

AGENDA

SPARTANBURG SANITARY SEWER DISTRICT COMMISSION

REGULAR MEETING

MEETING PLACE: 200 Commerce Street

Tuesday, December 6, 2016, 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 on the bulletin board, 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 OCTOBER 25, 2016**
- 3. MONTHLY FINANCIAL REPORT**
- 4. COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR FISCAL YEAR ENDING JUNE 30, 2016**

Newt Pressley will present a financial summary of SSSD expenditures and revenues for the four-month period ending October 31, 2016.

McAbee, Schwartz, Halliday & Company will review the Comprehensive Annual Financial Report and communication letter for SSSD.

- 5. COMMUNITY BENEFIT PROGRAM REPORT**

Management will provide a 2016 report on the Community Benefit Program.

- 6. MWBE REPORT**

Management will provide a 2016 report on the MWBE Program.

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7. PROPOSED REVISIONS TO THE SPARTANBURG SANITARY SEWER DISTRICT SEWER USE RULES AND REGULATIONS

Management will review the recommended revisions to the SSSD Sewer Use Rules and Regulations. These revisions include:

A. Sanitary Sewer Use Rules and Regulations

Section	Old Wording	New Wording
1.3.10 Sampling Monitoring Point & Effluent Flow Monitoring Equipment	The District may require any user to construct and maintain a sampling monitoring point at a location approved by the District so that a representative sample may be collected of the user's wastewater discharge. Said –monitoring point shall be located so as to be readily accessible to District personnel and shall be constructed in compliance with District specifications for a sampling monitoring point. The sampling monitoring point will normally be located on the user's premises, but the District may allow the monitoring point to be constructed or an existing monitoring point to be modified in the public right-of-way in certain cases when an on-site location would be impractical. In all cases, the sampling location shall be designed, installed, and maintained to provide a	The District may require any user to provide and operate at the user's own expense, monitoring facilities to allow inspection, sampling, and flow measurement of the sewer and/or internal drainage systems. The District may also require any user to construct and maintain an open-channel sampling monitoring point or sampling manhole at a location approved by the District so that a representative sample may be collected of the user's wastewater discharge. The District may require significant industrial user's to install open channel flow monitoring equipment to measure total or process flows. The monitoring location and equipment shall be located so as to be readily accessible to District personnel and shall be constructed in compliance with District

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	<p>safe and secure area for District personnel to conduct sampling and monitoring activities.</p>	<p>specifications. The sampling monitoring point will normally be located on the user’s premises, but the District may allow the monitoring point to be constructed or an existing monitoring point to be modified in the public right-of-way in certain cases when an on-site location would be impractical as long as it will not be obstructed by landscaping or parked vehicles. In all cases, the sampling location and flow monitoring equipment shall be designed, installed and maintained to provide a safe and secure area for District personnel to conduct sampling and monitoring activities. Sampling and flow monitoring equipment must be approved by the Industrial Pretreatment Program of the District prior to installation.</p>
<p>11.7 Rebate of Charges for Treatment of Waste Originating from Septic Tanks</p>	<p>The District shall rebate the holding tank waste charge to property owners living within the District’s Boundaries.....</p>	<p>The District shall provide the Commission approved rebate to property owners living within the District’s boundaries....</p>

B. Enforcement Response Guide (ERG)

- The ERG has been updated to include correct job titles and to add job titles of staff that have been added in recent years (Industrial Pretreatment Technician and Grease Control Program Technician.

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- A section has been added in the ERG to determine enforcement measures for haulers of Grease and Septage Waste.

C. Implementation of procedures to enforce proper handling of portable toilet waste and commercial/industrial septic tanks

Management will provide feedback from septic tank/portable toilet/ grease trap waste haulers and industrial customers on these changes to the Commission along with a project update.

Management recommends that the Commission approve the recommended changes to the Spartanburg Sanitary Sewer District Sewer Use Rules and Regulations and the Enforcement Response Guide.

8. LOWER NORTH TYGER RIVER RECLAIMED WATER TREATMENT FACILITY EXPANSION AND IMPROVEMENTS PROJECT – REDUCTION IN DESIGN PHASE SERVICES AGREEMENT

On March 31, 2015, Commission approved the award of the Lower North Tyger River Reclaimed Water Treatment Facility (LNTR RWTF) Expansion and Improvements Project to the Design-Build Team (DB Team) comprised of Haskell/Brown and Caldwell. A contract was awarded for Design Phase Services in the amount of \$1,398,342.

Following an extensive treatability study on the front end of the project, the DB Team has determined the original larger scope for the project is no longer necessary and they are recommending proceeding with a design based on a reduced scope. As part of this scope reduction, the DB Team is offering a decrease of the Design Phase Services cost in the amount of \$475,887. This reduction in Design Phase Services Agreement with Haskell/Brown and Caldwell for the LNTR RWTF Expansion and Improvements Project is the only current cost change.

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**9. MARANATHA PUMP STATION REHABILITATION PROJECT SUMMARY
CHANGE ORDER**

The Maranatha Pump Station Rehabilitation Project is complete. This pump station serves the Maranatha Senior Living Facility and was initially placed in service in 1998. The existing pumps and related hardware had exceeded their useful life. A pig launcher/bypass, for potential later cleaning, was included as part of this project along with additional improvements to improve employee safety and bring the pump station into compliance with current Sewer District standards. SCDHEC’s Final Approval to Place in Operation was issued on November 7, 2016.

In response to an emergency condition at the pump station, prior to the contractor mobilizing to begin construction for the rehabilitation, the Spartanburg Water C&D Department installed the pig launcher and bypass connection which had originally been in the contractor’s scope of work. This work by Spartanburg Water staff was responsible for a significant cost savings on the project.

The Summary Change Order to the contract with C.J. Compton Plumbing and Heating, Inc., reflects adjustments to the unit quantities based on the actual work done. This change order was executed as per current District policy.

A financial summary is listed below:

<i>Original Construction Contract Amount:</i>	\$157,901.00
<i>Change Order No. 2 (SUMMARY) net decrease for adjustment to the unit quantities based on the actual work done.</i>	(\$13,552.00)
<i>Final Contract Amount</i>	\$144,349.00

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10. PROPOSED 2017 COMMISSION MEETING SCHEDULE

January 24	February 28
March 28	April 25
May 23	June 27
July – No meeting	August 22
September 26	October 24
November – No meeting	December 5

11. WATERSHED ECOLOGY CENTER GRANT PROPOSAL

The Watershed Ecology Center's mission is to collect, analyze, and disseminate sound scientific information on the ecology of the region. Special emphasis is placed on water conservation, watershed education, water quality, and the study of organisms living in the area encompassed by a watershed. All of the Watershed Ecology Center's educational programming meets state standards and incorporates hands-on learning activities. Last year, the eleven programs that focus on water served 19,800 K-8 students and 1,587 adults with presentations throughout Spartanburg County.

Watershed Ecology Center's annual goal for 2017 would be to reach 16,000 students throughout the school year. In addition to the many classroom educational programs and water-based programming, the Watershed Ecology Center offers several exciting public participation programs. Watershed Ecology Center's public participation programs include storm drain marking in our watershed, the continuance of the watershed sign project in Spartanburg County, and an Adopt-A-Stream program. The storm drain marking project aims to educate the community on creative ways to protect local water resources. To date, Watershed Ecology Center has focused many of these efforts around Spartanburg Water reservoirs. The watershed sign program was inspired by Spartanburg Water's original watershed sign initiative, where over 20 signs were installed throughout the Pacolet River Watershed Basin. For the Watershed Ecology Center's project, they plan to install 40 additional signs throughout Spartanburg County watersheds in addition to the 40 signs that were installed previously. The Adopt-A-Stream program will aim to certify Spartanburg County citizens on macro-invertebrate sampling and basic water quality analyses with a heavy focus on field training. The

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Adopt-A-Stream program will assist in the AP Environmental Science Program in Spartanburg County schools plus encourage community volunteers to take an active role in stream monitoring and clean-up. Also in store for 2017, Watershed Ecology Center will continue to work on the revitalization of its web site, where its internet based scheduling system will assist teachers with scheduling classroom presentations with Center staff. The continued production of a virtual catalogue hosting 1 to 3 minute videos of each program the Center offers will also assist teachers, allowing them the opportunity to view each program the Watershed Ecology Center offers, increasing exposure and participation for the Center.

Management recommends the approval of targeted funding for the aforementioned K-8 educational programs offered by the Watershed Ecology Center in the amount of \$18,000, with an equal allocation of \$9,000 of the funding from SSSD and \$9,000 of the funding from SWS. Funding will be allocated from SSSD and SWS operating funds.

12. OWNERSHIP AGREEMENT – PHASE 1.1 TYGER RIVER INDUSTRIAL PARK NORTH SEWER PROJECT

Pacolet Milliken Enterprises, Inc., proposes to construct approximately 5,550 linear feet of 12-inch and 15-inch gravity sewer line to provide sewer service to Phase 1.1 of the Tyger River Industrial Park North on Highway 290 near Anderson Mill Road. The sewer line will connect to the District's existing infrastructure. The domestic waste will be treated at the Lower North Tyger River Reclaimed Water Treatment Facility.

At the Commission's request, the developer will install pipe sizes larger than necessary to serve this development. The larger pipe will allow additional areas to be served beyond the developer's project. Pursuant to District policy, the Commission will reimburse the developer in the amount of \$26,988.06 for the cost associated with the requested increases in pipe size once the line has been installed and accepted by the District.

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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13. OWNERSHIP AGREEMENT – PHASE 1.2 TYGER RIVER INDUSTRIAL PARK NORTH SEWER PROJECT

Pacolet Milliken Enterprises, Inc., proposes to construct approximately 1,780 linear feet of 8-inch gravity sewer line to provide sewer service to Phase 1.2 of the Tyger River Industrial Park North on Highway 290 near Anderson Mill Road. The sewer line will connect to the Phase 1.1 gravity sewer line being installed by the same developer which, when completed, will connect to the District's existing infrastructure. The domestic waste will be treated at the Lower North Tyger River Reclaimed Water Treatment Facility.

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 Pacolet Milliken Enterprises, 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.

14. OWNERSHIP AGREEMENT – CAMELOT TOWNES SUBDIVISION

Mark III Properties, Inc., proposes to construct approximately 988 linear feet of 8-inch gravity sewer line to provide service to Camelot Townes Subdivision located on Camelot Court. The sewer line will connect to the existing Spartanburg Sanitary Sewer District infrastructure. The domestic waste will be treated at the Fairforest Reclaimed Water Treatment Facility.

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, Inc.

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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.

15. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS