

AGENDA

SPARTANBURG SANITARY SEWER DISTRICT COMMISSION

REGULAR MEETING

MEETING PLACE: 200 Commerce Street

Tuesday, August 27, 2024, 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. JOINT EXECUTIVE SESSION

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

4. ACTION ITEM FROM JOINT EXECUTIVE SESSION

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

5. APPROVAL OF MINUTES OF REGULAR MEETING OF JUNE 20, 2024

OLD BUSINESS

6. SPARTANBURG SANITARY SEWER DISTRICT – DRAFT OF BYLAWS – SECOND READING

The Commission has been provided with a second draft of the bylaws to review with recommended changes included in the draft. These bylaws have been developed internally and vetted through proper legal counsel. The Commission may choose to adopt the bylaws at this meeting, which would

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be the second reading required to formally adopt or change bylaws or defer to the September Commission meeting in order to provide more time for formal review and Commission comment at which time the bylaws would be considered under old business.

7. NACWA FACILITY PEAK PERFORMANCE AWARDS

On July 24, 2024, Spartanburg Sanitary Sewer District received nine Peak Performance Awards from the National Association of Clean Water Agencies (NACWA) based on 2023 regulatory compliance performance. NACWA'S Peak Performance Awards recognize member agency Waste Water Treatment Facilities (WWTF) for outstanding compliance of their National Pollutant Discharge Elimination System (NPDES) permit limits. This recognition program consists of three categories: Platinum, Gold, and Silver. The Platinum Awards recognize 100% compliance with NPDES permits for the number of years that is indicated on the award. A facility is only eligible for the Platinum Award after 5 consecutive years of 100% compliance. Gold Awards recognize facilities that have achieved 100% compliance with their NPDES permit for an entire calendar year. Silver Awards recognize facilities that have received no more than five NPDES Permit compliance violations per calendar year.

The Spartanburg Facilities that received Platinum Awards are as follows:

- Fingerville WWTF (Platinum-12)
- Clifton-Converse WWTF (Platinum-11)
- Page Creek WWTF (Platinum-11)
- Cowpens WWTF (Platinum-10)
- Pacolet Mills WWTF (Platinum-8)
- South Tyger River WWTF (Platinum-5): Special honors were received as a first time platinum award winner as a Platinum 5 Facility.

The Spartanburg Facilities that received Gold Awards are as follows:

- Chesnee WWTF
- A. Manning Lynch WWTF

The Spartanburg Facilities that received Silver Awards are as follows:

- Lower North Tyger River WWTF

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AGENDA ITEMS 8-9 FINANCE AND PROCUREMENT

8. MONTHLY FINANCIAL REPORT

A financial summary of SSSD expenditures and revenues for the twelve-month period ending June 30, 2024, and one-month period ending July 31, 2024, will be reviewed by the Chief Financial Officer.

9. CUSTOMER INFORMATION SYSTEM SOFTWARE UPGRADE

The Customer Information System (CIS) currently used was installed in 2016 and is due for an upgrade. The CIS software system, Advanced CIS Infinity, performs numerous functions including utility billing, accepts customer payments, stores meter readings, generates service orders and is the database that stores customer information. As part of the project, the field service mobile service order software will also be upgraded to a new product, ServiceLink. ServiceLink will continue to deliver mobile service orders to staff via an electronic tablet and offer additional features not offered with the current software. The implementation cost to perform the upgrade is as follows:

Professional services:	\$304,925
Software license:	<u>\$125,000</u>
Total project cost:	\$429,925

Annual recurring fees: \$176,469

Management recommends the approval to upgrade the Customer Information System and associated mobile service order software in the amount of \$429,925. This project will be funded through capital funds as follows: SSSD - \$171,970 and SWS - \$257,955.

AGENDA ITEM 10 OPERATIONS

**10. EMERGENCY PROCUREMENT – REPAIR OF THE 16" COLLECTION LINE –
CHINQUAPIN CREEK CROSSING**

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A 16" sewer main line was discovered to be leaking a small amount of material onto the Right-of-Way that crosses the Chinquapin Creek near Heywood Road and the Riverwind Apartments. The 16" inch line runs parallel to the 30" collection line and immediate action was taken to divert all flow within the 16" line into the larger collection line to prevent further spillage.

Due to the height of the aerial crossing, the size of the pipe, and the need for response and repair, an Emergency Procurement Request for contractor services was initiated. The repair was completed on July 24, 2024.

Total cost for contractor services: \$54,102.

The above is provided as information to the Commission.

AGENDA ITEMS 11-16 ENGINEERING

11. RECEIPT OF BIDS – ARCADIA SEWER IMPROVEMENTS (PHASE 1)

Bids were received on August 8, 2024, for the Arcadia Sewer Improvements (Phase 1) Project. The project includes the rehabilitation/replacement of approximately 5,470 linear feet of 6-inch and 8-inch gravity sewer lines and 37 manholes to provide improved service to the residents of the Arcadia community.

Twenty-Five contractors and vendors obtained the bid documents for the project and two contractors submitted a bid. The bids were as follows:

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Bio-Nomic Services, Inc. Belmont, NC	\$1,504,746
North American Pipeline Management, Inc. Greenville, SC	\$1,814,540

The budget for the Arcadia Sewer Improvements Phase I project was \$575,000. The project was to be paid by a \$250,000 Community Development Block Grant received from Spartanburg County and \$325,000

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from the Collection System Rehabilitation Fund. The low bid came in \$929,746 over budget (162% over budget).

Management is looking into options including reducing the scope for Phase I, if it does not jeopardize grant funds, deferring the project or moving forward with the project as planned.

If we move forward with the project as planned, Management is recommending awarding the contract to the lowest responsive bidder, Bio-Nomic Service, Inc., of Belmont, NC in the amount of \$1,504,746. In light of the budget overrun, funding will be provided as follows:

Community System Rehabilitation Fund	\$250,000
Ad valorem Fund Account	\$500,000
Collection System Rehabilitation Fund	<u>\$754,746</u>
Total	\$1,504,746

Management will provide an update to the Commission.

12. RECEIPT OF BIDS – PUMP STATION REPAIRS 2024

Bids were received on August 1, 2024, for the Pump Station Repairs 2024 Project. The project includes repairs and equipment replacement for the following pump stations:

- Middle Tyger #2- Guide Rail Repair/Discharge Wall Pipe Leak Repair
- Greenbriar – Discharge Piping Repair/Pump Replacement
- Shell Corner Mart – Discharge Piping Repair/Pump Replacement
- Love Springs – Discharge Piping repair and Valve Replacement

Seven contractors obtained the bid documents for the project and one contractor submitted a bid. The bid was as follows:

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Cove Utility, LLC Greenville, SC	\$82,980

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Management recommends awarding the contract to the lowest responsive bidder, Cove Utility, LLC, of Greenville, SC for the amount of \$82,980. This project will be funded by depreciation funds.

13. OWNERSHIP AGREEMENT – BENJAMINS GROVE

Mark III Properties, LLC proposes to construct approximately 18,165 linear feet of 8-inch gravity sewer line to provide service to 474 residential lots in Benjamins Grove located off Lightwood Knot Road. The sewer line will connect to the existing SSSD infrastructure. The domestic waste will be treated at the South Tyger River 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 Mark III Properties, 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.

14. OWNERSHIP AGREEMENT – EVERLY SECTIONS 5 AND 6

Everly Development Group, LLC proposes to construct approximately 11,920 linear feet of 8-inch gravity sewer line to provide service to 341 residential lots in Everly Sections 5 and 6 located off Canaan 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 Everly Development Group, 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.

**15. OWNERSHIP AGREEMENT – HIGHWAY 290 AND TYGER RIVER DRIVE
COMMERCIAL**

Tyger River 290, LLC proposes to construct approximately 150 linear feet of 8-inch gravity sewer line to provide service to two commercial lots located off Highway 290 and Tyger River Drive. 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.

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 Tyger River 290, 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.

16. OWNERSHIP AGREEMENT – HOLLINS AT EVERLY

Everly Development Group, LLC proposes to construct approximately 5,523 linear feet of 8-inch gravity sewer line to provide service to 127 residential lots in Hollins at Everly located off Canaan 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.

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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 Everly Development Group, 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.

- 17. CHIEF EXECUTIVE OFFICER REPORT**
- 18. REFERRALS**
- 19. ADJOURNMENT**