

AGENDA

SPARTANBURG SANITARY SEWER DISTRICT COMMISSION

REGULAR MEETING

MEETING PLACE: 200 Commerce Street

Tuesday, January 28, 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 DECEMBER 3, 2024**

OLD BUSINESS

NONE

AGENDA ITEMS 4-8 FINANCE AND PROCUREMENT

- 4. MONTHLY FINANCIAL REPORT**

A financial summary of SSSD expenditures and revenues for the five-month period ending November 30, 2024, and for the six-month period ending December 31, 2024, will be reviewed by the Chief Financial Officer.

- 5. CAPITALIZATION POLICY**

In reviewing the capitalization policy for SSSD, management would like to recommend increasing the threshold of capital assets from \$1,000 to \$5,000. This change will be reflected starting with the July 1, 2025 fiscal year.

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6. BID FOR SEWER FACILITIES MOWING AND MAINTENANCE CONTRACT

Bids were received on January 15, 2025, for contractor services to mow and maintain 101 selected Spartanburg Sanitary Sewer District facilities. Invitations to bid were forwarded to prospective bidders, publicized in the local media, and posted to the Spartanburg Water website. Services are currently provided by Forest Edge, LLC and Heritage Land Management at an annual cost of \$296,280.

Bids were received from seven contractors. A tabulation of the responses is listed below and includes annual costs.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Heritage Land Management Campobello, SC	\$232,662
Clipping Grounds Lawn Care Una, SC	\$241,210
Roebuck Wholesale Nursery & Landscaping Roebuck, SC	\$252,848
Bruce Lawncare and Landscaping Roebuck, SC	\$255,610
Forest Edge Roebuck, SC	\$269,777
Parris Lawn Management Spartanburg, SC	\$399,870
Jolly’s Lawn Care Service Cowpens, SC	\$400,417

Based on the results of the bid evaluations, management recommends the approval of an award to Heritage Land Management in the amount of \$232,662 per year. Funding will be provided by the SSSD operating budget.

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7. ENTERPRISE FLEET MANAGEMENT

Management will provide the Commission with information on vehicle fleet management strategy and some changes that staff will be recommending on how we plan for and manage fleet purchases.

8. 2024 ANNUAL RECRUITMENT REPORT

Management will provide the Commission with a report on recruitment in 2024.

AGENDA ITEMS 9-11 OPERATIONS

9. MASTER SERVICES AGREEMENT FOR PROFESSIONAL SERVICES FOR CIVIL ENGINEERING, ENVIRONMENTAL AND REGULATORY CONSULTING SERVICES

Spartanburg Sanitary Sewer District, South Carolina (SSSD) recently requested a proposal from AECOM for professional services on an as-needed basis. AECOM is a firm which specializes in a wide variety of disciplines related to water and wastewater industries. SSSD has worked with AECOM in the past and had a Master Services Agreement for professional services in place from September 2019 through September 2022.

AECOM has extensive experience, industry qualifications, and familiarity with regulations applicable to SSSD's facilities and systems, and accordingly SSSD desires to utilize AECOM for engineering, environmental and regulatory consulting services. The proposed Master Services Agreement for professional services is based on a time and expense basis in accordance with an established schedule of fees and provides opportunities for consultant participation in the SSSD Community Benefits Program.

Management recommends the Commission authorize the Chief Executive Officer to enter into a three (3) year Master Services Agreement with AECOM for professional civil engineering, environmental and regulatory consulting services that will be in place for the period February 2025 through January 2028.

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10. REPLACEMENT OF THE PAGE CREEK WWTF EMERGENCY GENERATOR

An emergency 400kW 3-phase diesel generator has been in place at the Page Creek WWTF since 2001. The need for this generator is imperative to keep the plant running and in compliance when power outages occur. As it has approached its useful life, the generator's rate of failure has increased. This was most evident during the power outages suffered due to Hurricane Helene.

Manage recommends the replacement and purchase of this generator with a Caterpillar 400kW 3-phase generator at the State Contract pricing of \$140,659. This purchase will be funded through depreciation.

11. HURRICANE HELENE – OPERATIONAL STORM RELATED COSTS

Management will update the Commission on Hurricane operational related costs.

AGENDA ITEMS 12-14 ENGINEERING

12. OWNERSHIP AGREEMENT – DORMAN CROSSING

SAF Investments, LLC proposes to construct approximately 767 linear feet of 8-inch gravity sewer line to provide service to six commercial lots in Dorman Crossing located off SC Highway 221 and on Felt 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 SAF Investments, 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.

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The above is provided as information to the Commission.

13. OWNERSHIP AGREEMENT – SPARTANBURG ZIMMERMAN

SC Spartanburg Zimmerman I, LLC proposes to construct approximately 1,045 linear feet of 8-inch gravity sewer line to provide service to two commercial lots in Spartanburg Zimmerman located off Zimmerman 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.

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 SC Spartanburg Zimmerman I, 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 – WILLIAMS RIDGE SUBDIVISION

Mark III Properties, LLC proposes to construct approximately 8,085 linear feet of 8-inch gravity sewer line to provide service to 222 residential lots in Williams Ridge Subdivision located off Fowler 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

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Commission on January 26, 2023, this agreement has been executed on behalf of the Commission by the Chief Executive Officer.

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- 15. CHIEF EXECUTIVE OFFICER REPORT**
- 16. REFERRALS**
- 17. ADJOURNMENT**