

AGENDA

SPARTANBURG SANITARY SEWER DISTRICT COMMISSION

MEETING PLACE:

**RIVER BEND SPORTSMAN'S RESORT
1000 WILKIE BRIDGE ROAD, INMAN, SC 29349**

RETREAT

Tuesday, March 21, 2017, 8:30 a.m.

This is a retreat 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 retreat will be held to discuss organization planning for the Spartanburg Sanitary Sewer District Commission.

AGENDA

SPARTANBURG SANITARY SEWER DISTRICT COMMISSION

REGULAR MEETING

MEETING PLACE: 200 Commerce Street

Tuesday, March 28, 2017, 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 FEBRUARY 28, 2017 AND COMMISSION RETREAT OF MARCH 21, 2017**
- 3. MONTHLY FINANCIAL REPORT**

Newt Pressley will present a financial summary of SSSD expenditures and revenues for the eight-month period ending February 28, 2017.

- 4. 2016 SC DEPARTMENT OF HEALTH & ENVIRONMENTAL CONTROL FACILITY EXCELLENCE AWARDS**

Spartanburg Water received seven SCDHEC Facility Excellence Awards at the S.C. Environmental Conference sponsored by WEASC and AWWA's South Carolina Section. On March 13, 2017, SCDHEC presented their 2016 Facilities Excellence Awards for the following reclaimed water treatment facilities:

Clifton-Converse
Lower North Tyger River
Cowpens
Pacolet Mills

Fingerville
South Tyger River
Fairforest

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These awards are presented to facilities that demonstrate excellence in facility operations, maintenance and management, and the protection of the environment while meeting or exceeding customer expectations.

5. 2017 SOUTH CAROLINA ENVIRONMENTAL CONFERENCE AWARDS AND RECOGNITION

At the 2017 South Carolina Environmental Conference in March, Spartanburg Water Lab Services Section Manager, Syndee Poteat, was awarded the WEASC (Water Environment Association of South Carolina) Crystal Crucible Award. The purpose of this award is to recognize individuals for significant contributions that promote professionalism, pride and high ideals among those working in water and wastewater analysis, education, training, certification, management, and promoting innovative laboratory operations. Syndee has over 26 years of service with Spartanburg Water, has served on the Laboratory Committee at the State level, and has conducted various technical presentations at conferences to promote education in her field.

Management is proud of Syndee's recognition and achievements as they show the importance of our valuable and highly skilled Laboratory Section staff and their efforts to provide quality water that meets and exceeds regulatory requirements.

In addition Spartanburg Water, as Syndee's employer, received a separate certificate of recognition as an organization which fosters active employee involvement in the Water Environment Association of South Carolina.

6. HEALTH AND DENTAL INSURANCE RENEWAL – FY18

Management proposes no changes to the following design plan for the upcoming health insurance plan year that is effective May 1, 2017.

This includes maintaining the following employee contribution structure:

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| 2017 - 2018 Per Pay Period Contribution | Consumer Choice Plus Medical Plan | Consumer Choice Medical Plan | Basic Medical Plan | Dental Plan |
|--|--|---|-----------------------------------|------------------------|
| Employee Only | \$47 | \$36 | \$15 | \$7 |
| Employee plus child | \$60 | \$49 | \$27 | \$10 |
| Employee plus children (2 or more) | \$89 | \$68 | \$31 | \$12 |
| Family | \$114 | \$89 | \$44 | \$14 |

Management recommends that the Commission approve the Spartanburg Water Health Insurance Plan that will become effective May 1, 2017.

7. WORKERS' COMPENSATION INSURANCE

Spartanburg Water's Worker's Compensation insurance renews on April 1, 2017. The current carrier, Amerisure has submitted a renewal quote of a \$230,000 premium.

We also received quotes from Keyrisk and Summit. Their quotes are below:

Summit - \$177,451

Key Risk - \$197,716

Management recommends changing to Summit as the carrier. The allocation between companies is \$44,362.75 for SSSD and \$133,088.25 for SWS.

8. PREVENTATIVE MAINTENANCE AGREEMENTS FOR LABORATORY SERVICES

Laboratory Services maintains Preventative Maintenance Agreements (PMA's) for select laboratory instruments and software programs. The proposed contracts are annual agreements and include service for routine preventative maintenance, troubleshooting, repairs (parts and labor),

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software support, certain upgrades, and priority emergency repair service. The PMA is provided by the manufacturer, who is the sole source of the laboratory service.

A. Perkin Elmer ICPMS System

This system is used to analyze water samples for the Safe Drinking Water Act (SDWA) and the Clean Water Act (CWA) programs and support of plant operations. Perkin Elmer has quoted an annual PMA for services as described above for a total cost of \$23,472.

The total cost for the renewal for the ICPMS is \$23,472. Funding will be provided through the Laboratory Services operating budget, with costs shared 50% between SWS and SSSD.

Management recommends the approval of the renewal of the Perkin Elmer Preventive Maintenance Agreements for an amount not to exceed \$11,736.

9. LAWSON FORK FORCE MAIN CLEANING – PROFESSIONAL SERVICES

Spartanburg Sanitary Sewer District (SSSD) is experiencing reduced flow conditions at the Lawson Fork Pump Station. Reduced flows can lead to unwanted odors and sediment buildup. One of the water industry standard methods of cleaning a pipeline is called “pigging” the pipe. This process involves sending “pigs”, which are cleaning devices that are typically made of polyurethane and of varying densities, through the pipeline to push and scour the settled material out of the pipe. The process usually starts with a soft swab to get the loose debris and then the “pigs” get continually denser and may also have external, textured patterns to remove more debris and clean the pipe walls.

On October 9, 2015, a construction project was completed that included the installation of a pig launching device at the Lawson Fork Pump Station as well as a pig retrieval station at the Fairforest RWT Facility. Approximately 26,000 linear feet of 42” diameter force main are in need of cleaning. To accomplish the goal of pigging the Lawson Fork 42” diameter force main, staff has engaged Weston and Sampson out of Charleston, SC to provide a proposal to assist in bid and procurement services for a qualified (specialized)

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contractor to perform the work as well as project administration and oversight.

Management recommends the approval of a professional services contract with Weston and Sampson in the amount of \$18,995. This project will be funded through the wastewater collection system rehabilitation fund.

10. WINDSOR FOREST PUMP STATION REHABILITATION PROJECT SUMMARY CHANGE ORDER

The Windsor Forest Pump Station Rehabilitation Project is complete. This pump station serves the Windsor Forest Subdivision and was initially placed in service in 1981. The existing pumps and related hardware had exceeded their useful life, and the brick wet well was in poor condition. This project included the replacement of the wet well, pumps, piping and related hardware, and the addition of several safety and security-related improvements, which will bring the station into compliance with current Sewer District and SCDHEC standards.

SCDHEC's Final Approval to Place in Operation was issued on December 19, 2016.

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> | \$216,033.00 |
| <i>Change Order No. 1 (SUMMARY) net increase for adjustment to the unit quantities based on the actual work done.</i> | \$4,161.78 |
| <i>Final Contract Amount</i> | \$220,194.78 |

The above is provided as information to the Commission.

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11. OWNERSHIP AGREEMENT – SPARTANBURG SCHOOL DISTRICT 7

Spartanburg School District 7 proposes to construct approximately 1262 linear feet of 8-inch gravity sewer line to provide service to the new elementary school located on Skylyn Drive in Spartanburg, SC. The sewer line will connect to the District's existing 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 Spartanburg School District 7. 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.

12. OWNERSHIP AGREEMENT – TOWNSEND PLACE SUBDIVISION

Holly Drive Properties, Inc., proposes to construct approximately 950 linear feet of 8-inch gravity sewer line to provide service to the Townsend Place Subdivision located off of Beach Court. The sewer line will connect to the District's existing 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 Holly Drive 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.

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13. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS