

## **AGENDA**

### **SPARTANBURG SANITARY SEWER DISTRICT COMMISSION**

#### **THE COMMISSIONERS OF PUBLIC WORKS OF THE CITY OF SPARTANBURG, S.C.**

**MEETING PLACE:  
200 Commerce Street**

#### **JOINT EXECUTIVE SESSION MEETING**

**Tuesday, September 27, 2022, 2:00 p.m.**

This is a joint executive session meeting of the Spartanburg Sanitary Sewer District Commission and The Commissioners of Public Works of the City of Spartanburg, S.C. 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 THE JOINT MEETING TO ORDER**
- 2. JOINT EXECUTIVE SESSION**

Both Commissions will enter into a joint executive session to receive legal counsel.

## **AGENDA**

### **SPARTANBURG SANITARY SEWER DISTRICT COMMISSION**

#### **REGULAR MEETING**

**MEETING PLACE: 200 Commerce Street**

**Tuesday, September 27, 2022, 2:45 p.m.  
(or immediately following SSSD/SWS Joint 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. PRAYER**
- 2. APPROVAL OF MINUTES OF REGULAR MEETING OF AUGUST 23, 2022**
- 3. PUBLIC COMMENT**
- 4. MONTHLY FINANCIAL REPORT**

Newt Pressley will present a financial summary of SSSD expenditures and revenues for the two-month period ending August 31, 2022.

The above is provided as information to the Commission.

- 5. CUSTOMER SATISFACTION SURVEYS**

Spartanburg Water utilizes external and in-house survey strategies to determine levels of customer satisfaction. On a biennial schedule, a comprehensive survey is conducted externally by phone. Research America recently updated the biennial phone survey in June, 2022. To measure specific customer satisfaction with the Customer Service Department, weekly transaction surveys are facilitated by an in-house email process. Results of recent surveys will be presented to the Commission.

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**6. RENEWAL OF HEALTH INSURANCE CONSULTING SERVICES**

Steinberg and Associates has represented Spartanburg Water as its consultant/broker of record for health, dental, disability, and voluntary life plans since October 2009. (This includes vision, prescription drug cards, and reinsurance as applicable). Steinberg and Associates provides oversight and guidance needed in connection with the complex medical insurance industry.

Their services include:

- design assistance with benefit plans
- identify cost savings and cost recoveries
- claim problem resolution
- negotiate the annual renewal
- assist with compliance and benefit laws
- coordinate RFP processes
- implementation of plan renewal
- semi-annual review and analysis of plan performance
- assist with benefit summaries for employee communication

Steinberg and Associates was recently acquired by Marsh McLennan Agency, effective September 1, 2022. Marsh McLennan Agency provides business insurance/employee health and benefits solutions to organizations and individuals, and has 170 offices across North America. The Spartanburg Water contractual relationship will continue with Steinberg and Associates for the 2023 renewal. Management requests Commission approval of the consulting services agreement with Steinberg and Associates for 2023 in the amount of \$30,000. The service agreement cost will be allocated as follows: SSSD (\$9,900) and SWS (\$20,100).

**7. RENEWAL OF RETIREE MEDICARE SUPPLEMENT INSURANCE**

Spartanburg Water retirees who are 65 and over are currently covered by a group Medicare Supplement Insurance Plan that includes prescription drug plan coverage. The retiree Medicare Supplement coverage is currently provided by United American Insurance Company, and the plan is up for renewal in January, 2023. Steinberg and Associates has obtained renewal pricing from United American, as follows:

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	Monthly Premium
Medicare Supplement Health Plan	\$204.00
Prescription drug coverage	<u>\$194.09</u>
Monthly Premium, per retiree	\$398.09

The renewal pricing reflects a 3.5% increase in the premium for 2023.

Funding for the retiree coverage is shared by Spartanburg Water (85%) and the retiree (15%), resulting in the following 2023 monthly cost allocation, per retiree:

	Monthly Cost Allocation
Spartanburg Water (85%)	\$338.38
Retiree (15%)	<u>\$ 59.71</u>
	\$398.09

The annual net cost is included in the SSSD and SWS operating budgets in the Post-Employment Benefits budget line item. Management requests approval to renew over 65 retiree supplemental insurance coverage with United American.

**8. SHORT-TERM DISABILITY INSURANCE**

Spartanburg Water employees are currently offered the option to purchase short-term disability (STD) insurance through payroll contribution. For this employee funded option, participation is voluntary. STD insurance pays a portion of the employee's salary when a non-job-related injury or illness prevents the employee from working for a limited time period.

The Spartanburg Water STD policy is provided by Mutual of Omaha and pays the employee 60% of weekly earnings, up to \$1,500. The maximum duration of benefits for a disability is 24 weeks. Benefits begin for disability on the 15th day of disability.

Management recommends that Spartanburg Water offer STD insurance to employees as a non-contributory benefit. Steinberg and Associates has obtained pricing for a non-contributory plan to be effective October 1, 2022.

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The monthly premium cost would be \$2,008 for SSSD and \$6,051 for SWS. The cost for the remaining 9 months of this fiscal year would be \$18,072 for SSSD and \$54,459 for SWS. The benefit to the employee would depend on the employee salary, but typical annual savings would range from \$260 to \$585.

**9. A. MANNING LYNCH FACILITY HVAC UNIT**

Bids were received on September 13, 2022, for the purchase and installation of a new 25 ton air conditioning unit for the Blower Building at the A. Manning Lynch Wastewater Treatment Facility. The current unit is no longer operational due to a critical component failure.

Invitations were forwarded to prospective bidders and published in the local media. The solicitation drew three responses. A tabulation of responses is listed below:

<b><u>BIDDER</u></b>	<b><u>AMOUNT OF BID</u></b>
TWC Services, Inc. Greer, SC	\$33,800.75
L.P.B. of South Carolina, Inc. Boiling Springs, SC	\$39,960.00
Davis Services, Inc. Spartanburg, SC	\$39,850.00

Management recommends an award be granted to TWC Services based on their bid \$33,800.75. Funding will be provided through the SSSD depreciation budget.

**10. EMERGENCY MANAGEMENT ASSISTANCE COMPACT – DEPLOYMENT OF SPARTANBURG WATER STAFF TO JACKSON, MISSISSIPPI**

Management will provide an update to the Commission on deployment of Spartanburg Water personnel to Jackson, Mississippi, through an Emergency Management Assistance Compact between the State of South Carolina and the State of Mississippi.

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The above is provided as information to the Commission.

**11. REPLACEMENT OF VEHICLES AND EQUIPMENT FOR FY 2023 – SSSD**

Fleet Services personnel and staff management have evaluated the SSSD vehicle and equipment fleet for replacement needs for FY 2023. Of the items considered, nine items have been selected for replacement. All vehicles and equipment selected meet the established depreciation criteria, having in excess of 125,000 miles, being in service for 10 years, or are experiencing excessive repair needs and down time. Performance history is also factored into the recommendation.

Management recommends the list of vehicles and equipment below for replacement:

2013 – Ford F150 Extra Cab, 4x4 (543)  
1998 – Hudson Trailer 16,000 lb. (TR19)  
2012 – Toyota Prius (705)  
2012 – Chevrolet Colorado, 4x4 (706)  
2012 – F350 Open Service Body, 4x4, 4DR (736)  
2012 – Chevrolet Colorado, 4x4 (739)  
2014 – F350 Open Service Body, 4x4, 4DR (755)  
2010 - F750 Ford Dump Truck (756)  
2005 – ONAN Portable Generator (PGD19)

Total Budget: \$580,000

Where possible, vehicle and equipment replacement purchases will be completed through the South Carolina Materials Management Office Contracts. Applicable local dealers will be given an opportunity to meet the State Contract pricing.

Alternative fuel vehicle replacements will be evaluated based on application and availability.

Management recommends approval of the vehicle and equipment replacement schedule listed above.

Funding will be provided through the depreciation fund.

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**12. LAWSONS FORK CREEK BASIN SEWER IMPROVEMENTS – PORTLAND UTILITIES CONSTRUCTION CO., INC., CHANGE ORDER NO. 1 REQUEST**

The Lawsons Fork Creek Basin Sewer Improvement Project was approved by the Commission at the March 22, 2022 meeting. Portland Utilities Construction Co., Inc., is under contract to complete this project. The pipeline work will start at Lawsons Fork Creek near the Drayton Mills community and will end at Doctors Park Drive near Skylyn Drive.

The construction includes replacing twenty-eight existing brick manholes with new precast manholes. The new precast manholes are to be installed on existing gravity sewer lines that will be increased in size by pipe bursting. During review of the material approvals submitted by the contractor, staff discovered that some of the manholes bid as 4' diameter manholes should be upsized to accommodate the larger diameter replacement pipe. Staff identified six manholes that should be upsized to 5' and 6' in diameter and requested the contractor provide costs for increasing the size of the six manholes.

The contractor provided a unit cost for upsizing the precast manholes. The additional cost for upsizing and the deduction of the bid price is as follows:

5' Diameter Manholes (2)	\$ 28,825.32
6' Diameter Manholes (4)	\$ 71,374.91
Additional Cost to Upsize	\$100,200.23
Deduct Bid Pricing	\$ (59,184.40)
Total Change Order	No.1 \$ 41,015.83

Original Contract Amount	\$2,445,827.66
Change Order No. 1	\$ 41,015.83
New Contract Amount	\$2,486,843.49

Staff has reviewed the change order request and find the request reasonable.

Management recommends the approval of Change Order No. 1 to Portland Utilities Construction Company's contract in the amount of \$41,015.83. This project will be funded by SSSD capital funds.

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**13. BENS CREEK PHASE 3 GRAVITY SEWER PROJECT – PROFESSIONAL SERVICES**

The current Professional Services contract with Hill Engineering for the Bens Creek Project consists of three phases. Phase 1A, 1B and 2 extends gravity sewer along Ben's Creek approximately 8,700 linear feet north of Fowler Road to Greenpond Road. The Spartanburg Water Engineering Department has identified at least four large vacant tracts beyond Greenpond Road and adjacent to the continuing path of Bens Creek. Based on historical growth in the area, the availability of gravity sewer to these tracts will encourage their development as residential subdivisions.

Hill Engineering, LLC submitted a proposal to design, permit, and provide construction management services for an additional  $\pm 9,600$  linear feet of gravity sewer along Bens Creek. This will extend gravity sewer service to the southern boundary of the  $\pm 400$ -acre Michelin tract that is currently served by a septic system, and will facilitate the development of the tracts noted above, as well as others. The engineering services provided by Hill Engineering, LLC will also include the preparation of necessary easement plats and assistance with bidding the project.

Hill Engineering successfully completed Phase 1A of the Bens Creek Project that included the pump station, force main and approximately 1,000 linear feet of gravity sewer. This phase is now in operation and provides service to 390 residential lots in the Anderson Grant Subdivision. Construction of Phase 1B of the Bens Creek project is almost complete, and Hill Engineering is currently in the design phase of Phase 2 noted above. The construction of Bens Creek Phase 3 is expected to be funded from Spartanburg County ARPA funds, which requires that a construction contract is executed by December 31, 2024. Due to a compressed timeline for design, permitting, easement acquisition, and bidding, the Engineering Department has determined that Hill Engineering is the logical choice to provide professional services for the next phase of gravity sewer.

Management recommends the approval of a professional services contract with Hill Engineering, LLC in an amount not to exceed \$310,000.00. Design, permitting and easement acquisition for this project will be funded through the wastewater capital funds, while some or all of the project costs are



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expected to be covered by Spartanburg County ARPA funds as noted above. The estimated cost for construction of this phase is \$3.6 million.

**14. REQUEST FOR ANNEXATION – LENOX J. CANNON JR AND JOHN T. CANNON**

Lenox J. Cannon, Jr. and John T. Cannon have requested annexation of approximately 80.83 acres of property located off of Carolina Country Club on parcel 7-24-00-026.00. The property is adjacent to the District boundaries and can be annexed by Commission under authority granted in its enabling legislation.

Management recommends the Commission approve the annexation request, adopt a resolution giving 90 days' notice to sub-districts, and annex the property effective December 26, 2022.

**Resolution of Annexation  
Adopted by Spartanburg Sanitary Sewer District Commission  
On September 27, 2022**

WHEREAS, Lenox J Cannon Jr & John T. Cannon, owners of an 80.83- acre tract, more or less, adjacent to the existing Sewer District boundary line, and located off of Carolina Country Club Road on parcels 7-24-00-026.00 and more particularly shown on the site location map attached hereto as exhibit "A" have petitioned for annexation of this area comprising the aforementioned tract to the Spartanburg Sanitary Sewer District ("the District"); and

WHEREAS, the petition of the property owners has been accepted by the Commission, the District's governing body (the "Commission"), after finding (a) that the petition was submitted by the property owner of an area in Spartanburg County on a petition form provided by the District, (b) that the petition was signed by the property owners within such area proposed to be annexed, (c) that there was attached to the petition a map made on a scale as required by the District, made by a registered licensed surveyor showing, in detail the boundary of the area proposed to be annexed and that all other requirements of the applicable law have been met, and

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WHEREAS, the Commission, after having given due consideration to all relevant matters pertaining to the proposed annexation of such area as required by the District's enabling legislation, has determined that such an area should be annexed to the District, and

WHEREAS, in reaching its decision to annex such area, the Commission has taken into consideration the additional waste contributed to the system by such area and present and future expansion of interceptor lines and disposal facilities needed to accommodate and service such area, and it has determined that such consideration does not indicate a probable need for expansion to take care of the sewage needs of such area, and,

WHEREAS, the Commission finds that it should now give written notice of ninety (90) days to the governing body of each of the sub-districts of the District.

NOW, THEREFORE, BE IT RESOLVED that the Commission hereby confirms and ratifies the determinations and findings set out hereinabove, and

BE IT FURTHER RESOLVED that the aforesaid petition be, and it hereby is, accepted by the Commission, and

BE IT FURTHER RESOLVED that the area owned by the aforesaid property owner shown on the map attached to the petition, be annexed to the District effective at the expiration of the ninety (90) days written notice to be given to the governing body of each sub-district of the District, and

BE IT FURTHER RESOLVED that the Commission will give written notice of ninety (90) days to the governing body of each of the sub-districts of the District of the acceptance of the aforesaid petition and of the decision of the Commission to annex the property shown on the above described map.

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BE IT FURTHER RESOLVED that when the annexation becomes effective notice of such annexation shall be given to the Spartanburg County Treasurer, the Spartanburg County Auditor and the Spartanburg County Health Officer.

**15. REQUEST FOR ANNEXATION – VIRGINIA A. JONES**

Virginia A. Jones has requested annexation of approximately 4.21 acres of property located off of Carolina Country Club Road on parcel 7-24-00-022.01. The property is adjacent to the District boundaries and can be annexed by Commission under authority granted in its enabling legislation.

Management recommends the Commission approve the annexation request, adopt a resolution giving 90 days' notice to sub-districts, and annex the property effective December 26, 2022.

**Resolution of Annexation  
Adopted by Spartanburg Sanitary Sewer District Commission  
On September 27, 2022**

WHEREAS, Virginia A. Jones, owner of a 4.21-acre tract, more or less, adjacent to the existing Sewer District boundary line, and located off of Carolina Country Club Road on parcel 7-24-00-022.01 and more particularly shown on the site location map attached hereto as exhibit "A" has petitioned for annexation of this area comprising the aforementioned tract to the Spartanburg Sanitary Sewer District ("the District"); and

WHEREAS, the petition of the property owner has been accepted by the Commission, the District's governing body (the "Commission"), after finding (a) that the petition was submitted by the property owner of an area in Spartanburg County on a petition form provided by the District, (b) that the petition was signed by the property owner within such area proposed to be annexed, (c) that there was attached to the petition a map made on a scale as required by the District, made by a registered licensed surveyor showing, in detail the boundary of the area proposed to be annexed and that all other requirements of the applicable law have been met, and

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WHEREAS, the Commission, after having given due consideration to all relevant matters pertaining to the proposed annexation of such area as required by the District's enabling legislation, has determined that such an area should be annexed to the District, and

WHEREAS, in reaching its decision to annex such area, the Commission has taken into consideration the additional waste contributed to the system by such area and present and future expansion of interceptor lines and disposal facilities needed to accommodate and service such area, and it has determined that such consideration does not indicate a probable need for expansion to take care of the sewage needs of such area, and,

WHEREAS, the Commission finds that it should now give written notice of ninety (90) days to the governing body of each of the sub-districts of the District.

NOW, THEREFORE, BE IT RESOLVED that the Commission hereby confirms and ratifies the determinations and findings set out hereinabove, and

BE IT FURTHER RESOLVED that the aforesaid petition be, and it hereby is, accepted by the Commission, and

BE IT FURTHER RESOLVED that the area owned by the aforesaid property owner shown on the map attached to the petition, be annexed to the District effective at the expiration of the ninety (90) days written notice to be given to the governing body of each sub-district of the District, and

BE IT FURTHER RESOLVED that the Commission will give written notice of ninety (90) days to the governing body of each of the sub-districts of the District of the acceptance of the aforesaid petition and of the decision of the Commission to annex the property shown on the above described map.

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BE IT FURTHER RESOLVED that when the annexation becomes effective notice of such annexation shall be given to the Spartanburg County Treasurer, the Spartanburg County Auditor and the Spartanburg County Health Officer.

**16. OWNERSHIP AGREEMENT – KYNDRA HOLLOW**

Niemitalo, Inc., proposes to construct approximately 2,550 linear feet of 8-inch gravity sewer line to provide service to 42 residential lots in Kyndra Hollow located off of West Oconee Street in Chesnee. The sewer line will connect to the existing SSSD infrastructure. The domestic waste will be treated at the Chesnee 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 Niemitalo, Inc. Under the terms of the resolution adopted by the Commission on May 29, 1990, this agreement has been executed on behalf of the Commission by the Chief Executive Officer.

The above is provided as information to the Commission.

**17. OWNERSHIP AGREEMENT – SUNSET ACRES**

Interconstruction, LLC proposes to construct approximately 2,729 linear feet of 8-inch gravity sewer line to provide service to 54 residential lots in the Sunset Acres development located off of Whitestone Glendale Road. 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.

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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 Interconstruction, LLC. Under the terms of the resolution adopted by the Commission on May 29, 1990, this agreement has been executed on behalf of the Commission by the Chief Executive Officer.

The above is provided as information to the Commission.

**18. OWNERSHIP AGREEMENT – TOWNHOMES AT HIDDEN HILL**

Property Developers, LLC proposes to construct approximately 472 linear feet of 8-inch gravity sewer line to provide service to 16 residential lots in Townhomes at Hidden Hill located off of Hidden Hill Road and Londonberry Drive. The sewer line will connect to the existing SSSD infrastructure. The domestic waste will be treated at the A. Manning Lynch Wastewater Treatment Facility. SSSD will participate in the off-site sewer construction cost in accordance with the Sewer Extension Policy adopted December 17, 1996.

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 Property Developers, LLC. Under the terms of the resolution adopted by the Commission on May 29, 1990, this agreement has been executed on behalf of the Commission by the Chief Executive Officer.

The above is provided as information to the Commission.

**19. OWNERSHIP AGREEMENT – WOODHAVEN**

Palmetto Trust of SC, LLC proposes to construct approximately 2,385 linear feet of 8-inch gravity sewer line to provide service to 58 residential lots in the Woodhaven development located off of North Blackstock 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. 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 Palmetto Trust of SC, LLC. Under the terms of the resolution adopted by the Commission on May 29, 1990, this agreement has been executed on behalf of the Commission by the Chief Executive Officer.

The above is provided as information to the Commission.

**20. OWNERSHIP AGREEMENT – ZANE'S CREEK**

Newman-Sims Development, Inc., proposes to construct approximately 7,134 linear feet of 8-inch gravity sewer line to provide service to 146 residential lots in Zane's Creek located off of Lake Bowen Dam Road. The sewer line will connect to the existing SSSD infrastructure. The domestic waste will be treated at the A. Manning Lynch Wastewater Treatment Facility. SSSD will participate in the off-site sewer construction cost in accordance with the Sewer Extension Policy adopted December 17, 1996.

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 Newman-Sims Development, Inc. Under the terms of the resolution adopted by the Commission on May 29, 1990, this agreement has been executed on behalf of the Commission by the Chief Executive Officer.

The above is provided as information to the Commission.

**21. OWNERSHIP AGREEMENT – ZAXBY'S ON US 29**

SPW Abernathy, LLC proposes to construct approximately 2,000 linear feet of 8-inch gravity sewer line to provide service to one commercial lot for the Zaxby's on US 29 located at Nazareth Church Road. The sewer line will

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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 December 17, 1996. 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 SPW Abernathy, LLC. Under the terms of the resolution adopted by the Commission on May 29, 1990, this agreement has been executed on behalf of the Commission by the Chief Executive Officer.

The above is provided as information to the Commission.

**22. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS**