



**MINUTES OF REGULAR MEETING  
COMMISSIONERS OF PUBLIC WORKS  
407 W. Broad Street, Level 2,  
Greenville, South Carolina  
February 7, 2023  
8:15 a.m.**

## GreenvilleWater

Commissioners of Public Works in attendance:

Chairman Phillip A. Kilgore, Vice-Chairman James W. Bannister, Debra M. Sofield, Wil Brasington (via phone), and Mayor Knox H. White. A quorum was present.

Greenville Water Senior Staff in attendance:

Chief Financial Officer Phil Robey, Chief Operations Officer Jeff Boss, Chief Administrative Officer Dr. Bob Schmidt, and attorney Adam Bach.

The Regular Meeting of the Commissioners of Public Works was called to order at 8:15 a.m. by Chairman Kilgore.

### **1. WELCOME**

### **2. PUBLIC COMMENT**

No comments were presented.

### **3. CONSENT AGENDA**

Chairman Kilgore asked for questions pertaining to the consent agenda items. There being none, he called for approval of the items of the Consent Agenda which were the meeting minutes of the Regular Commission Meeting January 10, 2023, the Water Resources Report, the Finance Update, New Development, and New Annexations. Vice-Chairman Bannister moved, seconded by Mayor White, to approve the items of the consent agenda. The motion passed unanimously.

### **4. OPERATIONS UPDATE**

Chairman Kilgore invited Chief Operations Officer Jeff Boss to give an update on Greenville Water Operations. Operations includes the Engineering, Water Resources, and Field Operations departments. Mr. Boss provide a quick overview of the first quarter of 2023. The major projects reviewed for Engineering were the Adkins 60" parallel main, current capital improvement projects, and normal system improvements projects. Water Resources plant projects reviewed included upgrade of the SCADA system, chemical feed upgrades, and plant operational optimizations.

A new adjustment to the Environmental Protection Agency's (EPA) Lead and Copper rule requires an inventory of all the lead in the system to be completed by late 2024. Greenville Water has 1943 to 1947 left to analyze. The inventory will be complete for the EPA well before 2024.

Mr. Boss reviewed the Field Operations current awarded projects and planned projects. In 2022 the valve exercising goal was not met. So far in 2023 the Valve Exercising Crews have already completed around 3,000 valves, compared to around 4,000 for 2022. A full staff has

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helped Field Operations to improve on this goal, as well as having Distribution Technicians exercising valves when fire hydrants are tested.

Mr. Boss revealed a new strategic goal for Field Operations which involves the Locate Crews. Each locator must mark 99% of their assigned locates and must be under 1% at fault for damages. The current rate is 0.27% where there was one locate marked incorrectly.

## 5. ADMINISTRATIVE UPDATE

Chairman Kilgore called on Chief Administrative Officer Bob Schmidt for an Administrative Update. Dr. Schmidt began with an overview of the administrative organization chart, then presented before and after pictures of work completed through the 319-grant program in the North Saluda watershed.



Watershed staff are conducting a wildlife census program for the purposes of the quality of the water. The entire biosystem is important to filtration, quality, and quantity of water. Dr. Schmidt shared photos of species found in the watershed, explaining these species are symbolic of the health of the watershed. It is important to keep an eye on them. A roads program has also begun and is in Phase I Trial. The program will help lower road maintenance costs and decrease sedimentation run-off. Coir-Tec matting has been laid on the back side of Old Indian Mountain. Different types of plant structures will be tested in the coir matting to determine what will work best at North Saluda and Table Rock.

In coordination with Engineering staff, the Information Technology (I.T.) department made updates to the GIS system to allow automated customer service water-off notifications for services impacted by afterhours emergencies.

Eleven new Field Service trucks will be added to Greenville Water's fleet in 2023. These vehicles will have additional safety features for increased visibility.

Public Relations has updated the water quality report to be more beneficial to customers. A draft was provided for comparison to 2021. Dr. Schmidt shared a snip of the updated website ([www.greenvillewater.com](http://www.greenvillewater.com)) that went online in January 2023. A summary was presented of internal auditing responsibilities which included department and process assessments, creation of auditable programs and policies, data organization and analysis, interdepartmental synergy, and compliance.



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## **6. FINANCE UPDATE**

Chairman Kilgore welcomed Chief Financial Officer Phil Robey to provide an overview of the 2022 unaudited preliminary financial report. Mr. Robey provided 2021 actual numbers for comparison with the 2022 preliminary numbers. The year was another strong year for Greenville Water in terms of revenue growth and expense containment. The auditors will begin the annual audit in a few weeks and appear before the Commission possibly in April 2023 to present their findings and conclusions.

Mr. Robey reviewed revenues, expenses, financial highlights, and the capital improvement program project budgets and completions.

## **7. EXECUTIVE SESSION**

Commissioner Brasington joined the meeting via phone at 9:00 a.m.

Vice-Chairman Bannister moved, seconded by Commissioner Sofield, to enter executive session to discuss legal matters.

The motion passed unanimously.

(Executive Session)

Commissioner Sofield moved, seconded by Vice-Chairman Bannister, to go out of Executive Session. The motion carried unanimously. No action was taken.

Mayor White left the meeting.

## **8. COMMISSION COMMENTS**

Vice-Chairman Bannister moved, seconded by Commissioner Sofield, to allow approval of invoices over \$50,000 to be approved by two of the Chief Executives in the absence of the Chief Executive Officer. The motion carried unanimously.

## **8. ADJOURNMENT**

There being no further business, the meeting was adjourned 9:36 a.m.

  
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Phillip A. Kilgore, Chairman

  
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Kimberly Haulter, Executive Assistant