

## MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, March 29, 2016, 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, and Montgomery. Mayor White 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 Mr. Blanton opened with a prayer.

### 2. APPROVAL OF MINUTES OF REGULAR MEETING OF FEBRUARY 23, 2016

Mr. Montgomery moved and Mr. Littlejohn seconded the motion to approve the minutes as written. The motion passed unanimously.

### 3. 2015 SC DEPARTMENT OF HEALTH & ENVIRONMENTAL CONTROL FACILITY EXCELLENCE AWARDS

Spartanburg Sanitary Sewer District received seven SCDHEC Facility Excellence Awards at the S.C. Environmental Conference sponsored by WEASC and AWWA's South Carolina Section. On March 14, 2016, SCDHEC presented their 2015 Facilities Excellence Awards for the following reclaimed water treatment facilities:

Clifton-Converse	Pacolet Mills
Cowpens	Page Creek
Fingerville	South Tyger River
Lower North Tyger River	

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.

Ms. Schneider introduced Josh Smith, Reclaimed Water Treatment Manager, who received these awards on behalf of Spartanburg Water at the South Carolina Environmental Conference. The Commission congratulated Mr. Smith and staff on this accomplishment.

### 4. 2015 S.C. CHAMBER OF COMMERCE COMMENDATIONS OF EXCELLENCE SAFETY AWARDS

Twelve Spartanburg Water departments qualified for presentation of Commendation of Excellence Safety Program Awards for their 2015 safety performance at the annual S.C. Chamber of Commerce Safety Awards Luncheon. On March 22, 2016, in Columbia, SC, the S.C. Chamber of

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Commerce awarded Commendation of Excellence Safety Program Certificates for the following Spartanburg Water Departments:

- Administration/Finance
- AGM Water Treatment - DWT/RWT
- Collection & Distribution
- Customer Service
- Engineering
- Fleet Services
- Human Resources
- Information Technology
- Laboratory Services
- Purchasing
- Reclaimed Water Treatment
- Watershed Management

Ms. Schneider recognized Josh Smith, Reclaimed Water Treatment Manager, who received the awards on behalf of Spartanburg Water. The Commission congratulated Mr. Smith and staff on receipt of these awards.

**5. SC AWWA YOUNG PROFESSIONAL OF THE YEAR AWARD**

The SC AWWA Young Professional Award is given to recognize the contributions of young members whose service and achievements are exceptional for their years of service. The award is given to the young professional in SC that has demonstrated an active commitment to the organization and the profession as a whole. As the Quality Assurance Officer for Spartanburg Water's Lab Services Section, Lauren Ballenger exemplifies a positive influence on the organization by way of service, good fellowship, leadership, and commitment.

Ms. Schneider recognized Lauren Ballenger, Quality Assurance Officer, for receiving the SC AWWA Young Professional Award. The Commission congratulated Ms. Ballenger on this accomplishment.

**6. MERITORIOUS OPERATOR SERVICE AWARD**

James (Jim) Tester, Lead Operator for Spartanburg Water's R.B. Simms Drinking Water Treatment Facility, was presented with the Meritorious Operator Service Award by the South Carolina Section of the American Water Works Association on March 14, 2016, at the SC Environmental Conference in Myrtle Beach.

The Meritorious Operator Service Award is awarded to a certified water works operator for outstanding performance as a water plant operator based on health department standards for excellence in operation and maintenance.

Jim Tester has been employed with Spartanburg Water since April 2007, and was promoted to Lead Operator in November of 2013. Throughout his career in the water profession, Jim has embodied professionalism and leadership in the field of water treatment.

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Ms. Schneider recognized Jim Tester, Lead Operator, for receiving the Meritorious Operator Service Award by the South Carolina Section of the American Water Works Association on March 14, 2016, at the SC Environmental Conference in Myrtle Beach. The Commission congratulated Mr. Tester on this accomplishment.

**7. SC AWWA KELLY A. HUNSUCKER AWARD**

Spartanburg Water System received the SC AWWA Kelly A. Hunsucker Award in March during the SC Environmental Conference. The Kelly A. Hunsucker Award is given annually by the SC American Water Works Association for excellent achievement in the area of water system protection in cross connection control. The recipient of this award is seen as an example of hard work and years of dedication provided in the area of water system protection and backflow prevention.

Ms. Schneider recognized Corey Reid, Distribution Department Manager, for receiving the Kelly A. Hunsucker Award. The Commission congratulated Mr. Reid and staff on this accomplishment.

Rebecca West recognized the various award recipients.

Mr. Lynch, on behalf of the Commission, thanked staff for a job well done.

Mr. Lynch, on behalf of the Commission, thanked Ms. West for her years of service and dedication to Spartanburg Water and wished her well in her future endeavors.

**8. MONTHLY FINANCIAL REPORT**

Newt Pressley presented a financial summary of SSSD expenditures and revenues for the eight-month period ending February 29, 2016. An explanation was provided for the favorable and unfavorable budget variances.

The above was provided as information to the Commission.

**9. HEALTH AND DENTAL INSURANCE RENEWAL – FY17**

Management proposed the following design plan recommendations for the upcoming health insurance plan year that is effective May 1, 2016.

These recommendations include the following:

- Increase the Tobacco Surcharge by \$5 which will be \$25 per pay period, for employees and/or spouses that are tobacco users.
- Increase the Vision hardware benefit from \$250 to \$300 (This includes lens, frames, contacts, and any coating to lens).
- Lower the Deductible for Family Coverage to a maximum to 2x from 3x.
- Increase the Dental Benefit Maximum from \$1000 to \$1500.

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These recommendations include maintaining the following employee contribution structure:

<b>2016 - 2017 Per Pay Period Contribution</b>	<b>Consumer Choice Plus Medical Plan</b>	<b>Consumer Choice Medical Plan</b>	<b>Basic Medical Plan</b>	<b>Dental Plan</b>
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 recommended that the Commission approve the aforementioned design changes to the Spartanburg Water Health Insurance Plan that will become effective May 1, 2016.

Mr. Blanton moved and Mr. Littlejohn seconded the motion to approve management’s recommendation for the aforementioned design changes to the Spartanburg Water Health Insurance Plan. The motion passed unanimously.

**10. WORKERS COMPENSATION INSURANCE**

Spartanburg Water's Workers Compensation Insurance renews on April 1, 2016. The current carrier, Amerisure has submitted a renewal quote of a \$117,983. The cost for Workers Compensation Insurance last year was \$117,440.

Staff has requested quotes from other insurance carriers and received the following quotes:

<u>Insurance Provider</u>	<u>Quote</u>
Amerisure	\$117,983
Summit	\$222,598
BrickStreet	\$224,557
Bitco Insurance	\$230,325
Key Risk	\$236,254
Berkshire Hathaway	\$275,785

Management recommended continuing the Workers Compensation Insurance with Amerisure as the carrier for a total cost of \$117,983. The allocation between companies is \$30,675.58 for SSSD and \$87,307.42 for SWS.

Ms. Barnes moved and Mr. Blanton seconded the motion to approve management’s recommendation to continue Workers Compensation Insurance with Amerisure as the carrier with the allocation between

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companies to be \$30,675.58 for SSSD and \$87,307.42 for SWS. The motion passed unanimously.

**11. CAPITAL IMPROVEMENT PLAN**

Ms. Schneider provided the Commission with a copy of the Capital Improvement Plan. The projects were reviewed and discussed by management and the Commission.

The above was provided as information to the Commission.

**12. PROPOSALS FOR AUDIT SERVICES**

Management requested proposals to provide audit services for a four-year engagement period (Fiscal Years 2016-2019). The following firms were contacted in reference to interest in the RFP process: Cherry Bekaert; McAbee, Schwartz, Halliday & Co.; and Holcomb, Holtzclaw & Raven, LLC. Proposals were received from two firms: Cherry Bekaert and McAbee, Schwartz, Halliday & Co.

The RFP for audit services stated that the proposal would be evaluated based on the following criteria:

1. Whether the firm can perform the contract or provide the service promptly, or within the time specified, without delay.
2. Pricing and fee structure broken down by employee classification and proposed number of hours per classification.
3. Firm qualifications:
  - a. The reputation, experience and efficiency of the firm.
  - b. The quality of performance of previous audit services.
  - c. The reputation, experience and skill of the proposed audit team.
4. MWBE Utilization
5. Community Benefit Program Participation

The four-year fee proposals were provided as follows:

	<u>SWS</u>	<u>SSSD</u>
1. McAbee, Schwartz, Halliday & Co.	\$59,505	\$59,505
2. Cherry Bekaert	\$69,000	\$69,000

The evaluation team has reviewed the proposals and management recommended award of the contract to McAbee, Schwartz, Halliday & Co.

Ms. Schneider and Mr. Pressley reviewed the proposals with the Commission. Mr. Pressley confirmed that the proposal fees listed above are for the four-year contract.

Mr. Blanton moved and Ms. Barnes seconded the motion to approve management’s recommendation to award the contract to McAbee, Schwartz, Halliday & Co. in the amount of \$59,505. The motion passed unanimously.

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**13. 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), software support, certain upgrades, and priority emergency repair service. The PMA is provided by the manufacturer, who is the sole source provider 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 \$23,016.

The total cost for the renewal for the ICPMS is \$23,016. Funding will be provided through the Laboratory Services operating budget, with costs shared 50% between SWS and SSSD.

Management recommended the approval of the renewal of the Perkin Elmer Preventive Maintenance Agreements for an amount not to exceed \$11,508.

Ms. Barnes moved and Mr. Littlejohn seconded the motion to approve management's recommendation of the renewal of the Perkin Elmer Preventative Maintenance Agreements for an amount not to exceed \$11,508. The motion passed unanimously.

**14. CONSULTING AND ENGINEERING SERVICES FOR LAWSON FORK IMPROVEMENT EVALUATION**

A long-range strategic goal is to systematically improve SSSD's wastewater collection systems and service levels in the Spartanburg community. Areas within the Lawson Fork drainage basin are in need of evaluation and possible improvement. In April 2015, SSSD entered into a Master Professional Services Agreement with Frazier Engineering for assistance in the evaluation, planning, design, and construction management of sewer collection systems. Task Order Number 3 under this agreement includes the Temporary Flow Monitoring and Inflow/Infiltration (I/I) Evaluation for portions of the Lawson Fork basin currently experiencing capacity limitations. Frazier Engineering will install, calibrate, operate, and maintain flow monitors at nine locations and corresponding rain gauges for a period of no more than two months. Frazier will review the data and develop a summary report including capacity evaluation and I/I analysis.

Management recommended approval of Task Order Number 3 for a not-to-exceed amount of \$38,800 which will be funded from SSSD capital funds.

Mr. Blanton moved and Mr. Littlejohn seconded the motion to approve management's recommendation of Task Order Number 3 for a not-to-exceed amount of \$38,800. The motion passed unanimously.

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**15. OWNERSHIP AGREEMENT – SEWER LINE EXTENSION TO SERVE 3895 BOILING SPRINGS ROAD**

Facilities Group of South Carolina, LLC proposes to construct approximately 842 linear feet of 8-inch gravity sewer line to provide service to the parcel located at 3895 Boiling Springs Road in Boiling Springs, 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 Facilities Group of South Carolina, LLC. 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.

**16. OWNERSHIP AGREEMENT – MCDOWELL DRIVE SEWER EXTENSION**

WREN, LLC proposes to construct approximately 1,056 linear feet of 8-inch gravity sewer line to provide service to McDowell Drive near its intersection with SC Highway 9. The sewer line will connect to the existing Spartanburg Sanitary Sewer District 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 WREN, LLC. 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.

**17. OWNERSHIP AGREEMENT – STERLING ESTATES SUBDIVISION PHASE V**

Mark III Properties proposes to construct approximately 3,700 linear feet of 8-inch gravity sewer line to provide service to 88 residential lots located in Phase V of the Sterling Estates Subdivision. 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.

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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. 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.

**18. OWNERSHIP AGREEMENT – RIDGEVILLE CROSSING**

ARCAAE, LLC proposes to construct approximately 5,658 linear feet of 8-inch gravity sewer line to provide service to 149 residential lots located in Section III of Ridgeville Crossing Subdivision. The sewer line will connect to the existing Spartanburg Sanitary Sewer District 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 ARCAAE, LLC. 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.

**19. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS**

- A.** Ms. Schneider noted that the Hazardous Household Waste Day was held on Saturday, March 26. The totals weren't complete, but there were 379 cars that came through. This was a little down from last year, but still a large participation for a holiday weekend.
- B.** Ms. Schneider stated that the RxCycle Prescription Drug Take Back event will be held on Saturday, April 30 at various locations around Spartanburg County. Ms. Schneider said that Spartanburg County was approved for a grant to obtain a year-round drug collection box and more information will be provided as it is received.
- C.** Ms. Schneider informed the Commission that the Spartanburg Water Day of Service will be held on Saturday, April 23. David Crosby is the Volunteer Chair this year and is coordinating these efforts.
- D.** Ms. Schneider noted that there will be an Employee Shred Day on Friday, April 29.
- E.** Ms. Schneider confirmed with the Commission that the Budget Work Session is scheduled for Tuesday, April 19 at 12:30 p.m., prior to the regular Commission meeting.

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- F. Ms. Schneider provided the Commission with Frequently Asked Questions and Fact Sheets regarding Lead. Spartanburg Water created these as information tools. This information has also been posted on the web site. Spartanburg Water is in compliance and has had a strong corrosion control program for decades and has not exceeded the regulatory levels. In June, Spartanburg Water will get messages out to the public, because it will be time to start sampling again for the regulatory program.

Meeting adjourned at 3:06 p.m.

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G. Newton Pressley  
Secretary-Treasurer

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