

AGENDA

SPARTANBURG SANITARY SEWER DISTRICT COMMISSION

REGULAR MEETING

MEETING PLACE: 200 Commerce Street

Tuesday, December 1, 2015, 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 OCTOBER 27, 2015**
- 3. MONTHLY FINANCIAL REPORT**

Newt Pressley will present a financial summary of SSSD expenditures and revenues for the four-month period ending October 31, 2015.
- 4. COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR FISCAL YEAR ENDING JUNE 30, 2015**

Cherry Bekaert will review the Comprehensive Annual Financial Report and communication letter for SSSD.
- 5. AFFORDABLE CARE ACT REPORTING (TAX CODES 6055 & 6056) FOR 2016**

Based on the new Affordable Care Act (ACA) reporting requirements, the IRS requires that Spartanburg Water distribute 1095-C forms to all employees by January 31, 2016. This form is designed to report health coverage for each full-time employee and their dependents to the employee and the IRS. Spartanburg Water must electronically transmit a copy of all these forms to the IRS along with transmittal forms about Spartanburg Water. Our current systems are not able to manage this information as it is being required by the

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IRS and we have sought professional support from vendors qualified to provide the needed reporting.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
ECM Solutions (Sky Insurance) Greenville, SC	\$3,500/year
Trax Charlotte, NC	\$8,052/year
Respect Technologies, Inc. Spartanburg, SC	No quote

Management recommends approving ECM Solutions (Sky Insurance) to provide the professional support needed to meet the ACA reporting requirements for 2016. The estimated cost for each company is \$910 (SSSD) and \$2,590 (SWS). This will be funded through the Human Resources Section operating budget.

6. ARC FLASH CANOPY PROJECT

Responses to a Request for Proposal (RFP) for the installation of forty-three canopies at Spartanburg Sanitary Sewer District (SSSD) lift stations throughout Spartanburg County were received on November 12, 2015. The canopies are being installed to provide a safer work area for employees while performing routine maintenance, troubleshooting, and repairs on external electrical equipment during rain events. Canopies will minimize the potential of an Arc Flash from occurring during moisture related events.

Four contractors received RFP documents and attended the pre-bid meeting for the project with two submitted proposals. A cost tabulation of the responses is listed below.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Construction Resource Group, Inc. Union, SC	\$164,000

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Upstate Awnings, Inc. Boiling Springs, SC	Non-Responsive
Greer Awning Greer, SC	No Response
Gregory Electric Spartanburg, SC	No Response

The RFP required a defined approach and strategy, technical competence, adherence to the schedule, cost proposal, reply to community benefit program and MWBE participation. Due to scheduling conflicts and timing constraint the responses were limited. Upstate Awning was considered non-responsive as the proposal was incomplete and did not include information required by the RFP. Construction Resource Group submitted a complete proposal successfully addressing the requirements of the RFP.

Management recommends awarding the project to Construction Resource Group, Inc., for the amount of \$164,000. Funding for the project will be provided through SSSD capital funds.

7. RECEIPT OF BIDS – LITTLE SHOALLY CREEK SEWER EXTENSION PROJECT

Bids were received on November 3, 2015, for the Little Shoally Creek Sewer Extension Project. This project consists of approximately 3,750 LF of 12-inch gravity sewer extending from an existing sewer main in the Ferndale Subdivision to the Ravenwood Subdivision. This project will enable SSSD to eliminate the Ravenwood Pump Station and will provide the opportunity for further extensions into currently unsewered areas of SSSD. Included in the scope of this project was the acquisition of 23 new sewer easements that were obtained by the efforts of Engineering Department staff.

Seven contractors obtained the bid documents for the project, and four contractors submitted a bid. The bids were as follows.

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<u>BIDDER</u>	<u>AMOUNT OF BID</u>
L-J, Inc. Columbia, SC	\$519,674.50
Construction Resource Group Union, SC	\$547,785.00
Larry Green Grading Lyman, SC	\$860,875.61
Don Moorehead Construction Belton, SC	\$1,197,918.00
Northern American Pipeline Management Greenville, SC	No Bid
Long Utility Simpsonville, SC	No Bid
McClam & Associates Little Mountain, SC	No Bid
Engineer's Estimate	\$730,470.17

Management recommends awarding the contract to the lowest responsive bidder, L-J, Inc., of Columbia, SC for the amount of \$519,674.50. This project will be funded by SSSD capital funds.

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

Spartanburg Sanitary Sewer District (SSSD) recently requested a proposal from Goodwyn, Mills and Cawood, Inc., to provide a Master Services Agreement for professional services on an as needed basis. Goodwyn, Mills and Cawood, Inc., is a firm located throughout the Southeast with local

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offices in Greenville, SC and Atlanta, GA which specializes in a wide variety of disciplines related to the water and wastewater industries.

Due to their qualifications, experience, and familiarity with regulations applicable to SSSD's facilities and systems, SSSD is interested in establishing a relationship with this firm.

A working relationship with contractual terms and conditions already established is especially important when an issue is time sensitive and/or related to economic development (such as when a new industry is looking to locate their facility in our service area, but needs a quick answer on whether or not SSSD can provide service to meet their needs or when a regulatory or environmental issue arises which needs immediate attention).

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

Management recommends the Commission authorize the Chief Executive Officer to enter into an agreement with Goodwyn, Mills and Cawood, Inc., for professional services. It is anticipated individual work authorizations generated as a result of this agreement will be funded through SSSD operational funds.

9. SPACE GRANT PROPOSAL

The Spartanburg Area Conservancy was formed in 1989 to protect and preserve Spartanburg area lands and the rivers that run through them. SPACE has made inroads in protecting the Pacolet Rivers and Lawson's Fork Creek, as well as lands throughout Spartanburg County. To date, SPACE has protected over 2,500 acres in Spartanburg and Union Counties.

Spartanburg Area Conservancy's grant request includes the implementation of the Spartanburg County Blueways Master Plan, which aims to be a strategic plan for the continuance of the Reconnecting People to River initiative developed by Upstate Forever. The Blueways Master Plan will focus on enhancing water-based passive recreation in all of Spartanburg County, including the Pacolet River Basin and throughout both the SWS and SSSD service areas. With an emphasis on river stewardship, conservation of

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riparian corridors, and maintenance of both new and existing paddling access points, the Blueways Master Plan implementation will highlight the concepts of water quality and become an important community resource to a broad spectrum of our community.

By continuing paddling based recreation throughout Spartanburg County, SPACE can support Spartanburg Water's efforts to protect its source waters and watersheds that are central to its mission. This effort will ensure a safe water supply for residents of the region for generations to come and help protect the natural beauty, ecological integrity, and quality of life in the region.

Management recommends support of SPACE's effort to protect the region's water quality in the amount of \$10,000 with an equal allocation of \$5,000 from the SSSD operating budget and \$5,000 from the SWS operating budget.

10. UPSTATE FOREVER GRANT PROPOSAL

Upstate Forever's mission is to promote sensible growth and protect the special places in the Upstate region of South Carolina. Special emphasis is placed on land trust, clean air and water, and sustainable communities. All of Upstate Forever's guidelines adhere to the 2007 Guiding Principles and Best Practices for South Carolina Nonprofits, established by the South Carolina Association of Nonprofit Organizations.

A goal for Upstate Forever in 2016 is to continue involvement and support in the annual Spartanburg County Household Hazardous Waste (HHW) Collection Program for Spartanburg County. This program has been very successful as the first seven Household Hazardous Waste events have helped to remove approximately 14 tons of solid household toxics, 14,000 gallons of liquid household toxics, 12,000 fluorescent tubes, and 250 propane tanks from Spartanburg County. It also intends to work with Spartanburg Water and other stakeholders on a public education campaign focusing on the importance of safely disposing Household Hazardous Waste. The ultimate goal of this initiative is to offer citizens more educational literature on these subjects, as well as a more permanent, ongoing disposal system where they can dispose of these items at any time.

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Management recommends that the SSSD Commission approve the funding requested by Upstate Forever for the Household Hazardous Waste Program in the amount of \$5,000. Funding will be allocated from the SSSD operating budget.

11. 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, 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, the eleven programs that focused on water served 17,800 K-8 students with presentations throughout Spartanburg County.

Watershed Ecology Center's annual goal for 2016 would be to reach 18,500 students throughout the school year. In addition to the many classroom educational programs and water-based programming, the Watershed Ecology Center offers several exciting public participation programs. Watershed Ecology Center's public participation programs include storm drain marking in our watershed, the continuance of the watershed sign project in Spartanburg County, and an Adopt-A-Stream program. To date, Watershed Ecology Center has focused many of these efforts around Spartanburg Water reservoirs and watershed. The watershed sign program was inspired by Spartanburg Water's original watershed sign initiative, where over 20 signs were installed throughout the Pacolet River Watershed Basin. For the Watershed Ecology Center's project, they plan to install 40 signs throughout Spartanburg County watersheds in addition to the 40 signs that were installed during 2015. The Adopt-A-Stream program will aim to certify Spartanburg County citizens on macroinvertebrate sampling and basic water quality analyses with a heavy focus on field training. The Adopt-A-Stream program will assist in the AP Environmental Science Program in Spartanburg County schools plus encourage community volunteers to take an active role in stream monitoring and clean-up. Also in store for 2016, Watershed Ecology Center will continue to work on the revitalization of its web site, where its internet based scheduling system will assist teachers with scheduling classroom presentations with Center staff. The continued production of a virtual catalogue hosting 1 to 3 minute videos of each

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program the Center offers will also assist teachers, allowing them the opportunity to view each program the Watershed Ecology Center offers, increasing exposure and participation for the Center.

Management recommends the approval of targeted funding for the aforementioned K-8 educational programs offered by the Watershed Ecology Center in the amount of \$14,000, with an equal allocation of \$7,000 of the funding from SSSD and \$7,000 of the funding from SWS. Funding will be allocated from the operating budget.

12. MWBE REPORT

Management will provide a 2015 report on the MWBE Program.

13. PROPOSED 2016 COMMISSION MEETING SCHEDULE

January 26	February 22 or February 29 *Note these dates are on Monday
March 29	April 26
May 24	June 28
July – No meeting	August 23
September 27	October 25
November – No meeting	December 6

14. OWNERSHIP AGREEMENT – IVYWOOD SUBDIVISION

Mark III Properties, Inc., proposes to construct approximately 5,589 linear feet of 8-inch gravity sewer line to provide service to the new Ivywood Subdivision located on Old Furnace Road in Boiling Springs, SC. The sewer line will connect to the District’s existing infrastructure.

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, Inc. Under the terms of the resolution adopted by the

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Commission on May 29, 1990, this agreement has been executed on behalf of the Commission by the Chief Executive Officer.

15. EXECUTIVE SESSION

Counsel will provide advice on a legal matter.

16. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS