

## MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, August 25, 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 Bilanchone 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 JUNE 23, 2015

Mayor White moved and Mr. Littlejohn 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 12-month period ending June 30, 2015, and the one-month period ending July 31, 2015. An explanation was provided for the favorable and unfavorable budget variances.

Mr. Pressley stated that based on guidance from the Commission at the June 23, 2015, meeting, the transfer of the Rate Stabilization Fund was reduced to \$800,000 from \$1,424,000.

The above was provided as information to the Commission.

### 4. AMERICAN RED CROSS LIFE SAVING AWARD – JIMMY BOBO

Ms. Schneider introduced Jimmy Bobo, SWS Lake Warden, and Libby Lynskey with the American Red Cross. Ms. Lynskey read the Citation from the National Red Cross and presented the American Red Cross Life Saving Award of Merit to Jimmy Bobo.

Ms. Schneider, on behalf of the Commission and Spartanburg Water, presented an award to Mr. Bobo in recognition of his selfless and courageous actions to assist Mr. Bradley Hamilton on May 9, 2015, at Lake Bowen.

The Commission and management thanked Mr. Bobo for his service during this situation and congratulated him on his recognition.

### 5. NACWA FACILITY PEAK PERFORMANCE AWARDS

Spartanburg Sanitary Sewer District Commission – Regular Meeting, Tuesday, August 25, 2015

In July 2015, Spartanburg Water received eight Peak Performance Awards from the National Association of Clean Water Agencies (NACWA).

NACWA'S Peak Performance Awards recognize member agency facilities for outstanding compliance of their National Pollutant Discharge Elimination System (NPDES) permit limits. This recognition program consists of three categories – Platinum, Gold, and Silver.

- *Platinum Awards: Lower North Tyger River – Platinum 9*

Platinum 9 Awards recognize 100% compliance with NPDES permits over nine consecutive years.

- *Gold Awards: Clifton-Converse, Cowpens, Fairforest, Fingerville, Pacolet Mills, and Page Creek*

Gold Awards recognize facilities that have achieved 100% compliance with their NPDES permit for an entire calendar year.

- *Silver Awards: South Tyger River*

Silver Awards recognize facilities that have received no more than five NPDES permit violations per calendar year.

Ms. Schneider introduced Josh Smith, Reclaimed Water Treatment Manager. Ms. Schneider reviewed the requirements necessary to achieve the NACWA awards. The Commission congratulated Mr. Smith and the Reclaimed Water Treatment staff for their accomplishments.

## **6. SSSD AUDIT COMMITTEE UPDATE**

Ms. Barnes stated that the Audit Committee, which included Mr. Blanton, Mr. Littlejohn, and Ms. Barnes met with Alan Robinson of Cherry Bekaert on June 29, 2015. At Ms. Barnes request, Sue Schneider sat in on this initial meeting. Mr. Robinson explained to the committee how the 10,000 foot view of the audit will proceed. The audit is currently taking place, and auditors will look at random areas of the business. The Audit Committee will meet with Mr. Robinson the week of November 16 to review the findings and will be presented to the Commission at the December 1, 2015, Commission meeting.

## **7. HEALTH INSURANCE AGENT/BROKER RENEWAL**

Since October 2009, Steinberg and Associates has been acting as Spartanburg Water's consultant/broker of record for health, dental, disability, and voluntary life plans. (This includes vision, prescription drug cards and reinsurance as applicable).

During these past several years, the value of having Steinberg & Associates as our agent has been demonstrated by their attention to details that resulted in savings and significant reimbursement to the company from our

Spartanburg Sanitary Sewer District Commission – Regular Meeting, Tuesday, August 25, 2015

re-insurer. Their knowledge and oversight provides the expertise needed in the complicated medical insurance industry.

Steinberg & Associates submitted a renewal proposal for their professional services of \$30,000 for the 2016 calendar year.

Ms. Schneider noted that Steinberg and Associates rates have remained the same since the original proposal in 2009.

Management recommended renewing the agent/broker agreement with Steinberg and Associates. The allocation between companies is \$22,200 for SWS and \$7,800 for SSSD.

Ms. Bilanchone moved and Ms. Barnes seconded the motion to approve management's recommendation to renew the agent/broker agreement with Steinberg and Associates. The motion passed unanimously.

#### **8. PROPOSALS FOR EMPLOYEE UNIFORM RENTAL PROGRAM**

Proposals were received on August 5, 2015, from suppliers that have the ability to furnish and maintain employee uniforms for Spartanburg Sanitary Sewer District (SSSD). The solicitation for proposals asked for prospective suppliers to supply expertise in employee uniform programs including design, implementation, delivery and pickup, uniform tracking, laundry services, and replacement for all SSSD uniform wearing employees. As part of the solicitation, prospective suppliers were also asked to provide a proposal to furnish and maintain building floor mats for SSSD facilities. The evaluation criteria consisted of six areas and required the supplier to demonstrate their ability to provide (1) an approach and strategy, which required the supplier to outline how they plan to meet the objectives of the organization's needs; (2) technical competency, to include the location of their facilities and technology that can enhance the quality of services; (3) MWBE utilization, whether they are a certified MWBE or use MWBE partners, (4) a Community Benefit Program, the proposal of a program that is beneficial to the community that resides in the SSSD service area that the responding firm will implement, sponsor, and support; (5) an implementation schedule; and (6) cost. Each proposal was evaluated using a weighted scoring matrix, with the successful supplier being selected for the highest scoring proposal.

Invitations were placed in local media and forwarded to prospective suppliers. A cost tabulation of the responses is listed below. The costs are represented in annual totals, based on the structure of the current uniform program and an initial twelve month term with two optional renewal terms.

<b><u>BIDDER</u></b>	<b><u>AMOUNT OF BID</u></b>
Cintas Spartanburg, SC	\$13,241
Unifirst Simpsonville, SC	\$12,958

Spartanburg Sanitary Sewer District Commission – Regular Meeting, Tuesday, August 25, 2015

Aramark  
Spartanburg, SC

No Bid

Management recommended an award be granted to Cintas at an annual cost of \$13,241 based on their proposal scoring the highest in terms of approach, technical competency, and schedule. Funding will be provided from SSSD operating funds.

Mr. Montgomery moved and Mr. Littlejohn seconded the motion to approve management’s recommendation to award the bid to Cintas based on their proposal scoring the highest in terms of approach, technical competency, and schedule. The motion passed unanimously.

**9. RECEIPT OF BIDS – SOUTH PINE STREET SEWER RELOCATION PROJECT**

Bids were received on August 11, 2015, for the relocation of approximately 260 linear feet of a former City of Spartanburg 8-inch gravity sewer line that is in danger of being undermined by the continued erosion of an adjacent creek bank. The project will relocate the existing vitrified clay pipe (VCP) in a new location a safe distance from the creek bank.

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

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
L-J, Inc. Columbia, SC	\$ 76,426.00
C.J. Compton Plumbing Spartanburg, SC	\$ 87,796.50
Double R. Utilities, Inc. Gaffney, SC	\$ 120,395.38
North American Pipeline Management Marietta, GA	\$148,944.50
Moorhead Construction Belton, SC	No Bid
Davis Grading Shelby, NC	No Bid

Management recommended awarding the bid to the lowest responsive bidder, L-J, Incorporated of Columbia, SC for the amount of \$76,426.00. The engineering estimate for this project was \$94,125.00. The project will be funded by SSSD capital funds.

Gene Jackson briefed the Commission on the South Pine Street Sewer Relocation Project.

Spartanburg Sanitary Sewer District Commission – Regular Meeting, Tuesday, August 25, 2015

Ms. Bilanchone moved and Mr. Littlejohn seconded the motion to approve management's recommendation to award the bid to the lowest responsive bidder, L-J, Incorporated of Columbia, SC for the amount of \$76,426.00. The motion passed unanimously.

**10. OWNERSHIP AGREEMENT – BECKNELL'S ADDITION AT WINGO CORPORATE PARK SEWER PROJECT**

Becknell Investors 2007, LLC, proposes to construct approximately 1675 linear feet of 8-inch gravity sewer line to provide sewer service to the Becknell's Addition at Wingo Corporate Park project, located near the intersection of New Cut Road and North Blackstock Road in Spartanburg. The domestic waste will be treated at the Lower North Tyger River 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 Becknell Investors 2007, 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.

**11. OWNERSHIP AGREEMENT – BRIDLE PATH PHASE II SEWER PROJECT**

Bridle Path Subdivision, LLC, proposes to construct approximately 1200 linear feet of 8-inch gravity sewer line to provide sewer service to the Bridle Path Phase II Subdivision. The domestic waste will be treated at the South Tyger River 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 Bridle Path Subdivision, 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.

**12. OWNERSHIP AGREEMENT – MYERS PARK SUBDIVISION SEWER PROJECT**

Mark III Properties, Inc., proposes to construct approximately 7305 linear feet of 8-inch gravity sewer line to provide sewer service to the Myers Park Subdivision. The domestic waste will be treated at the South Tyger River Reclaimed Water Treatment Facility.

Spartanburg Sanitary Sewer District Commission – Regular Meeting, Tuesday, August 25, 2015

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. 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.

**13. OWNERSHIP AGREEMENT – FLATWOOD INDUSTRIAL DRIVE WASTEWATER IMPROVEMENTS**

Flatwoods Farms I, LLC, proposes to construct approximately 3150 linear feet of 8-inch gravity sewer line, 3885 linear feet of 6-inch sewer force main and a pump station to provide sewer service to serve the proposed Flatwood Industrial Park. 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 gravity sewer line, pump station, and force main 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, pump station, and force main to the District has been reviewed by the District's attorney and executed by Flatwood Farms I, 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.

**14. OWNERSHIP AGREEMENT – SPARTANBURG COUNTY SCHOOL DISTRICT TWO – NEW SHOALLY CREEK ELEMENTARY SCHOOL**

Spartanburg County School District 2 proposes to construct approximately 656 linear feet of 8-inch gravity sewer line to provide sewer service to the new Shoally Creek Elementary School located on Parris Bridge Road. 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 County School District 2. Under the terms of the resolution

Spartanburg Sanitary Sewer District Commission – Regular Meeting, Tuesday, August 25, 2015

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 Ms. Bilanchone seconded the motion to enter into executive session to discuss employment matters at 2:38 p.m.

Ms. Barnes moved and Mr. Littlejohn seconded the motion to come out of executive session at 2:55 p.m.

Mr. Lynch clarified the purpose of the executive session was to discuss the Chief Executive Officer's salary package.

Mr. Blanton moved and Mayor White seconded the motion for the Chief Executive Officer's salary package to remain the same for the next 12 months. The motion passed unanimously.

**16. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS**

- A.** Ms. Schneider asked Gene Jackson to provide information about the Dollar Tree announcement of expansion into the Upstate Corporate Park. Mr. Jackson described the magnitude of the expansion as a 1.5 million square foot distribution center and how important previous years of planning to prepare for such future developments are. A brief video of the Dollar Tree project was shared with the Commission.
- B.** Ms. Schneider noted that the RXcycle Press Release will go out tomorrow, August 26, 2015. This program has been rebranded to RXcycle instead of Drug Take Back in an effort to provide communication year-round with events in the fall and spring. The upcoming fall event will be held on Saturday, September 26, 2015, from 10:00 a.m. – 2:00 p.m. The locations will be North Grove Medical Park, Spartanburg County Administration Building, Landrum Ingles, or Carolina Farm and Wildlife Supply.
- C.** Ms. Schneider updated the Commission on the United Way Stuff the Bus campaign that employees participated in for back to school supplies for local students.
- D.** Ms. Schneider informed the Commission that the United Way Campaign would start in the next few weeks and this year's goal is to raise \$45,500. The end of campaign celebration theme is Mardi Gras Fun and will be held on October 29, 2015, at the C&D location.

Meeting adjourned at 3:03 p.m.

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G. Newton Pressley  
Secretary-Treasurer