

AGENDA

SPARTANBURG SANITARY SEWER DISTRICT COMMISSION

REGULAR MEETING

MEETING PLACE: 301 South Avenue, Spartanburg, SC, 29306

Tuesday, September 23, 2025, 2:15 p.m.

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 AUGUST 26, 2025**

OLD BUSINESS

- 4. NATIONAL LEAGUE OF CITIES (NLC) WARRANTY PROGRAM BY HOMESERVE**

The NLC Service Line Warranty Program by HomeServe was created to educate property owners about their service line responsibilities and to help residents avoid the out-of-pocket expense for unanticipated and potentially costly service line repairs and replacements. The NLC Service Line Program will utilize Spartanburg Water's logo to brand the materials used to educate our customers about the repair service plans. Program marketing literature clearly discloses that the NLC Program and Spartanburg Water are separate entities and that the program is voluntary for customers of Spartanburg Water. The NLC Service Line Warranty Program will create all marketing materials with input from Spartanburg Water and will submit all marketing/communication materials to Spartanburg Water for final approval before sending any information out to our customers.

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There will be no cost for Spartanburg Water to participate in this program, and Spartanburg Water will receive 10% of payments received in the form of a royalty, paid annually. In addition, Spartanburg Water will receive a license fee of \$60,000 paid over three years. All royalty received from this program will be credited to the Spartanburg Water Good Neighbor Program that is used to assist customers who are struggling financially with paying their Spartanburg Water, water and/or sewer bills. We do not expect to launch this program until January 2026.

The NLC Service Line Warranty Program requires that Spartanburg Water permit the use of our company logo/branding, which management requests Commission approval.

NEW BUSINESS

5. NACWA AWARDS

In July 2025, Spartanburg Sanitary Sewer District received nine Peak Performance Awards from the National Association of Clean Water Agencies (NACWA) based on 2024 regulatory compliance performance. Management will present these awards to the Commission.

FINANCE AND PROCUREMENT

AGENDA ITEMS 6-8

6. MONTHLY FINANCIAL REPORT

A financial summary of SSSD expenditures and revenues for the two-month period ending August 30, 2025, will be reviewed by the Chief Financial Officer.

7. PROPOSALS FOR EMPLOYEE UNIFORM RENTAL PROGRAM

Proposals were received on August 13, 2025, from suppliers that can furnish and maintain employee uniforms for the Spartanburg Water System (SWS) and Spartanburg Sanitary Sewer District (SSSD). The service is currently under contract with Cintas at an annual cost of \$85,000. The solicitation

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requested proposals from suppliers who provide expertise in employee uniform programs including design, implementation, delivery and pickup, uniform tracking, laundry services, and replacement for all uniform wearing employees. In addition, suppliers were to furnish and maintain building floor mats for SWS and SSSD facilities and to have a processing center within 75 miles of the city limits of Spartanburg, SC.

A cross functional evaluation team consisting of staff from various departments was formed to evaluate the proposals from potential uniform suppliers. Members of this team provided input and evaluated the proposals from participating suppliers. The evaluation criteria consisted of six areas and required the supplier to demonstrate their ability to provide cost; approach and strategy; schedule; technical competency; MWBE utilization; and Community Benefit Program. Each proposal was evaluated using a weighted score matrix, with the successful supplier being selected for the highest proposal.

Invitations were placed in the local media, the Spartanburg Water System Website, Demand Star bid platform and forwarded to prospective suppliers. A cost tabulation of the responses are listed below. The costs are represented in annual totals, based on the structure of the current uniform program and an initial 36-month term with two optional one-year renewal terms.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
ALSCO Charlotte, NC	\$47,432.85
Prudential Uniforms Duncan, SC	\$52,724.98
Unifirst Simpsonville, SC	\$59,372.80
Cintas Spartanburg, SC	\$81,031.34

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Management recommends an award to Unifirst. While their proposal was not the lowest bid, Unifirst was the lowest bid with the highest scoring proposal at an annual cost of \$59,372.80. Funding will be provided from operating funds and allocated between SSSD (\$17,811.84) and SWS (\$41,560.96).

8. PROPOSALS FOR BILL PRINTING, INSERTING, AND MAILING SERVICES

Proposals were received on August 19, 2025, from suppliers that can receive formatted billing data and to print, insert, sort, and mail water and sewer bills to customers. The current contract for these services is with Amsive, LLC at an annual cost of \$422,000.

An evaluation team was formed to evaluate the proposals from potential bill printing and mailing service suppliers. Members of this team provided input and evaluated the proposals from participating suppliers. The evaluation criteria consisted of five areas and required the supplier to demonstrate their ability to provide approach and strategy; technical competency; cost; MWBE utilization; and Community Benefit Program. Each proposal was evaluated using a weighted score matrix, with the successful supplier being selected for the highest proposal.

Invitations were placed in the local media, the Spartanburg Water System Website, and Demand Star bid platform. A cost tabulation of the responses is listed below. The costs are represented in annual totals, based on the structure.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Surebill Duluth, GA	\$446,640
OneSource Buffalo Grove, IL	\$469,346
Infosend Anaheim, CA	\$469,543

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Matrix
Coppell, TX \$500,064

RevSpring
Nashville, TN \$540,166

Management recommends an award to Infosend. While their proposal was not the lowest bid, Infosend was the lowest bid with the highest scoring proposal at an annual cost of \$469,543. Funding will be provided from operating funds and allocated between SSSD (\$140,862.90) and SWS (\$328,680.10).

OPERATIONS

NO AGENDA ITEMS

ENGINEERING

AGENDA ITEMS 9-11

**9. PAGE CREEK UV EFFLUENT DISINFECTION UPGRADE PROJECT -
SUMMARY CHANGE ORDER**

The Page Creek UV Effluent Disinfection Upgrade Project is complete. The project was for the purchase and installation of two disinfection units and containment UV structure, refurbishment of the existing effluent pump station, purchase and installation of a diesel driven backup pump at the existing effluent pump station and demolition of the existing UV system.

Change order No. 1 – was a no cost administrative change order clarifying the contract terms. There was no change to the contract price.

Change order No. 2 – was submitted by the contractor and later withdrawn. There was no change to the contract price.

Change Order No. 3 – was a net increase of \$1,046.25 for concrete testing services.

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Change Order No. 4 – was a no cost time extension for weather delays.

Change Order No. 5 – was a net increase of \$9,806.62 for piping modifications within the effluent pump station wet well.

Change Order No. 6 – was a net increase of \$13,280.82 to add a power transformer for the new electrical equipment.

Change Order No. 7 – was a net increase of \$1,902.50 for additional concrete testing services.

Change Order No. 8 – was a no cost time extension for additional weather delays.

These change orders were executed as per current District policy.

The Financial summary of the project construction is as follows:

Original Contract Price -	\$ 2,454,000.00
Change Order No.3	\$ 1,046.25
Change Order No.5	\$ 9,806.62
Change Order No.6	\$ 13,280.82
Change Order No.7	<u>\$ 1,902.50</u>
Revised Contract Price	\$ 2,480,036.19

The above is provided as information to the Commission.

10. OWNERSHIP AGREEMENT – HUDSON VILLAGE

Holly Drive Properties, Inc., proposes to construct approximately 3,814 linear feet of 8-inch gravity sewer line to provide service to 138 residential lots in Hudson Village located off Cannons Campground Road. The sewer line will connect to the existing SSSD infrastructure. The domestic waste will be treated at the Cowpens Wastewater Treatment Facility. The developer will bear all costs.

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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 Holly Drive Properties, Inc. 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.

11. OWNERSHIP AGREEMENT – IRBY GLEN

TMC Development, LLC proposes to construct approximately 1,843 linear feet of 8-inch gravity sewer line to provide service to 46 residential lots in Irby Glen located off Irby Road. The sewer line will connect to the existing SSSD infrastructure. The domestic waste will be treated at the Lower North Tyger River Wastewater Treatment Facility. SSSD will participate in the off-site sewer construction cost in accordance with the Sewer Extension Policy adopted January 26, 2023.

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 TMC Development, 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

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14. JOINT EXECUTIVE SESSION

Both Commissions will enter into a joint executive session to discuss personnel matters.

15. ACTION ITEM FROM JOINT EXECUTIVE SESSION

Both Commissions may vote on matters discussed in joint executive session.

16. ADJOURNMENT