

AGENDA

SPARTANBURG SANITARY SEWER DISTRICT COMMISSION

REGULAR MEETING

MEETING PLACE: 200 Commerce Street

Tuesday, September 26, 2023, 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 AUGUST 22, 2023**
- 3. MONTHLY FINANCIAL REPORT**

Cam Cole will present a financial summary of SSSD expenditures and revenues for the two-month period ending August 31, 2023.

- 4. RENEWAL OF RETIREE MEDICARE SUPPLEMENTAL INSURANCE**

Spartanburg Water retirees who are 65 and over, are currently covered by a group Medicare Supplemental Insurance Plan that includes a Prescription Drug Plan coverage. The retiree Medicare Supplemental coverage is currently provided by United American Insurance Company, and the plan is up for renewal in January, 2024. Hank Steinberg, of Marsh McLennan Agency, has obtained renewal pricing from United American.

There is no change in the Medicare Supplemental Health Plan cost, but the Prescription Drug Plan coverage has increased 3.80%. The overall renewal pricing reflects a 1.85% increase in the premiums for 2024.

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	Proposed 2024 Monthly Premium	Current 2023 Monthly Premium	Increase
Medicare Supplement Health Plan	\$204.00	204.00	0.00%
Prescription drug coverage	\$201.47	194.09	3.80%
Monthly Premium, per retiree	\$405.47	398.09	1.85%

Funding for the retiree coverage is shared by Spartanburg Water (85%) and the retiree (15%), resulting in the following 2024 monthly cost allocation, per retiree:

	Monthly Cost Allocation
Spartanburg Water (85%)	\$344.65
Retiree (15%)	\$60.82
	<hr/> \$405.47

The annual net cost is included in the SSSD and SWS operating budgets in the Post-Employment Benefits budget line item. Management requests approval to renew over 65 retiree supplemental insurance coverage with United American.

5. PROCUREMENT POLICY REVISION

Management is requesting the Commission approve a revision to Section 20 of the Procurement Policy related to Cooperative Purchasing. The revision will allow management to utilize governmental cooperative purchasing entities to capitalize on the purchasing power of municipalities and government agencies nationwide.

CURRENT POLICY

Spartanburg Sanitary Sewer District may participate in or conduct a cooperative purchasing agreement for the procurement of any supplies, services, or construction with another government unit in accordance with an agreement between the participants. Spartanburg Sanitary Sewer District may enter into an agreement with any other public procurement unit for cooperative use of personnel, information, supplies, services, warehousing, and capital equipment in accordance with an agreement between the

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participants, provided such cooperative use will be advantageous to the Spartanburg Sanitary Sewer District.

RECOMMENDED CHANGE TO POLICY (IN YELLOW)

Spartanburg Sanitary Sewer District may participate in or conduct a cooperative purchasing agreement for the procurement of any supplies, services, or construction with another government unit in accordance with an agreement between the participants. Spartanburg Sanitary Sewer District may enter into an agreement with any other public procurement unit for cooperative use of personnel, information, supplies, services, warehousing, and capital equipment in accordance with an agreement between the participants, provided such cooperative use will be advantageous to the Spartanburg Sanitary Sewer District. Spartanburg Sanitary Sewer District may also procure supplies, services, or construction through Co-operative Purchasing Entities, which for purposes of this Policy means an organization or alliance of municipalities and/or other governmental bodies throughout the United States established in part to achieve economies of scale and/or innovations through group purchasing strategies, shared resources and/or centrally administered competitive procurement processes to afford value and discount pricing programs to its members.

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

Spartanburg Sanitary Sewer District (SSSD) recently requested a proposal from CDM Smith to provide a Master Services Agreement for professional engineering services on an as needed basis. CDM Smith specializes in a wide variety of disciplines related to the wastewater industry and SSSD has a long-standing relationship with CDM Smith.

Due to their qualifications and experience, as well as familiarity with water resource and environmental based planning, SSSD is interested in establishing a Master Services Agreement for engineering services to provide as needed support.

The proposed Master Services Agreement for professional services is based on a time and expense basis in accordance with an established schedule of fees.

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Management recommends the Commission authorize the Chief Executive Officer to enter into a Master Services Agreement with CDM Smith for professional engineering services.

**7. CHESNEE WASTEWATER TREATMENT FACILITY UPGRADE PROJECT –
AWARD OF ENGINEERING CONTRACT**

The Spartanburg Sanitary Sewer District assumed ownership of the City of Chesnee's entire wastewater system in January 2022. The collection system conveys an average daily flow of 0.15 million gallons per day (MGD) of wastewater to the Chesnee Wastewater Treatment Facility (WWTF). The original treatment plant is a 0.5 MGD activated sludge facility, constructed in the 1980's, that underwent an upgrade in 1995. The plant still has most of the originally installed equipment, which has met or exceeded its operational useful life. In some cases, the equipment is no longer functioning. Since taking over the facility, the District has performed the necessary maintenance to put the facility in proper operation and compliance. However, after years of minimal or deferred maintenance, the system is in critical need of improvements.

The District solicited Statements of Qualifications from interested engineering firms for the purpose of selecting a team for the Chesnee WWTF. The District received funding for this project from the South Carolina Infrastructure Investment Program (SCIIP). This federally funded Community Impact Grant will be administered by the South Carolina Rural Infrastructure Authority (RIA) using State and Local Fiscal Recovery Funds received through the American Rescue Plan Act (ARPA).

The interested firms were requested to provide Statements of Qualifications to include proposed Project Team, Similar Project Experience, Project Approach and Schedule, along with MWBE utilization and Community Benefits Program participation. The submitted packages were evaluated by five Spartanburg Water staff members using a weighted scoring matrix on the above listed criteria. The evaluation and scoring of the proposals were conducted by the evaluation team.

The Request for Qualifications (RFQ) was distributed to 14 firms which provide the type of services requested. Four proposals were received and evaluated.

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Proposals were received from the following firms:

- Ardurra Group, North Charleston, SC
- Summit Engineering Group, Spartanburg, SC
- Weston & Sampson, Greenville, SC
- Wright-Pierce, Simpsonville, SC

The highest scoring proposal was submitted by Ardurra Group. This firm provided a more favorable project approach and schedule, proposed team and relevant project experience in their proposal than the other firms. Based on the weighted matrix score, management recommends awarding the engineering services for the Chesnee WWTF Upgrade Project to Ardurra Group in the not to exceed amount of \$998,000. This project will be funded with ARPA/SCIIP grant funds along with a minimum 25% local match from sewer capital funds. The fees paid for these engineering services will be used as part of SSSD's local match.

8. REQUEST FOR ANNEXATION – ADDITIONAL PROPERTIES WITHIN THE MEADOWS CREEK DRAINAGE BASIN

On August 22, 2023, the Commission voted to petition the Spartanburg County Council to undertake the process of annexing 742 parcels, within the Meadows Creek Drainage Basin area, into the District's boundaries. Two additional properties, parcels 2-28-00-035.00 and 2-28-00-035.01, within the drainage basin have been identified for inclusion in the petition to Spartanburg County Council.

Management recommends the Commission include these two additional parcels in the petition to Spartanburg County Council.

9. OWNERSHIP AGREEMENT – EVERLY SECTIONS 4 AND 7

Mark III Properties, LLC proposes to construct approximately 4,401 linear feet of 12-inch gravity sewer line, and 9,109 linear feet of 8-inch gravity sewer line to provide service to 117 residential lots in Everly Sections 4 and 7 located off of Carolina Country Club Road. The sewer line will connect to the existing SSSD infrastructure. The domestic waste will be treated at the

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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 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.

10. CHIEF EXECUTIVE OFFICER REPORT