

MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, December 1, 2015, at 2:15 p.m.

Copies of the agenda were forwarded to the following news media: 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.

Commissioners present were Mses. Barnes and Viney and Messrs. Blanton, Littlejohn, Lynch, Montgomery, and White. No one was absent.

The meeting was opened with the following statement:

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 mailed to local and nearby news media, at least 24 hours prior to this meeting.

1. PRAYER

Mr. Lynch called the meeting to order and Ms. West opened with a prayer.

2. APPROVAL OF MINUTES OF REGULAR MEETING OF OCTOBER 27, 2015

Mayor White moved and Ms. Barnes seconded the motion to approve the minutes as written. The motion passed unanimously.

3. MONTHLY FINANCIAL REPORT

Newt Pressley presented a financial summary of SSSD expenditures and revenues for the four-month period ending October 31, 2015. An explanation was provided for the favorable and unfavorable budget variances.

The above was provided as information to the Commission.

4. COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR FISCAL YEAR ENDING JUNE 30, 2015

Alan Robinson of Cherry Bekaert reviewed the Comprehensive Annual Financial Report and communication letter for SSSD. Mr. Robinson stated that he had met with the Audit Review Committee and offered an unmodified audit opinion for the SSSD for the fiscal year ending June 30, 2015, in accordance with generally accepted accounting principles.

Mr. Lynch noted that Ms. Barnes, Mr. Blanton, and Mr. Littlejohn served on the Audit Review Committee. Ms. Barnes said that SSSD had a great report and also noted that SSSD received the Certificate of Excellence from the Government Finance Officers Association.

The above was provided as information to the Commission.

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

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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 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 recommended 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.

Ms. Barnes moved and Mayor White seconded the motion to approve management’s recommendation for ECM Solutions to provide the professional support needed to meet the ACA reporting requirements for 2016 at the estimated cost for each company of \$910 (SSSD) and \$2,590 (SWS). The motion passed unanimously.

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
Upstate Awnings, Inc. Boiling Springs, SC	Non-Responsive

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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 recommended 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.

Mayor White moved and Mr. Littlejohn seconded the motion to approve management's recommendation to award the contract to L-J, Inc., for the amount of \$519,674.50. The motion passed unanimously.

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 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 recommended 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.

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Mr. Littlejohn moved and Ms. Barnes seconded the motion to approve management's recommendation to authorize the Chief Executive Officer to enter into an agreement with Goodwyn, Mills and Cawood, Inc., for professional services. The motion passed unanimously.

9. SPACE GRANT PROPOSAL

Ms. Viney provided Mr. Lynch, Chair, a written note indicating a conflict of interest regarding Item 9 – SPACE Grant Proposal, and Item 10 – Upstate Forever Grant Proposal on the SSSD Agenda. Ms. Viney recused herself from the meeting and left the room.

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 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 recommended 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.

Ms. Barnes moved and Mr. Littlejohn seconded the motion to approve management's recommendation for 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. The motion passed unanimously. Ms. Viney was not present for the discussion and was not present to vote.

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

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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.

Management recommended 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.

Ms. Barnes moved and Mr. Blanton seconded the motion to approve management's recommendation of funding requested by Upstate Forever for the Household Hazardous Waste Program in the amount of \$5,000. The motion passed unanimously. Ms. Viney was not present for the discussion and was not present to vote.

Ms. Viney returned to the meeting.

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

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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 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 recommended 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.

Mr. Blanton moved and Ms. Barnes seconded the motion to approve management’s recommendation of funding for 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. The motion passed unanimously.

12. MWBE REPORT

Remsen Parrish provided a 2015 report on the MWBE Program to the Commission.

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

The Commission agreed to meet on Tuesday, January 26, 2016, and will vote on the remainder of the 2016 meeting dates at that time.

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.

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

The above was provided as information to the Commission.

15. EXECUTIVE SESSION

Mayor White moved and Mr. Littlejohn seconded the motion to enter into executive session to receive advice from Counsel on a legal matter at 2:49 p.m. The motion passed unanimously.

Mr. Montgomery moved and Ms. Barnes seconded the motion to come out of executive session at 3:47 p.m. The motion passed unanimously.

Mr. Lynch stated that the Commission met with Counsel for information purposes only.

16. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS

- A. Ms. Schneider stated that the Minority Enterprise Development Awards Banquet will be held tonight with Spartanburg Water as the presenting sponsor.
- B. Ms. Schneider noted that the Legislative Outlook Breakfast will be held on Friday, December 4.
- C. Ms. Schneider informed the Commission that The Martin Luther King Unity Celebration will be held on Monday, January 18, 2016, at the Spartanburg Memorial Auditorium at 6:30 p.m.
- D. Ms. Schneider invited the Commissioners to the annual Christmas luncheon scheduled for December 16 from 11:30 a.m. until 2:00 p.m. in the administration break room.
- E. Ms. Schneider noted that a \$25 gift card was given to all employees and that their gift card was included in their mail today.
- F. Ms. Schneider provided the Commission with a FEMA update.
- G. Ms. Barnes recognized Mr. Lynch for his 25 years of service as a SSSD Commissioner. Mr. Lynch thanked the Commission for the opportunity to serve with them.

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Meeting adjourned at 3:52 p.m.

G. Newton Pressley
Secretary-Treasurer

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