

MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, April 19, 2016, at 12:30 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 work session 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.

This work session was held to discuss preliminary information in connection with the FY2016-2017 budget.

G. Newton Pressley
Secretary-Treasurer

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MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, April 19, 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, 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 opened with a prayer.

2. APPROVAL OF MINUTES OF REGULAR MEETING OF MARCH 29, 2016

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

3. GENERAL OBLIGATION BONDS, SERIES 2016

A. Resolution to authorize issuance of General Obligation Bonds, Series 2016

At the March meeting, management presented the Capital Improvement Plan for the Sewer District. Near-term financing needs were identified for the Lower North Tyger River RWTF upgrade. The anticipated construction cost for this facility upgrade is estimated at \$17 Million; permanent financing will be provided by G.O. Bonds (\$15 Million), with the balance funded by Revenue Bonds. A resolution to authorize issuance of General Obligation Bonds, Series 2016 will be presented to the Commission by Brad Love of Haynsworth Sinkler Boyd, SSSD Bond Counsel. Management requested Commission approval for the resolution.

Ms. Schneider introduced Brad Love of Haynsworth Sinkler Boyd. Mr. Love presented a resolution to authorize the issuance of General Obligation Bonds, Series 2016 not to exceed \$16 Million up to 30-years in term.

Mr. Love stated this General Obligation Bond will pay off the Bond Anticipation Note that was previously approved by the Commission. Mr. Love noted that it will also count against the 8% borrowing capability.

Mayor White moved and Mr. Montgomery seconded the motion to approve the Resolution to authorize issuance of the General Obligations Bonds, Series 2016. The motion passed unanimously.

Spartanburg Sanitary Sewer District Commission – Regular Meeting, Tuesday, April 19, 2016

B. Financial Advisory Services

Management requested a proposal from Stephens, Inc., to provide financial advisory services for the 2016 General Obligation Bond transaction. As the District’s financial advisor, Stephens, Inc., will provide the following types of services applicable to this issue: provide independent financial analysis and advice, including consideration of various structuring options; coordinate preparation and review of financing documents, including preliminary and final official statements; coordinate rating agency strategy; manage competitive sale process for public debt sale; provide post-pricing evaluation.

Stephens, Inc., proposed a not to exceed fee of \$30,000. Management requested Commission’s approval of Stephens, Inc., to serve as Financial Advisor for the General Obligation Bonds, Series 2016.

Ms. Schneider stated Stephens Inc., would provide financial advisory services for the General Obligation Bonds, Series 2016 transaction, in an amount not exceed \$30,000.

Ms. Barnes moved and Mr. Littlejohn seconded the motion to approve management's recommendation for Stephens Inc., to serve as Financial Advisor for the General Obligation Bonds, Series 2016. The motion passed unanimously.

4. SEWER LINE RIGHT-OF-WAY CLEARING

Bids were received on April 4, 2016, for the contract clearing of selected sewer collection line right-of-ways. The scope of work calls for the contractor to remove trees and clear vegetation from approximately 10,400 linear feet of sewer right-of-way within the City of Spartanburg.

The final condition of the right-of-ways will be a cleared path no less than 25 feet wide (12.5 feet on either side of the sewer line). The path will be covered with tree chippings or vegetated with grass. Proper erosion control measures will be employed and major earth disturbance will not be allowed.

Invitations to bid were forwarded to prospective bidders and advertised in the local media. The solicitation drew two responses. A tabulation of the responses is listed below.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Graham County Land Company Robbinsville, NC	\$211,882
EcoGroup Lexington, SC	\$239,875
C.J. Compton Plumbing Spartanburg, SC	No Bid

Spartanburg Sanitary Sewer District Commission – Regular Meeting, Tuesday, April 19, 2016

Crow Lawn Care Spartanburg, SC	No Bid
DS Utilities, Inc. Little Mountain, SC	No Bid
Eastern Tree Service Roebuck, SC	No Bid

Management recommended an award be granted to Graham County Land Company based on their lowest responsive bid of \$211,882. Funding will be provided through the SSSD collection system rehab funds.

Ms. Schneider briefed the Commission on the sewer line right-of-way clearing. Mr. Blanton asked if these were new bidders. Bobby Walden confirmed this is the current contractor that completed Phase VI and the project is one third completed.

Mr. Blanton moved and Ms. Barnes seconded the motion to approve management’s recommendation to award the contract to Graham County Land Company based on their lowest responsive bid of \$311,882. The motion passed unanimously.

5. LAWSON FORK LARGE LINE CLEANING AND CCTV PROJECT – PHASE 4

Proposals were received on March 30, 2016, for the contract cleaning and CCTV inspection of a 6,200 linear feet section 42” sewer line along Lawson Fork Creek and extending from East Main Street in the City of Spartanburg and proceeding behind Eastwood Circle in the City of Spartanburg. The scope of work calls for the contractor to provide cleaning, disposal, and inspection services. Removal of 100% of loose debris and 95% of hardened debris is required of the contractor. Disposal fees will be paid by the District at pre-established contract rates.

There have been no known issues with sanitary sewer overflows (SSO’s) along this section of pipe, however a hydraulic model was conducted and it indicates this line may have capacity or inflow/infiltration issues.

Proposals were solicited from suppliers requiring them to address submittal requirements pertinent to the scope of work. These requirements were scored as part of the evaluation criteria by a three person evaluation team. Requirements included the contractor’s approach and strategy to the project; technical competency and experience; cost; MWBE utilization; Community Benefit Program; and work schedule.

Invitations were forwarded to prospective contractors and advertised in the local media, with two submitting proposals. A tabulation of the costs is listed below.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Hydrostructures Pittsboro, NC	\$142,800

Spartanburg Sanitary Sewer District Commission – Regular Meeting, Tuesday, April 19, 2016

Long and Sons Utility Company, LLC.
Simpsonville, SC

North American Pipeline Management, Inc.
Marietta, GA

Bids will be solicited from each of the five pre-qualified contractors on an as-needed basis for a period not to exceed 24 months. Funding is available from the sewer collection rehabilitation funds.

Management recommended the approval of bids from each of the five-prequalified contractors that SSSD will use to rehabilitate or repair collection system creek crossings on an as needed basis for a period not to exceed 24 months.

Mayor White moved and Ms. Barnes seconded to approve management's recommendation to approve the five-prequalified contractors. The motion passed unanimously.

7. BUILDING SECURITY/ACCESS CONTROL

Working with Paynter Security Consulting Group, a security consultant with experience in the utility sector, Spartanburg Water staff has been able to complete a first phase of security evaluations and implement enhanced security measures that include improvements to the security guard program, facility gate access, and video surveillance cameras.

Continuing the work with Paynter Security Consulting Group, staff has evaluated access control as the next phase of improving building security and protecting employees. An electronic access control system will utilize the employee ID to electronically activate door locks and provide employees access to secure areas. The current system requires staff to manually enter a numeric code to enter the space. These locks are older technology, require periodic code changes, and offer little or no options for control in the case of emergencies. Staff has evaluated access control manufactured by Open Options, Inc., which was one of three systems recommended by Paynter Security Consulting.

Staff has received proposals from A3 Communications, (the contractor providing surveillance cameras) to install access control at the Admin Complex, and C&D for a total of 29 doors. Proposals include the necessary software licenses, employee ID badge equipment, and all applicable hardware, cabling, and controllers. The cost represented includes a small contingency for doors that may need to be replaced to accommodate the hardware, and is represented in a cost not to exceed format.

Once the Admin Complex and C&D are fully operational, other sites can be evaluated and added to the access control program by purchasing the door hardware, controllers, and related equipment.

A3 Communication is the SC State Budget and Control Board State Contract holder for this product, which meets the requirements of the competitive procurement process per the Procurement Policy.

Spartanburg Sanitary Sewer District Commission – Regular Meeting, Tuesday, April 19, 2016

Management recommended an award to A3 Communications in the amount not to exceed \$117,065. Funding will be provided through capital funds allocated as follows, (SSSD) \$33,373 and (SWS) \$83,692.

Mike Clardy briefed the Commission on the access security control program for the Admin Complex and C&D. Once the Admin Complex and C&D are fully operational, other sites can be evaluated and added to the access control program by purchasing the door hardware, controllers, and related equipment.

Mr. Blanton moved and Mr. White seconded the motion to approve management's recommendation to award the contract to A3 Communications in the amount not to exceed \$117,065 to be allocated between (SSSD) \$33,373 and (SWS) \$83,692. The motion passed unanimously.

8. OWNERSHIP AGREEMENT – MISTWOOD FALLS SUBDIVISION

Mark III Properties, Inc., proposes to construct approximately 3,454 linear feet of 8-inch gravity sewer line to provide service to the Mistwood Falls Subdivision located off Valley Falls Road. 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 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.

9. OWNERSHIP AGREEMENT – RIVER ROCK SUBDIVISION

Mark III Properties, Inc., proposes to construct approximately 5,089 linear feet of 8-inch gravity sewer line to provide service to the River Rock Subdivision located off Hanging Rock Road. 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 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.

Spartanburg Sanitary Sewer District Commission – Regular Meeting, Tuesday, April 19, 2016

The above was provided as information to the Commission.

10. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS

- A.** Ms. Schneider distributed the Spartanburg Water Strategic Plan for the Commission's review and reference.
- B.** Ms. Schneider informed the Commission that Toast of the Town was scheduled for April 19 at 7:00 p.m. at the Spartanburg Marriott.
- C.** Ms. Schneider reminded the Commission that the Choose Tap Unveiling Ceremony will be held Wednesday, April 20 at 11:00 a.m. at Dunbar Street and Church Street.
- D.** Ms. Schneider noted that the Water Oasis will be launched at the Earth Day Event, Saturday, April 23.
- E.** Ms. Schneider also noted that Saturday, April 23 is the Day of Service. Approximately 100 employees and family members have volunteered to participate at various locations.
- F.** Ms. Schneider advised the Commission of the Annual Employee Shred Day to be held Friday, April 29. A schedule was provided for the time and location.
- G.** Ms. Schneider stated the RxCycle Prescription Drug Take Back event is scheduled for Saturday, April 30. Chad Lawson mentioned the main location for the City will be at the County Office Complex across from the Spartanburg Memorial Auditorium. Mr. Lawson advised that RxCycle collected 350 pounds of pills in September 2015. Ms. Schneider noted that Spartanburg Water partnered with the City and County on this endeavor. Mr. Lawson stated that Spartanburg Regional has also joined the partnership. The partners are looking at a year-round program. The Spartanburg County Sheriff's Office now has a stationary receptacle.
- H.** Ms. Schneider informed the Commission that the Water Oasis will be available during the Criterium Bike Race on May 6, to be stationed at Liberty Street and Broad Street. Ms. Schneider also stated it will be available at the Spring Fling event for a 2-4 hour timeframe, but the location has not yet been determined.
- J.** Ms. Schneider advised the Commission that the Industrial Pre-treatment luncheon will be held on Tuesday, May 10 at City Range beginning at noon.
- K.** Ms. Schneider stated that the date for Paddle Fest will be held May 21 at Lake Blalock Park.

Page 8

Spartanburg Sanitary Sewer District Commission – Regular Meeting, Tuesday, April 19, 2016

Meeting adjourned at 2:41 p.m.

G. Newton Pressley
Secretary-Treasurer

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