

AGENDA

SPARTANBURG SANITARY SEWER DISTRICT COMMISSION

REGULAR MEETING

MEETING PLACE: 200 Commerce Street

Tuesday, December 4, 2018, 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. PRAYER**
 - 2. APPROVAL OF MINUTES OF REGULAR MEETING OF OCTOBER 23, 2018**
 - 3. MONTHLY FINANCIAL REPORT**
- Newt Pressley will present a financial summary of SSSD expenditures and revenues for the four-month period ending October 31, 2018.
- 4. COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR FISCAL YEAR ENDING JUNE 30, 2018**

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

- 5. SOUTH CAROLINA SETOFF DEBT COLLECTION PROGRAM**

Spartanburg Sanitary Sewer District previously obtained Commission approval to participate in the South Carolina Setoff Debt Collection Program. The program allows claimant agencies to recover delinquent debts through offset to the state income tax refund. The program is administered through the Municipal Association of South Carolina and the S.C. Department of Revenue.

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The Municipal Association requests approval of new Resolutions relating to the recovery of collection costs pursuant to the Setoff Debt Collection Act.

- Resolution #1 authorizes the Municipal Association to act as claimant agency for the collection of debt on behalf of Spartanburg Sanitary Sewer District in accordance with the Setoff Debt Collection Act.
- Resolution #2 provides that Spartanburg Sanitary Sewer District may impose an administrative fee up to \$25.00 to offset the costs of collection associated with the process.

The new Resolutions reflect a few minor revisions. For example, Resolution #1 changes Agent to Agency, and updates the SSSD management reference to Chief Executive Officer. Resolution #2 allows up to \$25.00 for the administrative fee, which is currently set at \$15.00. Management requests Commission approval of the resolutions.

6. PROPOSED 2019 COMMISSION MEETING SCHEDULE

January 22	February 26
March 26	April 23
May 28	June 25
July – No Meeting	August 27
September 24 or 26 (WEFTEC)	October 29
November – No Meeting	December 3

7. COMMUNITY BENEFIT PROGRAM REPORT

Management will provide a 2018 report on the Community Benefit Program.

8. MWBE REPORT

Management will provide a 2018 report on the MWBE Program.

9. 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,

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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, programs that focus on water served over 23,300 students with presentations throughout Spartanburg County.

Watershed Ecology Center's annual goal for 2019 is to reach 25,000 K-8 students through watershed based educational programming and they continue to focus many of their efforts around Spartanburg Water reservoirs and watershed. In addition to the many classroom programs, the Watershed Ecology Center offers other programs to promote watershed awareness by offering certification in Adopt-A-Stream program basics as well as a program aimed to develop certified trainers.

In addition, in 2019 the Watershed Ecology Center plans to promote watershed learning for educators. The launching of a teacher certification project in elementary schools will provide teachers an in-depth understanding of the natural world and provide the necessary STEAM tools to support their curriculum for students.

Management recommends the approval of targeted funding for the aforementioned K-8 educational programs and watershed based training initiatives offered by the Watershed Ecology Center in the amount of \$20,000, with an equal allocation of \$10,000 of the funding from SSSD and \$10,000 of the funding from SWS. Funding will be allocated from SSSD and SWS operating funds.

10. FAIRFOREST BASIN LARGE LINE CLEANING AND CCTV PROJECT PHASE I

Proposals were received October 31, 2018, for the contract cleaning and CCTV/Sonar inspection of approximately 10,550 LF of large diameter sewer pipelines of varying materials along Fairforest Creek from Powell Mill Road to Hayne Street in the Arcadia Community. The contractor will provide cleaning (removal of 100% of loose debris and 95% of hardened debris), transportation of debris for disposal and pipeline inspection services.

There are no known issues with sanitary sewer overflows (SSO's) along this section of pipe; however, the most recent sewer system hydraulic model

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update and system evaluation indicated the opportunity for surcharging in this area during heavy rainfall events.

Interested contractors were requested to provide proposals that included information on company history, project team, project approach, previous experience, current workload, financial and insurance information, MWBE utilization and community benefit program. The proposals were reviewed by three staff members, who used a weighted scoring system in their evaluation of (1) Approach and Strategy, (2) Technical Competency and Experience, (3) Schedule, (4) Cost, (5) MWBE Utilization and (6) Community Benefit Program.

The Request for Proposal (RFP) was forwarded to prospective contractors, advertised in the media, and posted on the Spartanburg Water website Current Opportunities page with four submitting proposals. A tabulation of the responses are listed below:

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Hydrostructures Cayce, SC	\$129,325
Compliance EnviroSystems Baton Rouge, LA	\$214,500
VacVison Greenville, SC	\$367,900
Bio-Nomic Services, Inc. Belmont, NC	\$471,975

Management recommends an award to Hydrostructures with a cost of \$129,325 based on being the low bid and the highest scoring proposal. This project will be funded by the collection system rehabilitation fund. SSSD will be responsible for the landfill disposal fees.

11. BIOCHEMICAL OXYGEN DEMAND (BOD) ANALYZER

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Bids were received on November 16, 2018, for the purchase of a Biochemical Oxygen Demand (BOD) Analyzer for Lab Services. BOD is a highly labor intensive test required by the District’s NPDES permits and Industrial Pretreatment Program. This instrument automates many of the test’s required actions and measurements via computer control, records the data, and calculates results, increasing efficiency and accuracy and freeing technician time.

The request for bid was advertised in the local media and forwarded to prospective vendors. The solicitation drew responses from four bidders. A cost tabulation of the responses is listed below:

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
SCP Science Baie-d’Urfe, QC, Canada	\$33,106.00
Seal Analytical Mequon, WI	\$33,736.00
Skalar, Inc. Buford, GA	\$37,150.00
ManSci, Inc. Orlando, FL	\$37,444.25

Management recommends an award be granted to the lowest, responsive bidder, SCP Science, at a cost of \$33,106. Funding will be provided by SSSD operating funds.

**12. RECEIPT OF PROPOSALS – FAIRFOREST RWTF FINE SCREENINGS
PROCESSING EQUIPMENT REPLACEMENT PROJECT**

Proposals were received on November 2, 2018, for the Fairforest RWTF Fine Screenings Processing Equipment Replacement Project.

The fine screenings removed from the influent at the Fairforest headworks are processed by a macerator pump system. During the past several years the existing macerator pumps have experienced multiple equipment failures

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resulting in excessive maintenance costs. Following the recommendations of several equipment manufacturers and engineers, the decision was made to replace the existing macerator pumps and related equipment with a dewatering-compacting system, which is an accepted alternate method of handling the fine screenings. The Request for Proposals was directed toward equipment suppliers who could also provide engineering and construction services for a turn-key project.

Five vendors obtained the Requests for Proposals, and three responded. The proposals were evaluated base on the following criteria:

- Company information and experience
- Equipment design and performance data
- Project narrative and understanding
- Equipment warranty
- MWBE and Community Benefit Program participation
- Pricing and cost

The three respondents were ranked as follows:

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Kusters Water Spartanburg, SC	\$90,348.30
Ovivo USA, LLC Salt Lake City, UT	\$127,558.00
Jim Myers & Sons, Inc. Charlotte, NC	\$179,262.50

Management recommends awarding the contract to Kusters Water, of Spartanburg, SC for the amount of \$90,348.30. This project will be funded by depreciation funds.

13. AUTHORIZATION TO ACQUIRE RIGHTS-OF-WAY UTILIZING THE LAW OF EMINENT DOMAIN – BENS CREEK SEWER IMPROVEMENTS PROJECT

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The proposed route of the pump station force main that will be installed as part of the Bens Creek Sewer Improvements Project will require the acquisition of four rights-of-way. Favorable responses have initially been received from the majority of affected property owners regarding the granting of rights-of-way; however, there may be some difficulty in obtaining approval from one of the four. Discussions will continue with the property owners; however, if negotiations with one or more of the property owners prove to be unsuccessful, management requests that the Commission approve obtaining rights-of-way utilizing the Law of Eminent Domain.

Management recommends that staff be authorized to utilize the Law of Eminent Domain if any negotiations are unsuccessful.

14. REQUEST FOR ANNEXATION – BUTLER KNOLL SUBDIVISION

Grek Investment Group has requested annexation of 13.66 acres of property located at 724 Old Burnett Road, Inman, SC 29349. The property is adjacent to the District boundaries and can be annexed by the Commission under authority granted in its enabling legislation.

Management recommends the Commission approve the annexation request, adopt the attached resolution giving 90 days' notice to subdistricts, and annex the property effective March 4, 2019.

15. OWNERSHIP AGREEMENT – BROCKMAN FARMS SUBDIVISION

Mark III Properties, Inc., proposes to construct approximately 4,400 LF of 12-inch and 2,026 LF of 8-inch gravity sewer line to provide service to Brockman Farms Subdivision located at Reidville Road, Lightwood Knot Road, and Apple Valley Road. The sewer line will connect to the existing SSSD infrastructure. The domestic waste will be treated at the South Tyger River Reclaimed Water 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

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Mark III Properties, 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.

16. OWNERSHIP AGREEMENT – HIGHLAND PARK SUBDIVISION

Highland Park Development, LLC proposes to construct approximately 2,392 LF of 8-inch gravity sewer line to provide service to Highland Park Subdivision located at Brice Road and Old Georgia Road. The sewer line will connect to the existing SSSD infrastructure. The domestic waste will be treated at the Fairforest Reclaimed Water 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 Highland Park Development, 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.

17. RESOLUTION HONORING A. MANNING LYNCH, JR.

18. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS