal in February. Commissioner Bush asked for an update on gas prices since the last meeting; Mr. Smith responded that gas prices were around \$6 then and at around \$4.50 today. With no further questions or comments from the Commissioners, the financial statement was accepted as information.

V. Business:

- A. Manager Reeves recommended approval of the low bid from Cooper Motor Company, in Clinton, S. C., in the amount of \$44,320, for a Series 3500 diesel service truck.

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

- B. Manager Reeves recommended approval of the low bid, in the amount of \$43,960, from Carolina Ford in Honea Path, S.C., for two (2) 2014 Ford Escape SUV's.

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

- C. Manager Reeves noted that the low bidder did not provide the additional warranty as requested in the specifications for a Series 3500 gasoline service truck. He then recommended approval of the low bid that met the specifications, Cooper Motor Company, in the amount of \$40,340.

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

- D. Manager Reeves recommended the low bid meeting specifications from Carolina Ford, in the amount of \$59,865, for a Series 5500 service truck. He requested that a \$308 charge be added for a slip axle control, noting that this would still be the low bidder, at a total cost of \$60,173.

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

- E. Manager Reeves recommended the low bid for a matrix message sign from K & K Systems of Tupelo, MS, in the amount of \$12,149.79. He also requested that a hydraulic trailer be included for quicker set-up, at an additional cost of

\$364.55, bringing the total cost to \$12,514.34. He noted that this would still be the lowest price. Commissioner Monaghan asked for an explanation; Mr. Noriega stated that the message board is programmable and customizable at work sites; the hydraulic system is safer and faster to move, set up, and take down than a manual cable system. He commented on the water department also having a programmable board without the hydraulic system. Commissioner Monaghan asked why this is needed now, and why a \$13,000 sign. Mr. Noriega responded that traffic conditions are worse now than they once were; this is better for customers too. Manager Reeves added that signs are also required. Mr. Chapman added that the sign helps, for instance, with lane closures by putting up the information before work begins to alert folks who travel there know in advance. It takes the place of multiple signs and multiple flagmen. Commissioner Monaghan asked about reducing the number of flagmen; Mr. Chapman responded that you don't need a flagman flagging traffic as required by DOT; you have the flashing arrow signaling them over. By having the flashing light, it frees up that person who would normally stand there during the several days of the construction. In addition, there is also information given in advance so that people can take an alternate route. Manager Reeves added that the flagmen would probably be required on a two-lane road; we are really talking about four-lane roads where DOT requires us to have the sign.

With no further discussion, a motion to approve the sign and trailer was made by Commissioner Bush, seconded by Commissioner Monaghan, and unanimously approved.

- F. Manager Reeves recommended approval of the low bid from Columbia Truck Center, for a sixteen-foot tandem axle dump truck, in the amount of \$118,833. He also recommended the addition of a thicker floor and sides for the dump section, at a cost of \$1,000, bringing the total cost to \$119,833. He noted that this still remains the low bid. Mr. Noriega pointed out that the thicker floor and sides would help with the longevity when using it for rocks.

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

Commissioner Monaghan inquired about the reason for the local dealer not bidding. Mr. Petersen responded they always request from all local suppliers. In the past, the Ford dealership has bid and received many awards. This last time they said their reason for not bidding was due to technical difficulties.

VI. Other Business:

1. Manager Reeves reminded the Commissioners of a mandatory pre-bid meeting at the COC, at 2:00 p.m., for the construction of the new electric department shed at the COC. He also reminded them of the Annual Awards Banquet to take place at 6:00 p.m., at the American Legion.
2. Manager Reeves informed the Commissioners that approximately \$16,000 still remained in CPW Cares that was left from 2013. He stated that a lump sum contribution was made for 2012. Manager Reeves noted that the billing for the arctic vortex was in January, followed by the ice and snow in February that will be coming up in March bills. He suggested that it would be beneficial to make some contribution to United Ministries. Mr. Bartley noted \$1,475 received in donations.

A motion was made by Commissioner Bush to contribute \$10,000 to United Ministries for CPW Cares; the motion was seconded by Commissioner Monaghan, and unanimously approved.

3. Mr. Jim Barton, with Fuji Film, expressed appreciation to CPW for partnering with Fuji.

VII. Executive Session:

A motion was made by Commissioner Monaghan and seconded by Commissioner Bush to go into *Executive Session* for personnel, contractual, and legal matters; the motion was unanimously approved.

The meeting returned to open session.

Manager Reeves noted that discussion took place during *Executive Session* about extending the current banking agreement with Countybank that expires on May 31, 2014. We have a proposed agreement to extend that banking relationship until December 31, 2017. He stated that the arrangement remains exactly the same as with the current agreement, and that is that no fees will be charged to CPW. Manager Reeves recommended approval of the agreement.

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

Manager Reeves noted that discussion also took place on a request to extend the current investment portfolio with Greenwood Capital, who is the current provider of investment services. The arrangement continues until December 31, 2017, and they have actually lowered their current fees. He recommended approval of the extension, given that is extremely competitive.

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

Mr. Patrick noted that audit services were also discussed during *Executive Session*. The current agreement with Elliott Davis for audit services expired at the end of 2013. He stated that Elliott Davis has proposed an additional three years for years 2014 through 2016. It was the sense of the Commissioners to approve that proposal at \$26,500 per year, for the three-year term, if that is acceptable to Elliott Davis.

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

Mr. Patrick stated that there was also discussion of a trencher that was purchased new from Continental Engines of Greenville that had an oil flow problem resulting in damage. He stated that discussion is ongoing about warranty coverage, but in the meantime the CPW needs to get the trencher back into service. The Manager has recommended that the Board approve expending up to \$10,500 for those repairs with Continental Engines of Greenville.

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

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

Approved: \_\_\_\_\_, 2014

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Secretary