

MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 301 South Avenue, Spartanburg, SC, December 7, 2021, 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, Horton, Littlejohn, 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 in the lobby and on the Spartanburg Water website, and copies mailed to local and nearby news media, at least 24 hours prior to this meeting.

1. PRAYER

Mr. Blanton called the meeting to order and Ms. Barnes opened with a prayer.

Mr. Blanton stated that the agenda would be amended to add the swearing in of newly re-elected Commissioner Angela Viney.

2. OATH OF OFFICE

Mr. Montgomery administered the oath of office to the newly re-elected Commissioner Angela Viney.

3. ELECTION OF OFFICERS

Mr. Montgomery moved and Mr. Horton seconded the motion to nominate Mr. Blanton as Chair. The motion passed unanimously.

Mr. Littlejohn moved and Mr. Horton seconded the motion to nominate Ms. Barnes as Vice Chair. The motion passed unanimously.

4. APPROVAL OF MINUTES OF REGULAR MEETING OF OCTOBER 26, 2021 AND RETREAT OF NOVEMBER 17, 2021

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

5. MONTHLY FINANCIAL REPORT

Newt Pressley presented a financial summary of SSSD expenditures and revenues for the four-month period ending October 31, 2021. An explanation was provided for the favorable and unfavorable budget variances.

The above was provided as information to the Commission.

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6. COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR FISCAL YEAR ENDING JUNE 30, 2021

Cam Cole, Director of Financial Services, provided an overview of the Comprehensive Annual Financial Report process and introduced Karyn Lemon of Halliday, Schwartz & Company to review this report.

Karyn Lemon reviewed the Comprehensive Annual Financial Report and communication letter for SSSD with the Commission and offered an unmodified audit opinion for fiscal year ending June 30, 2021, in accordance with generally accepted accounting principles.

Ms. Viney noted that under the Financial Planning section of the report, the document states “Although the District does not have a legally adopted budget, an annual operating budget is adopted for management and financial planning purposes”. Ms. Viney asked for clarification on the difference. Ms. Lemon stated that for governmental financial statements with varying accounts, for example Spartanburg County has a general fund and a hospitality fund; therefore, it is required to have a legally adopted budget for financial reporting purposes.

Mr. Blanton and Mr. Horton served on the Sewer Audit Committee. Mr. Horton noted that he prefer the budget not include earned interest in case there is a decline in interest. Mr. Pressley stated that primarily interest is earned on reserve funds and that is not part of the operating budget.

The above was provided as information to the Commission

7. COVID-19 REPORT

Ms. Schneider provided the Commission with an update on COVID-19. Spartanburg Water is in Phase 2 of re-entry. There has been an increase in COVID cases nationally, due to additional variants. Spartanburg Water currently has one case. Approximately 44% of employees are fully vaccinated. Management has been watching the Department of Labor’s COVID-19 vaccination and testing emergency temporary standard, which would require Spartanburg Water to either have a program that requires full mandatory vaccines for all staff; or a vaccination and testing program. Currently, that standard is being temporarily stayed. A vaccination and testing program has been developed in case the standard is implemented. Management will look at current conditions and determine what Phase Spartanburg Water will continue to operate in.

The above was provided as information to the Commission.

8. MWBE REPORT

Remsen Parrish, Purchasing Manager, provided a 2021 report on the MWBE Program. Spartanburg Water spent \$1,283,418 with certified MWBE suppliers in 2021. In 2021, there was an 8% decrease in solicitations and purchasing transactions with MWBE vendors compared to 2020. There was an 11% decrease in overall purchases in 2021 compared to 2020. Spartanburg Water continues to increase the number of MWBE vendors to

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the approved vendor list, with three additional vendors added in 2021. These vendors provide a wide variety of goods and services including security services, janitorial services, and right-of-way clearing. An MWBE approved vendor list is updated and distributed to the Budget Managers on a monthly basis.

The above was provided as information to the Commission.

9. COMMUNITY BENEFIT PROGRAM REPORT

Remsen Parrish, Purchasing Manager, provided a 2021 report on the Community Benefit Program.

In April 2015, the Spartanburg Sanitary Sewer District Commission and The Commissioners of Public Works of the City of Spartanburg, SC approved a revision to the procurement policy to incorporate the Community Benefit Program. The Community Benefit Program provides vendors the opportunity through contracts, agreements, and requests for sealed bids or proposal to propose a program that will benefit the local community. Programs can include monetary donations, in-kind contributions, volunteering, etc.

The programs are centered on five areas: Workforce Development, Economic Development, Environmental Programs, Education, and Community Pride. Participating vendors contributed or plan to contribute over \$13,000 to the local community in 2021 through thirteen different Community Benefit Programs. Since April of 2015, vendors have contributed over \$108,000 in either monetary donation, volunteer hours, or in-kind contribution as a part of the Community Benefit Program.

The above was provided as information to the Commission.

10. PROPOSED 2022 COMMISSION MEETING SCHEDULE

January 25	February 22 *UMC Feb 21-24
March 22	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 January 25, 2022, and to vote on the remaining monthly meetings at that time.

11. WATERSHED ECOLOGY CENTER GRANT PROPOSAL

The Watershed Ecology Center's mission is to encourage watershed awareness through education, experience, and community outreach. 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, programs that focus on water served thousands of students in both (limited) classroom and virtual formats for students throughout Spartanburg

County. The success of last year, despite the second year of COVID-19 restrictions, showcase the resilience and adaptability of programmatic efforts of the Watershed Ecology Center to reach children and adults through multi-media formats.

Watershed Ecology Center's annual goal for 2022 is to reach 22,000 K-8 students through watershed based educational programming. In addition to expanding the virtual classroom, the Watershed Ecology Center endeavors to promote other programs related to watershed awareness by expanding monitoring in the upper regions of the Pacolet River Watershed through the Adopt-A-Stream program, a credentialed citizens monitoring network. Building on the success of their program to promote watershed learning for educators, they will continue to facilitate teacher success in the classroom by providing tools to incorporate both virtual formats, individual student supplies, and more hands on education of science and math. This will enhance their teacher education program in elementary schools and will provide teachers an in-depth understanding of the natural world and provide them guidance on the use of STEM tools to support their curriculum for students. The continuation of this watershed focused education initiative will expand teacher knowledge and equip them to explain it to their students.

The Watershed Ecology Center plans to continue to leverage technological innovations with the enhancement of a virtual reality curriculum that supplements student's learning and understanding of the natural world. With this technology, the Watershed Ecology Center continues to bring interactive programs and concepts into the classroom such as virtual water and wastewater treatment plant tours, and "virtual field trips" for various watershed ecosystems in South Carolina.

Management recommended the approval of targeted funding for the aforementioned K-8 educational programs and watershed based program initiatives offered by the Watershed Ecology Center in the amount of \$16,000, with an equal allocation of \$8,000 of the funding from SSSD and \$8,000 of the funding from SWS. Funding will be allocated from SSSD and SWS operating funds.

Bobby Walden provided the Commission with an overview of the annual watershed grant application packages were distributed to four organizations for consideration during this years grant award cycle, which is calendar year 2022. Those four organizations were The Watershed Ecology Center, Upstate Forever, SPACE, and The Nature's Conservancy. The Watershed Ecology Center submitted a completed grant application package with a funding request of \$16,000, which is the same amount that was requested last year.

Ms. Viney asked if four agencies had submitted applications, would there have still been \$16,000 allocated for the grants. Mr. Walden stated there is a certain amount allocated in the budget, and that is the amount that is available for grant funds.

Ms. Viney proposed that funding is increased to The Watershed Ecology Center. This organization provides a high degree of education and was able to continue to provide this education despite the COVID-19 pandemic.

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Ms. Barnes noted that their proposal for the specified funds includes the education benefits that has continued to be provided.

Ms. Viney asked if the funding is available in the budget, that the grant amount be increased to a total of \$24,000, with an equal allocation of \$12,000 of the funding from SSSD and \$12,000 of the funding from SWS.

Ms. Barnes disagreed, stating the funding could be used elsewhere.

Ms. Schneider stated one alternative is that Spartanburg Water could make these organizations aware that if they have a different program, for example a summer program; that they would like to submit an additional Environmental Grant Application for, they could.

Mr. Montgomery agreed that resubmitting for an additional grant would be a better option.

Ms. Schneider stated that the Environmental Grant Program is typically submitted for consideration annually in the fall. When a grant is approved, it needs to meet environmental water related issues. What has been seen recently with the COVID pandemic, is some organizations have had to reconsider what their offerings are. Some of their traditional offerings have not been able to be planned long-term.

Ms. Barnes asked what is done with the remaining budget balance for the Environmental Grants; can it be used for something else. Mr. Pressley stated there are various items in that particular budget line item that is part of the overall budget. Ms. Barnes said for instance, could it go to employee's salary increases. Mr. Pressley stated if there is available funds in the budget and it is decided to reallocate these funds to a different purpose, it could be done, considering the timing of when that would be done.

Ms. Viney stated the Watershed Ecology Center is an amazing organization and uses only part-time staff.

Mr. Littlejohn moved and Ms. Barnes seconded the motion to approve management's recommendation for the approval of targeted funding for the aforementioned K-8 educational programs and watershed based program initiatives offered by the Watershed Ecology Center in the amount of \$16,000, with an equal allocation of \$8,000 of the funding from SSSD and \$8,000 of the funding from SWS. The motion passed unanimously.

12. PUMPS AND CONTROLS FOR THE LITTLE THICKETTY PUMP STATION UPGRADE

Responses from a Request for Proposal (RFP) to pre-purchase Pumps and Controls for the Little Thicketty Pump Station Upgrade project were received on November 2, 2021. The project consists of replacing the existing wet pit-dry pit pump station, which has reached the end of its useful life, with a new submersible pump station adjacent to the existing facility. Due to supply chain disruptions, pre-purchase of the pumps and controls will shorten the timeframe needed to complete construction of the new pump station.

The goal of the RFP was to gather specification information; costs, pump curves, and equipment data from equipment vendors with the ability to supply the proper equipment to meet the needs of the project. The successful vendor is responsible for providing the properly sized submersible pumps, associated pump motor, controls, and related ancillary components.

The Request for Proposal was advertised publicly and the RFP was emailed to ten vendors. The firms were asked to provide information on company experience, proposed equipment, delivery schedule, and cost. One vendor submitted a response to the RFP. The proposal was reviewed by three staff members, who evaluated the submittal according to prescribed selection criteria which included (1) Technical Specifications, (2) Responsiveness to Pump Failures, (3) Delivery Schedule, (4) Warranty, (5) References, and (6) Cost. The review team determined the proposal met the expectations of the selection criteria and the quote was within the budgeted amount for the pumps.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Xylem Water Solutions USA, Inc. – Flygt Products Fort Mill, SC	\$157,364.34

Management recommended approval of award to Xylem Water Solutions USA, Inc. – Flygt Products for the Pumps and Controls for the Little Thicketty Pump Station Upgrade project at a total cost of \$157,364.34. Funding will be provided through the SSSD capital fund.

Bobby Walden provided the Commission with an overview of the Pumps and Controls for the Little Thicketty Pump Station Upgrade.

Mr. Horton moved and Mr. Montgomery seconded the motion to approve management’s recommendation to award the bid to Xylem Water Solutions USA, Inc. The motion passed unanimously.

13. UPSTATE CORPORATE PARK UPDATE

Ms. Schneider stated that this is a situation where Gaffney Board of Public Works will provide the sewer service to Upstate Corporate Park to parcels that have previously been designated for SSSD to provide sewer service. To prevent a need to install duplicate piping, Gaffney Board of Public Works offered \$500,000 to purchase the current pipes. Management has been working on the Asset Purchase Agreement with Gaffney Board of Public Works. It is not finalized. Management is expecting to receive the finalized version soon. Management would like to ask the Commission to authorize the Chief Executive Officer to sign on behalf of the Commission upon completion of the Asset Purchase Agreement.

Gene Jackson summarized previous funding and information for the Upstate Corporate Park.

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Mr. Montgomery noted that if extensive changes are requested; the Asset Purchase Agreement be brought back before the Commission for approval. Ms. Schneider confirmed that it would be.

Ms. Viney moved and Mr. Littlejohn seconded the motion to authorize the Chief Executive Officer to execute the Asset Purchase Agreement between Gaffney Board of Public Works and SSSD for the Upstate Corporate Park. The motion passed unanimously.

14. OWNERSHIP AGREEMENT – FOX HOLLOW

Crown Land Development, LLC proposes to construct approximately 9,363 linear feet of 8-inch gravity sewer line to provide service to 248 residential lots in the Fox Hollow Subdivision located off of John Dodd Road near Mount Zion Road. The sewer line will connect to the existing SSSD infrastructure. The domestic waste will be treated at the Lower North Tyger River Wastewater Treatment Facility. The developer will bear all costs. 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 Crown Land Development, 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.

15. EXECUTIVE SESSION

Ms. Viney moved and Mr. Littlejohn seconded the motion to enter into executive session to discuss personnel matters at 3:16 p.m. The motion passed unanimously.

Mr. Horton moved and Mr. Littlejohn seconded the motion to come out of executive session at 3:45 p.m. The motion passed unanimously.

Mr. Blanton noted no action was taken.

16. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS

- A.** Mr. Blanton recognized Gene Jackson, Capital Projects Officer, for 25 years of service to Spartanburg Water. The Commission congratulated Mr. Jackson for his years of service.
- B.** Mr. Blanton recognized Commissioner Montgomery for 10 years of service as a Commissioner of Public Works for the City of Spartanburg. The Commission congratulated Mr. Montgomery for his years of service.
- C.** Ms. Schneider noted that the 2022 calendar from Spartanburg Water is included with their information this month.

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- D. Ms. Schneider stated that there will be a Legislative Breakfast coordinated by The Tallon Group, on Friday, January 14 at 8:30 a.m.
- E. Ms. Schneider reminded the Commission that MLK events will take place in January and more information will be provided as it is received.
- F. Ms. Schneider informed the Commission that an individual was asked to leave Spartanburg Water property prior to the start of the meeting. Ms. Schneider and Bobby Walden provided a summary of the incident to the Commission.

Meeting adjourned at 3:54 p.m.

G. Newton Pressley
Secretary-Treasurer

tbh