

AGENDA

SPARTANBURG SANITARY SEWER DISTRICT COMMISSION

EXECUTIVE SESSION MEETING

MEETING PLACE: 200 Commerce Street

Tuesday, February 25, 2025, 1:30 p.m.

This is an executive session meeting of the Spartanburg Sanitary Sewer District Commission. Written notice of the date, time, and place for this meeting, along with the agenda, has been posted in the lobby and on the Spartanburg Water website, and copies have been forwarded to local and nearby news media (including Spartanburg Herald-Journal, The Spartan Weekly, Greenville News, The Greer Citizen, Hometown News, WSPA-TV 7, WYFF-TV 4, WLOS-TV 13, WHNS Fox Carolina, WORD News Radio, WOLT-FM Radio, Tribune Times, and the Times Examiner) at least 24 hours prior to this meeting.

1. CALL TO ORDER

2. EXECUTIVE SESSION

The Commission will enter into Executive Session in discussion of negotiations incident to proposed contractual arrangements and proposed sale or purchase of property.

3. ACTION ITEMS FROM EXECUTIVE SESSION

The Commission may take action on items discussed in Executive Session regarding discussions of negotiations incident to proposed contractual arrangements and proposed sale or purchase of property.

AGENDA

SPARTANBURG SANITARY SEWER DISTRICT COMMISSION

REGULAR MEETING

MEETING PLACE: 200 Commerce Street

**Tuesday, February 25, 2025, 2:15 p.m.
(or immediately following SSSD Executive Session meeting)**

This is a regular meeting of the Spartanburg Sanitary Sewer District Commission. Written notice of the date, time, and place for this meeting, along with the agenda, has been posted in the lobby and on the Spartanburg Water website, and copies have been forwarded to local and nearby news media (including Spartanburg Herald-Journal, The Spartan Weekly, Greenville News, The Greer Citizen, Hometown News, WSPA-TV 7, WYFF-TV 4, WLOS-TV 13, WHNS Fox Carolina, WORD News Radio, WOLT-FM Radio, Tribune Times, and the Times Examiner) at least 24 hours prior to this meeting.

- 1. CALL TO ORDER**
- 2. INVOCATION**
- 3. APPROVAL OF MINUTES OF REGULAR MEETING OF JANUARY 28, 2025**
- 4. LABORATORY ANALYSTS OF THE YEAR – BLUE RIDGE DISTRICT OF WEASC – HILLARY MESSER**

The Laboratory Analysts of the Year is awarded to a water and/or wastewater treatment analyst for excellence achieved in the laboratory of a water and wastewater treatment plant in South Carolina. On January 30, 2025, Hillary Messer was awarded as the Laboratory Analyst of the Year for the Blue Ridge District of the SCAWWA/WEASC.

Hillary is the QA/QC Manager for the Laboratory Services Department, where she has demonstrated an incredible work ethic and dedication to Spartanburg Water for 13 years. During her tenure in the laboratory, she has developed and integrated new methodologies, new instrumentation, led the laboratory and satellite laboratories through many successful audits, and truly drives compliance within the organization. Please congratulate Hillary on being named Laboratory Analysts of the Year.

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**5. MAINTENANCE PERSON OF THE YEAR AWARD – BLUE RIDGE
WEASC/SCAWWA AND STATE OF SOUTH CAROLINA RECIPIENT –
SCOTT DUFF**

The Maintenance Person of the Year Award is awarded to an Association member for excellent achievement in maintenance of a water, wastewater, collection, or distribution system in South Carolina. In this case, the recipient manages all of these maintenance areas. At the Blue Ridge Foothills Chapter annual awards banquet held on January 30, Scott Duff received this award at the Chapter Level, as well as at the State of South Carolina level.

Scott's past experience, dedication, and expertise in his field makes him a great asset at Spartanburg Water. His leadership is second to none as experienced during and after Hurricane Helene. Please join me in celebrating Scott for winning this much deserved award.

OLD BUSINESS

NONE

AGENDA ITEMS 6-8 FINANCE AND PROCURMENT

6. MONTHLY FINANCIAL REPORT

A financial summary of SSSD expenditures and revenues for the seven-month period ending January 31, 2025, will be reviewed by the Chief Financial Officer.

7. JANITORIAL SERVICES CONTRACT

Proposals were received on January 9, 2025, for contract services to furnish material, labor, transportation, and equipment necessary to perform janitorial services at multiple facilities throughout the organization.

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The scope of works calls for placing personnel as needed at the Administrative Complex, the C&D complex, and the A. Manning Lynch Wastewater Treatment Plant to provide services at each facility as detailed in the Request for Proposals.

A pre-bid conference was held on December 5, 2024, and guided site tours provided to further familiarize the bidders with the locations, the overall size of the facilities, and the work required.

An evaluation team made up of staff from various departments and facilities was formed to review and score the proposals received. The evaluation criteria consisted of the responder’s approach and strategy; company information and experience; MWBE utilization; Community Benefit Program; and cost. Each proposal was evaluated using a weighted score matrix, with the successful supplier being selected for the highest scoring proposal.

Invitation to respond was placed in the local media, listed on the SWS website, and forwarded to prospective suppliers. A cost tabulation of the responses are listed below. The costs are represented in annual totals, based on an initial 12-month term with two optional renewal terms.

The current service provider is Sunbelt Janitorial Group in the amount of \$55,171 from the SSSD operating budget.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Sunbelt Janitorial Group Spartanburg, SC	\$63,192
Environmental Service Systems LLC Greenville, SC	\$53,102

Management recommends an award be granted to Sunbelt Janitorial Group in the annual amount of \$63,192 based on their highest scoring proposal.

The services will be funded from the SSSD operating budget.

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8. RIGHT-OF-WAY MOWING AND MAINTENANCE CONTRACT

Bids were received on January 29, 2025, for the annual mowing and maintenance of 200 miles of sewer collection right-of-ways located throughout Spartanburg County and within the jurisdiction of the Spartanburg Sanitary Sewer District. The contract term is for twelve months with right of extension at the Owner’s discretion. Contract extensions will not exceed two terms in addition of the original awarded term.

The request for bid was advertised in local media, Spartanburg Water website, and forwarded to prospective vendors. A mandatory pre-bid meeting was held on January 7, 2025. The solicitation drew responses from three bidders.

The current service provider is Forest Edge for an annual contract amount of \$108,400. A cost tabulation is listed below:

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Forest Edge Spartanburg, SC	\$129,000
Landscape Accents LLC Laurens, SC	\$159,400
McAbee’s Grading and Clean Up Greer, SC	NON-RESPONSIVE

Based on the results of bid responses, management recommends the approval of an award to Forest Edge for the contract price of \$129,000. Funding will be provided by the SSSD operational budget.

AGENDA ITEM 9 OPERATIONS

9. UPDATES ON COLLECTION SYSTEM MAINTENANCE/REHABILITATION ACTIVITIES

Management will provide an update on the collection system maintenance and rehabilitation activities over the past year.

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AGENDA ITEM 10-11 ENGINEERING

10. ECONOMIC DEVELOPMENT REPORT

Management will provide the Commission with an update on economic development in 2024.

11. OWNERSHIP AGREEMENT – NORTHSIDE TOWNHOMES PHASE 2

Spartanburg RE Investments, LLC proposes to construct approximately 733 linear feet of 8-inch gravity sewer line to provide service to 85 townhome units in Northside Townhomes Phase 2 located off Vernon Street. The sewer line will connect to the existing SSSD infrastructure. The domestic waste will be treated at the A. Manning Lynch Wastewater Treatment Facility. The developer will bear all costs.

The line will be constructed according to District-approved plans and specifications, with District inspection provided. The owner will provide all necessary right-of-way and easement agreements for this project.

The form of the agreement transferring ownership of the gravity sewer to the District has been reviewed by the District’s attorney and executed by Spartanburg RE Investments, LLC. Under the terms of the resolution adopted by the Commission on January 26, 2023, this agreement has been executed on behalf of the Commission by the Chief Executive Officer.

The above is provided as information to the Commission.

12. CHIEF EXECUTIVE OFFICER REPORT

13. REFERRALS

14. ADJOURNMENT