

Agenda

**Meeting of the Commissioners of Public Works
of the City of Charleston, South Carolina
(Charleston Water System)**

January 24, 2012, 8:30 a.m.

Our Mission is to protect public health and enhance the environment of our service community by providing clean water services of exceptional quality and value.
Our Vision is to become, by 2012, an organization worthy of a SC Governor's Quality Award achieved through teamwork, customer focus, and performance excellence.
Our Core Values Teamwork • Ethical Behavior & Integrity • Accountability • Customer Service Focus • Open & Honest Communication • Innovation

**Meeting of the Commissioners of Public Works
of the City of Charleston, South Carolina
(Charleston Water System)**

January 24, 2012

I. Call to Order

II. Compliance With Public Notice – Mr. Pritchard

III. Invocation – Mr. Rivers

IV. Pledge of Allegiance – All present

V. Welcome Newest Ex-Officio Commissioner, Mr. Dean Riegel – Mr. Pritchard, Mr. Rivers, and Mr. Koopman

VI. Oath of Office – Mr. Rivers

Mr. Rivers will issue the Official Oath of Office to Mr. Thomas Pritchard as an elected member of the Commission for a six-year term beginning January 2012 through December 2018.

VII. Election of Chairperson and Vice-chairperson as Officers of the Commission for 2012 – Mr. Pritchard

Mr. Pritchard will call for nominations for the election of the Chairperson and Vice-chairperson for 2012. Following nominations and the vote, the newly elected Chairperson will proceed to Agenda Item VII below.

VIII. Appointment of Chairpersons of the Standing Committees for 2012 - Chairman

The elected Chairperson will appoint Chairpersons of the Standing Committees for 2012 at the appropriate time.

IX. Adjourn to Committee Meetings, followed by Commissioners Meeting

**Meeting of the Commissioners of Public Works
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**Public Contract and Finance Committee
Committee Chairman**

January 24, 2012

I. Call to Order

II. Approval of Minutes of Committee Meeting of December 20, 2011

III. Hollywood and Ravenel Wastewater Contract Amendments – Mr. Hill

Mr. Hill will update the Commissioners regarding the latest draft contract amendments for Hollywood and Ravenel concerning future wastewater service to the two towns.

(Information Only)

IV. Review of Quarterly Financial Data – Ms. Tricia Willcutt

Ms. Willcutt will present additional detailed data for the Commissioners concerning CWS's financial data in the previous calendar quarter. *(Information Only)*

V. Adjournment

**Meeting of the Commissioners of Public Works
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**Administrative, Personnel, and Public Relations Committee
Committee Chairman**

January 24, 2012

I. Call to Order

II. Approval of Minutes of Committee Meeting of December 20, 2011

III. Bill Inserts - Ms. Craft – Exhibit A

March 2012

- Charleston Water System's *Water Wise* Customer Newsletter
- Charleston International Film Festival

(Motion Requested)

IV. Dispatcher Outsourcing Report – Mr. Chris Hendricks

Mr. Hendricks will present his Dispatcher Outsourcing Report to the Commissioners.
(Information Only)

V. Adjournment



Clean Water for Life

INTEROFFICE COMMUNICATION

January 20, 2012

To: Commissioners and Officers
From: Jenny Craft, Public Relations Manager
Re: Bill Inserts

In accordance with Charleston Water System's approval process for bill inserts, the following bill inserts are submitted for your approval:

March 2012

- Charleston Water System's *Water Wise* Customer Newsletter
- Charleston International Film Festival

Should you have any questions or concerns, please feel free to contact me prior to or during our Board meeting.

Attachments



Investing in our Infrastructure

Project Profile: Queen Street Water Main



A contractor installs a new 8-inch water main in Queen Street in downtown Charleston. This new pipe will replace a water main that was installed in the 1880s. Charleston Water System is gradually replacing old water pipes in the downtown area to improve service reliability and meet current water demands.

Water Whys

What's the typical water pressure for a home?

Pressure in our water distribution system varies by location, time of day, and operational factors such as hydrant flushing and tank filling.

Generally, pressure ranges from 55 – 100 pounds per square inch (PSI), with a targeted daytime minimum of 65 PSI. This is true in all areas except downtown Charleston, where pressure is reduced to between 40 and 52 PSI to prevent damage to old water mains and plumbing.

Regulations require a minimum pressure of 20 PSI.

Earthy, Musty Water?

Spring weather brings harmless change in water taste and smell

Each Spring, Charleston Water System's water develops what's most often described as an earthy or musty taste and smell.

It's caused by warm temperatures and increased sunlight, which promote algae growth and water turnover in our primary water supply, the Bushy Park Reservoir.

This natural process produces a harmless, but sometimes unpleasant, taste and odor that can be detected by the human nose at very small levels. Charleston Water System minimizes this by adjusting our treatment process, namely by adding activated carbon to our water, which adsorbs the compounds responsible.

Need a Speaker for Your School or Group?

Do you know where your water comes from, how it's treated, and how it gets to your home?

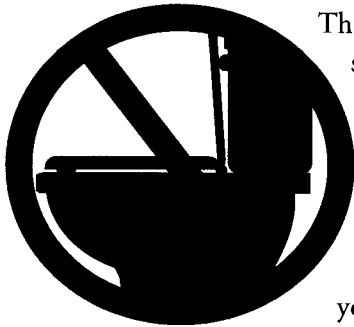
If your group is interested in learning more about water, contact us to schedule a speaker. We can customize a presentation to suit your group's needs with topics ranging from infrastructure to water history.

To schedule a speaker, send an email info@charlestoncpw.com or call (843) 727-6856.



Don't Flush That!

If you're wondering what you should and shouldn't flush, here's a good rule of thumb: If it's not number one, number two, or toilet tissue, *don't flush it!*



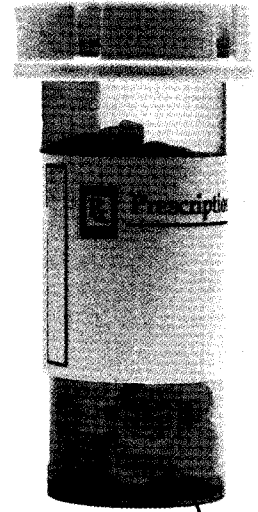
The commode and our sanitary sewer system were designed for one purpose—to remove human waste, not trash, from homes and businesses.

When you use the toilet to dispose of things that should go in the trash, you risk clogging your home's sewer pipes or sewer lines in the street. In severe cases, clogs can cause sewer back-ups in your home or overflows in the street.

It's important to remember that whatever goes down the toilet can potentially impact the water environment, so if in doubt, trash it!

What NOT to Flush:

- Paper towels, rags, or disposable dust towels
- Disposable toilet brushes
- Baby wipes and diapers
- Sanitary napkins
- Anything made of plastic
- Cigarette butts
- Grease or oil
- Aquarium gravel or cat litter
- Medications



Help keep
pharmaceuticals out of
the water cycle by disposing
of medications in the trash,
NOT the toilet!

Check Your Home for Water Leaks

The first week in March is **Fix a Leak Week**, a reminder to check household fixtures and irrigation systems for leaks.

Think leaks aren't a big deal? Consider this:

- The US EPA estimates that ten percent of homes have leaks that waste **90 gallons** or more per day.
- Fixing easily corrected household water leaks can save an estimated 10 percent on your bill.
- Common types of leaks found in the home include leaking toilet flappers, dripping faucets, and other leaking valves. All are easily correctable.

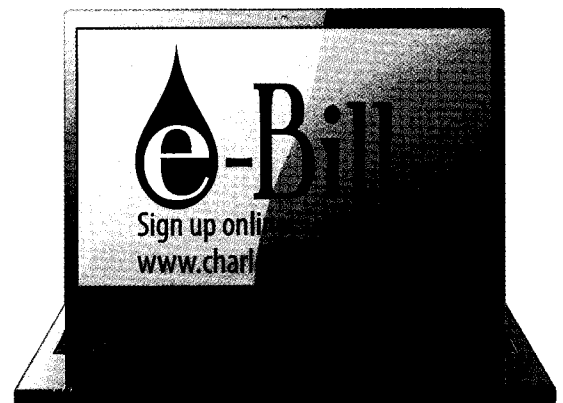


For tips on finding and fixing leaks,
visit www.epa.gov/watersense.

Fix a Leak Week

March 12–18, 2012

EPA
WaterSense



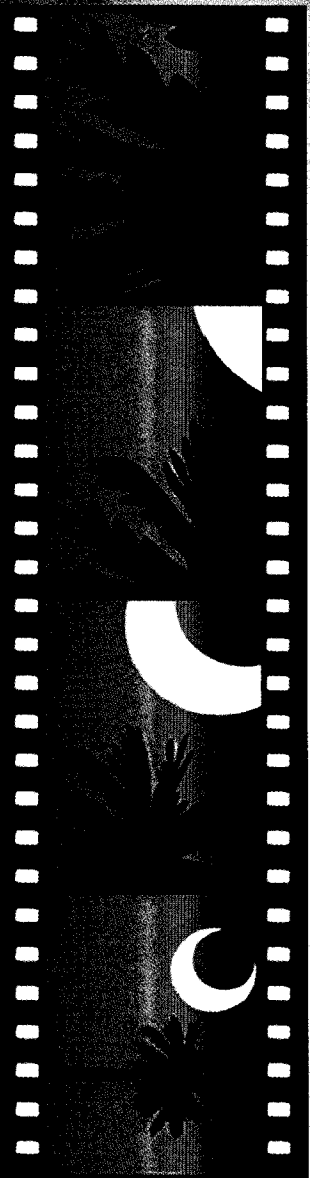
Get your bill electronically!

To sign up for e-Bill, visit our web site and log in to your account, then select Billing Options.

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Charleston



International Film Festival

**Meeting of the Commissioners of Public Works
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**Regulatory and Property Committee
Committee Chairman**

January 24, 2012

I. Call to Order

II. Approval of Minutes of Committee Meeting of December 20, 2011

III. 2011 SC Public Records Act Annual Report – Ms. Terry Williams

Ms. Williams will present the S.C. Public Records Act and S.C. Freedom of Information Act Evaluation of Compliance Report completed annually by December 31st as required by our EMS and ISO 14001. *(Information Only)*

IV. Total Trihalomethanes (TTHM) and Haloacetic Acids (HAA) Monitoring Results – Mr. Fairey

Mr. Fairey will present recent Total Trihalomethanes (TTHM) and Haloacetic Acids (HAA) analytical results conducted by the SC Department of Health & Environmental Control. *(Information Only)*

V. Resolution of Compliance with the Commissioners of Public Works Policy for Real Estate Procurement and/or Conveyance Policy – Mr. Hill – Exhibit B

Mr. Hill will request a motion to approve the attached Resolution in order to ensure compliance with Charleston Water System's Real Estate Procurement and/or Conveyance Policy as it relates to the sale of CWS Tract 4-A, Blue House Tract. *(Motion Requested)*

VI. Stromboli Avenue Property Update – Mr. Crawford

Mr. Crawford will present an update to the Commissioners regarding contract negotiations concerning the Stromboli Avenue property for a future CWS Pipeyard site. *(Information Only)*

VII. Adjournment

RESOLUTION
**RECOGNITION OF COMPLIANCE WITH THE COMMISSIONERS OF PUBLIC
WORKS
POLICY FOR REAL ESTATE PROCUREMENT AND/OR CONVEYANCE POLICY**

WHEREAS, the Charleston Commissioners of Public Works owns land in Charleston County designated as TMS Parcel 487-00-00-002, which has been subdivided into nine (9) separate parcels numbered one through nine (1-9); and,

WHEREAS, the Commissioners authorized the sale of Parcel Numbers 1, 4, 5, 6, and 7, collectively known as Blue House Commons Phase 1, in conformance with its Real Estate Procurement and/or Conveyance Policy through a public advertisement, including the Charleston Post & Courier, and bidding process, which was conducted between July 25, 2008 and October 1, 2008; and,

WHEREAS, no bids were received from said public advertisement and bidding process, the Commissioners on October 29, 2008 gave authorization for the Chief Executive Officer (CEO) to continue public marketing of Blue House Commons Phase 1 through listing agreements with its real estate agent, Grubb & Ellis / Barkley-Fraser (GEBF), and for the CEO to negotiate any bonafide purchase offer for any or all of the Blue House Commons Phase 1 parcels submitted through GEBF subject to the Commissioners' final approval; and, through the national Multiple Listing Service; and,

WHEREAS, GEBF has continuously publicly marketed on the internet, the Blue House Commons Phase 1 properties, through postings on the national Multiple Listing Service and GEBF's corporate website, plus onsite "For Sale" signage on the property since November 2008, with annual listing agreement renewals authorized by the Commissioners; and,

WHEREAS, GEBF has presented to the CEO a bonafide purchase offer for approximately one-half of Parcel 4 from Hathaway Development Partners, LLC.

NOW, THEREFORE BE IT RESOLVED, the Commissioners herewith acknowledge compliance with its Real Estate Procurement and/or Conveyance Policy through the public advertising and bidding process conducted in 2008, and the subsequent public marketing through the means herein listed above, and therefore waive any additional public advertising and bidding requirements for the conveyance of any or all of the Blue House Commons Phase 1 parcels, specifically including Parcel 4, the subject of the aforesaid offer to purchase.

Adopted this the twenty-fourth day of January 2012.

Chairman

Commissioners of Public Works of the City of Charleston, SC
Resolution Number 2012-001

**Meeting of the Commissioners of Public Works
of the City of Charleston, South Carolina
(Charleston Water System)**

Chairman

January 24, 2012

- I. Reconvene Commissioners' Meeting after conclusion of Committee Meetings**
- II. Approval of Minutes of Meeting of December 20, 2011**
- III. Citizens Participation/Public Comment**
- IV. Monthly Customer Service Activity and Financial Report – Ms. Ferguson / Mr. Ropp**
- V. CEOs / Staff Report**
 - A. Strategic Plan Team Presentation #3; Workforce Development – Jim Meeks**
- VI. Reports of Standing Committees – Ms. Harrison**
 - A. Public Contract and Finance Committee Meeting of January 24, 2012
 - B. Administrative, Personnel and Public Relations Committee Meeting of January 24, 2012
 - C. Regulatory and Property Committee Meeting of January 24, 2012
- VII. Major Capital Project Requests - Mr. Huggins**
 - Pump Station 77 Rehabilitation Project – Engineering Services Contract Amendment – Exhibit C
- VIII. Citizens Participation/Public Comment**

Meeting of the Commissioners of Public Works
of the City of Charleston, South Carolina
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Chairman

January 24, 2012

IX. Executive Session

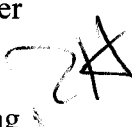
Mr. Hill may request that the Commissioners move to enter into Executive Session to discuss legal and/or contractual matters.

X. Adjournment



INTEROFFICE COMMUNICATION

TO: Kin Hill, P.E.
Chief Executive Officer

FROM: Russell Huggins, P.E. 
Director of Engineering

DATE: January 19, 2012

RE: Pump Station 77 Rehabilitation Project
Engineering Services Contract Amendment II

Located along the West Ashley Greenway near Stinson drive, Pump Station 77 is a critical component of the West Ashley wastewater collection system receiving flow from the Hwy 61 and US 17 corridors, Johns Island, and the Hollywood and Ravenel collection systems. Due to a high degree of flow agitation and the relative high strength of the entering wastewater, the pump station has been subject to high levels of hydrogen sulfide exposure, resulting in significant concrete corrosion and reduced structural integrity. At the April 2011 Commissioner's Meeting, approval was given to HDR Engineering (HDR) to prepare a Basis of Design Report (BODR) to evaluate and recommend repair and replacement options. Based on the recommendations presented in the BODR and concurrence of the same by CWS staff, approval was given at the October 2011 Commissioner's Meeting to award a contract amendment to HDR to provide design and construction administration services necessary to implement the repair and replacement recommendations presented in the BODR. Also included in the amendment as an additional scope was development of a hydraulic model of the Pump Station 77 upstream and downstream conditions to identify future capacity limitations, develop pumping strategies, and the need and timing of future infrastructure improvements. Inclusive in development of the hydraulic model is flow monitoring and rain gauges to collect system data for dry weather and wet weather flow events. The initial time period for flow monitoring provided in the scope was 60 days. During this time period no rain events of significance occurred. To increase confidence in the model, HDR recommends extending the monitoring period a minimum of 4 additional weeks in an effort to capture a larger rain event.

Based on the recommendation provided in the attached letter from HDR, staff recommends approval to extend flow monitoring for the Pump Station 77 Rehabilitation Project for a minimum period of 4 weeks with authorization for staff to extend flow monitoring an additional 4 weeks (total 8 weeks) if a rain event of the intensity and depth desired for the model has not been captured. Total cost of flow monitoring for a not-to-exceed maximum of 8 additional weeks at \$4,800 per week is \$38,400. Payment will only be for additional weekly flow monitoring as authorized by Charleston Water System. If approved, the scope of services will be incorporated into our standard engineering services contract amendment format.

Therefore, it is our recommendation that the Commissioners award an engineering services contract amendment to HDR in the amount of \$38,400 for additional flow monitoring for the Pump Station 77 Rehabilitation Project. The original contract amount for preparation of the Basis of Design Report was \$71,880. The current contract amount, including a previously approved amendment in the amount of \$240,513 for design and construction phase services, is \$312,393. The new contract amount will be \$350,793. Funding is available through the Wastewater Major Capital Improvement Program.

Attachments

cc: Andy Fairey
Baker Mordecai, P.E.
Linda Hans
Chad Hendrix, P.E.

January 19, 2012

Mr. Russell Huggins, Jr., PE
Director of Engineering
Charleston Water System
103 St. Philip Street, PO Box B
Charleston, SC 29402

RE: Flow Monitoring Services for the West Ashley Pump Station 77 Modeling Evaluation

Dear Mr. Huggins:

Part of the scope for the West Ashley Pump Station 77 Flow Modeling Evaluation included flow monitoring and rain gages to collect system data for dry weather and wet weather flow events. This will be used in the model for development of per capita flows, diurnal curves, wet weather flows and model calibration.

The initial time period for flow monitoring provided in our scope was 60 days. During this time period we failed to get any rain events of significance to use in the model. The rain events during that period were well below the 1-year storm event in this area. Ideally, to increase our confidence in the model, we prefer to have a larger observed rain event, one that mimics the intensity and depth of the design storm events we will use in the model.

We recommend extending the monitoring period a minimum of four weeks to try and capture a larger rain event. The cost for the flow monitoring extension is \$4,800 per week. Please let me know if you need any additional information.

Sincerely,

HDR ENGINEERING, INC.



Tracy Lewis, P.E.
Senior Project Manager