

## **AGENDA**

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

#### **REGULAR MEETING**

**MEETING PLACE: 200 Commerce Street**

**Tuesday, May 27, 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 APRIL 22, 2025**
- 4. APPROVAL OF MINUTES OF BUDGET WORK SESSION OF MAY 15, 2025**
- 5. OATH FOR PEACE OFFICERS – COMMISSIONING LAKE WARDEN AS CLASS I LAW ENFORCEMENT OFFICER**

Chief Lake Warden Jon Morgan will administer the Oath to Lake Warden, Randy Lee Mahaffey, as a Class I State Constable.

#### **OLD BUSINESS**

- 6. SPARTANBURG SANITARY SEWER DISTRICT – BYLAWS**

The following amendments are being recommended for the second approval of the Commission to the SSSD Bylaws.

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Current Commission Bylaws require proposed amendments to be voted on at two separate Commission meetings. April 22, 2025, was the first request for Commission approval of the requested amendments to the SSSD Bylaws as reflected below.

**Article III – Duties of the Commission**

**3.5** The Commission shall approve the appointment of an outside certified public accounting and audit firm (CPA). **This appointment shall come directly from and be based on the recommendations of the Commission Audit Committee after the Audit Committee has met, discussed and received recommendations from the CEO.** The CPA firm shall have the duties to provide annual audited financial statements to the Commission for the Commissions review and acceptance.

**Article V – Chief Executive Officer**

**5.12** The Chief Executive Officer shall provide for an independent annual audit of all financial records and transactions of SSSD. Such audits shall be made by a firm of certified public accountants who have no personal interest, direct or indirect, in the fiscal affairs of SSSD or any of its officers **and who have been properly appointed by the Commission as required under Article III, Section 3.5 of these Bylaws.** The report of the audit shall be made available for public inspection.

**5.14** The Chief Executive Officer shall make a recommendation to the **Audit Committee of the** Commission for the appointment of an outside-certified public accounting and audit firm whose sole responsibility is to prepare and present annual audited financial statements to the Audit Committee of the Commission and **ultimately to the full Commission.** Recommendations shall be for appointments of **three (3)** year engagements.

**Article VII – Commission Meetings**

**7.4 The Commission Audit Committee** shall conduct their regular annual audit meeting within six months of fiscal year end.

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**NEW BUSINESS**

**AGENDA ITEMS 7-8 FINANCE AND PROCUREMENT**

**7. MONTHLY FINANCIAL REPORT**

A financial summary of SSSD expenditures and revenues for the ten-month period ended April 30, 2025, will be reviewed by the Chief Financial Officer.

**8. ADMINISTRATION OFFICE IMPROVEMENTS**

Proposals were received on May 6, 2025, from contractors for renovations to the Administration Office Building. The renovation will be completed in two phases. Phase one includes the reconfiguration and expansion of the Commission Room to better serve the Commission and general public; as well as the renovation of the current Reception area and Customer Experience Manager Office to improve functionality. Renovations are being made to enhance security as well. Phase two includes the installation of bullet proof glass and panels in the Cashiering and Customer Experience areas in order to provide additional safety and security.

An evaluation team was created to review and score the proposals received. The evaluation criteria consisted of the responder’s approach and strategy, project schedule, cost information, MWBE utilization, and Community Benefit Program. Each proposal was evaluated using a weighted score matrix, with the successful contractor being selected for the highest scoring proposal.

The solicitation was advertised in the local newspaper, on the SWS website, and emailed to contractors known to perform the requested services. The solicitation drew responses from three contractors. A cost tabulation of the responses is listed below.

**BIDDER**

**AMOUNT OF BID**

Dunbar Construction  
Spartanburg, South Carolina

\$260,167



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Sherman College of Chiropractic owns a 75 acre tract of real estate that surrounds the District's 2.34 acres and has requested permission to use the District's property for the purpose of developing a recreational area and natural walking path for the students, faculty and staff of Sherman College. Management has no objections to Sherman College's request for permission to use the District's property located at 1115 Upper Valley Falls Road for the purpose of developing a recreation area and natural walking path.

An Easement for Recreational Use and Maintenance Agreement has been drafted and once fully executed the document will be recorded in the Spartanburg County Register of Deeds Office.

The above is provided as information to the Commission.

**AGENDA ITEMS 11-13 ENGINEERING**

**11. COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROJECT – ARCADIA SEWER IMPROVEMENTS**

The goal of the Arcadia Sewer System Improvements project is to provide environmentally safe, reliable and affordable sanitary sewer service to the Arcadia community. The entire project includes the rehabilitation of approximately 12,400 linear feet of gravity sewer by trenchless construction technology, the installation of approximately 3,400 linear feet of new 8" and 10" gravity sewer, rehabilitation of approximately 65 manholes and installation of approximately 20 new precast manholes. The existing sanitary sewer system was installed in the 1930's and has outlived its useful life. The system has experienced chronic failures and has required increasingly frequent maintenance, repairs and cleaning operations. The rehabilitation of the area south of Hayne Street (Arcadia Village South – approximately 2,230 linear feet) would be completed first and be partially funded by a CDBG grant from Spartanburg County. This sewer project would provide improved infrastructure to a low to moderate income area in Spartanburg County.

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Spartanburg County has received a \$488,971 Community Development Block Grant for the completion of the first phase of the project and will provide a sub-recipient agreement to the District outlining the list of responsibilities of the grantee and the sub-recipient of the CDBG Grant. The agreement is a standard form that will be reviewed by appropriate legal counsel before being sent to the Chief Executive Officer.

Management recommends the Commission approve the attached resolution authorizing the Chief Executive Officer to execute the sub-recipient agreement on behalf of the District.

**A RESOLUTION  
FOR THE PURPOSE OF AUTHORIZING GUY F. BOYLE, THE CHIEF  
EXECUTIVE OFFICER OF THE SPARTANBURG SANITARY SEWER  
DISTRICT, TO EXECUTE AN AGREEMENT TO RECEIVE FUNDING FROM  
SPARTANBURG COUNTY**

WHEREAS, the County of Spartanburg has received Community Development Block Grant (CDBG) funds from the United States Department of Housing and Urban Development (HUD) and

WHEREAS the grant was awarded to Spartanburg County to benefit low and moderate-income persons and

WHEREAS the Spartanburg Sanitary Sewer District will use the funds to design, permit and construct the Arcadia Sewer Improvements Project (Phase 1) which includes approximately 2,230 linear feet of rehabilitated gravity sewer lines to provide improved service to the residents of the Arcadia community.

NOW THEREFORE BE IT RESOLVED that the Commission does hereby approve and authorize the Chief Executive Officer to execute an agreement as a sub-recipient with Spartanburg County for \$488,971.00 for implementation of the project as summarized above.

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**12. RECEIPT OF BIDS – MIDDLE TYGER PUMP STATION #1**

Bids were received on May 8, 2025, for the Middle Tyger Pump Station #1 Improvements Project. The Middle Tyger Pump Station #1 was constructed in 1999 by the SSSD to pump wastewater from the Middle Tyger basin to the North Tyger Wastewater Treatment Plant which was replaced by the Lower North Tyger Interceptor project. The pumps, controls, and valves have reached the end of their useful lives and are in need of rehabilitation.

The scope of work for the project includes the following:

- Replace Pump #1
- New pump station control panel
- Replace check valves and gate valves inn existing valve vault
- Replace chain hoist on existing jib crane
- Add "Safe-Hatch" or equivalent grates into the pump station access covers

Six contractors obtained the bid documents for the project and five contractors submitted a bid. The bids were as follows:

<b><u>BIDDER</u></b>	<b><u>AMOUNT OF BID</u></b>
Bradley Contracting, Inc. Inman, SC	\$946,550
Greenstone Construction, LLC Seneca, SC	\$1,080,320
J.L. Construction, Inc. Piedmont, SC	\$1,099,962
Crescent Industries, LLC Pauline, SC	\$1,199,400
Don Moorhead Construction, Inc. Anderson, SC	\$1,209,300



## **AGENDA**

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

#### **BUDGET WORK SESSION**

**MEETING PLACE: 200 Commerce Street**

**Thursday, May 15, 2025, 8:30 a.m.**

This is a budget work session 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.

This work session will be held to discuss the proposed FY 2025-2026 budget.