

## MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, August 22, 2017, 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 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. Lynch called the meeting to order and opened with a prayer.

### 2. APPROVAL OF MINUTES OF WORK SESSION MEETING OF JUNE 27, 2017, AND REGULAR MEETING OF JUNE 27, 2017

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

### 3. NACWA FACILITY PEAK PERFORMANCE AWARDS

In July 2017, Spartanburg Water received seven 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: Fingerville Platinum-5

Platinum–5 Awards recognize 100% compliance with NPDES permits over five consecutive years.

Gold Awards: Clifton-Converse, Cowpens, Pacolet Mills, & Page Creek

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

Silver Awards: Lower North Tyger River and South Tyger River

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

Ms. Schneider recognized Ken Tuck, Director of Water Treatment, for the accomplishments of staff for receipt of these awards. The Commission also congratulated Mr. Tuck and staff.

### 4. MONTHLY FINANCIAL REPORT

Newt Pressley presented a financial summary of SSSD expenditures and revenues for the 12-month period ending June 30, 2017, and the one-month period ending July 31, 2017. An explanation was provided for the favorable and unfavorable budget variances.

The above was provided as information to the Commission.

## **5. MONTHLY BILLING PROJECT**

Newt Pressley provided the Commission with an update on the monthly billing project. The overall objective is to transition to monthly billing by the first quarter of 2018.

Steps toward monthly billing readiness have included the following:

- Facility improvements to the Administrative office were completed in the fall of 2016, which achieved the following exterior and interior improvements.
  - Improved customer access to the office
  - Added second drive-thru lane
  - Improved access to the night deposit box for customer payments
  - Realigned office space to allow increased staffing for Customer Service, Field Services, and Billing
  - Updated exterior and interior signage
- Additional staff was hired by this summer in order to allow for proper training in advance of the billing change; certain positions have been updated to address the increased work demands associated with monthly billing.
- Additional capital items (vehicle and equipment) were budgeted in the SWS FY17 Operating Budget; all items have been requisitioned with most received.
- Staff has surveyed other utilities to incorporate best practices as we update our systems and procedures.

Various process improvements have been implemented or are under review:

- The outsourcing of the bill printing, inserting, and mailing is critical to the timeliness of the billing process. Staff conducted a proposal process to identify and select a new vendor, South Data. We transitioned to South Data in June.
- In April, an electronic notification program was implemented for pending non-pay disconnections. We are able to notify customers by phone, text, and email. We strive to update customer contact information in our database through insert and website communication, as well as point of contact with customers.
- We will be implementing a new bill format and billing/collection schedule as we transition to monthly billing.

Other required system changes include the following:

- A software conversion plan has been finalized for updating our customer information and billing system. Our software provider will be on site in late December to complete implementation and testing.
- Staff has developed a detailed spreadsheet plan of cycle read dates and bill dates; this realigns the bimonthly routes to a monthly schedule.

The overall conversion timeline is as follows:

November-December, 2017	Last Bimonthly Bills
January, 2018	Transition Bills
February, 2018	First Monthly Bills

For transition bills in January 2018, the number of days of service will vary between 31 and 60 days, depending on when the meter was last read. The first monthly bill in February 2018 will be based on approximately 30 days of service.

Management has developed an overall communication strategy for notifying customers of the monthly billing transition. An insert in the September and October bimonthly bills will highlight the monthly billing change in early 2018. This insert outlines the various benefits of monthly billing to the customer. More information on the monthly billing change will be provided in the coming months, utilizing bill inserts, bill messages, handouts, social media, and the website.

The above was provided as information to the Commission.

**6. SSSD PACOLET MILLS TREATMENT FACILITY LINER REPLACEMENT**

Responses to a Request for Proposal (RFP) were received on August 10, 2017, for the replacement of the liners and flexible curtains in treatment basins 1 and 2 at the Spartanburg Sanitary Sewer District Pacolet Mills Reclaimed Water Treatment Facility. Liner replacement is needed as the current liner has reached the end of its useful life and is starting to deteriorate.

Invitations to respond were forwarded to prospective contractors and publicized in the local media. Five contractors requested and received RFP documents. Harper Corporation is the only contractor to submit a proposal. A cost tabulation of the responses is listed below:

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Harper Corporation Greenville, SC	\$488,000
Environmental Fabrics Gaston, SC	NO BID
National Lining Systems Fort Myers, FL	NO BID
COMANCO Plant City, FL	NO BID
JH Waters Co. Pittsburg, PA	NO BID

The RFP required a defined approach and strategy, pricing, response to the Community Benefit Program, and response regarding MWBE participation. Responses were limited due to scheduling conflicts and availability for contractors to install the liner. Harper Corporation submitted a complete proposal successfully addressing the requirements of the RFP.

Management recommended awarding the project to Harper Corporation in the amount of \$488,000. The original budgetary estimate compiled by staff was \$500,000. Funding for the project will be provided through bond funds.

Remsen Parrish, Procurement Manager, briefed the Commission on the RFP process for the Pacolet Mills Treatment Facility liner replacement.

Ms. Barnes moved and Mr. Montgomery seconded the motion to approve management's recommendation to award the bid to Harper Corporation in the amount of \$488,000. The motion passed unanimously.

**7. UPPER BEN'S CREEK STUDY DISCUSSION**

Gene Jackson provided the Commission with an update on the Upper Ben's Creek Study.

The above was provided as information to the Commission.

**8. PETERS CREEK PUMP STATION UPGRADE PROJECT SUMMARY CHANGE ORDER**

The Peters Creek Pump Station Upgrade Project is complete. This pump station serves a large drainage basin in the vicinity of Chesnee Highway and Gossett Road, north of I-85 and was initially placed in service in 1987. The existing pumps and related hardware had exceeded their useful life, and the existing wet well was too small for the current influent flows. This project included the replacement of the wet well, pumps, piping and related hardware, the installation of a pad-mounted generator, and the addition of several safety and security-related improvements, which brought the station into compliance with current Sewer District and SCDHEC standards.

SCDHEC's Final Approval to Place into Operation was issued on July 14, 2017.

The Summary Change Order to the contract with Greenstone Construction, LLC reflects additions and deletions to the unit quantities based on the actual work done. The Summary Change Order also included additions based on electrical, piping, and fencing improvements identified during construction. This change order was executed as per current District policy.

A financial summary is listed below:

<b><i>Original Construction Contract Amount:</i></b>	<b>\$683,300.00</b>
<b><i>Change Order No. 1 (SUMMARY)</i></b> net increase for adjustment to the unit quantities based on the actual work done and additions for electrical, piping, and fencing improvements identified during construction.	<b>\$24,647.20</b>
<b><i>Final Contract Amount</i></b>	<b>\$707,947.20</b>

The above was provided as information to the Commission.

**9. COLLECTION AND DISTRIBUTION INFRASTRUCTURE UPDATE**

Ms. Schneider introduced Angie Price, Construction Asset Department Manager, and Brian Smith, Utility Asset Engineering Manager, who work for Ronnie Champion, Director of Water Distribution and Collection, and work directly with managing the infrastructure projects.

Ms. Schneider provided a presentation to the Commission reviewing the Collection and Distribution Infrastructure Update.

The above was provided as information to the Commission.

**10. OWNERSHIP AGREEMENT – BEXLEY PARK SUBDIVISION**

Deep River South, LLC, proposes to construct approximately 3,918 linear feet of 8-inch gravity sewer line to provide service to 97 lots in Bexley Park Subdivision located off Clark Road in Boiling Springs, South Carolina. The sewer line will connect to the sewer District's existing infrastructure. The domestic waste will be treated at the Fairforest Reclaimed Water 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 Deep River South, 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 – NEW BRAWLEY STREET SEWER LINE EXTENSION**

The City of Spartanburg proposes to construct approximately 210 linear feet of 8-inch gravity sewer line to provide service to the continuing redevelopment of properties in the vicinity of Brawley and College Streets. The sewer line will connect to the sewer District's existing infrastructure.

The domestic waste will be treated at the Fairforest Reclaimed Water 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 the City of Spartanburg. 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 – SC 290 RETAIL SHOPS**

ROIF Hwy 290 West, LLC proposes to construct approximately 800 linear feet of 8-inch gravity sewer line to provide service to the SC 290 Retail Shops located on SC Highway 290. The sewer line will connect to the sewer District's existing infrastructure. The domestic waste will be treated at the Lower North Tyger Reclaimed Water 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 ROIF Hwy. 290 West, 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.

**13. OWNERSHIP AGREEMENT – SPARTANBURG DISTRICT 7 NEW HIGH SCHOOL**

Spartanburg School District 7 proposes to construct approximately 1000 linear feet of 8-inch gravity sewer line to provide service to the new high school and associated facilities located on East Main Street in Spartanburg, S.C. The sewer line will connect to the sewer District's existing infrastructure. 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 Spartanburg School District 7. 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 – THE VILLAGE AT ANDERSON MILL**

Mark III Properties, Inc., proposes to construct approximately 6025 linear feet of 8-inch gravity sewer line to provide service to 161 lots in The Village at Anderson Mill, located on Old Anderson Mill Road. The sewer line will connect to the sewer District's existing infrastructure. The domestic waste will be treated at the Lower North Tyger Reclaimed Water 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 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**

Mr. Montgomery moved and Mr. Blanton seconded the motion to enter into executive session to discuss personnel matters at 2:58 p.m. The motion passed unanimously.

Mr. Blanton moved and Ms. Barnes seconded the motion to come out of executive session at 3:18 p.m.

Mr. Montgomery moved and Ms. Barnes seconded the motion to increase the Chief Executive Officer's annual compensation by 3%. The motion passed unanimously.

Ms. Schneider thanked the Commission for the compensation and for the communicated feedback.

**16. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS**

- A.** Gene Jackson reviewed a map showing the Council of Government (COG) service areas that was recently approved by Spartanburg County and how they relate to the Sewer District boundary.
- B.** Ms. Schneider stated that the Commission received a letter from Allen Smith, regarding OneSpartanburg and it was provided for them in their mail.
- C.** Ms. Schneider noted that the Commission received their new health and dental insurance booklets.
- D.** Ms. Schneider informed the Commission that the Lake Sweep will be held on Saturday, September 16.
- E.** Ms. Schneider stated that Spartanburg Water Week will be held the first week in October. In the past Spartanburg Water has celebrated Customer Service Week, but this year it will celebrate Great Employees and Great Water. Please turn your form in for shirt selection.
- F.** Ms. Schneider reminded the Commission that the United Way Corporate and Business Leader Breakfast will be held at the USC Campus Life Center on August 29 beginning at 7:30 a.m.
- G.** Ms. Schneider noted that Water Matters will begin on Tuesday, September 19. A schedule was provided and Ms. Schneider invited the Commission to attend or participate as they would like to.

Meeting adjourned at 3:36 p.m.

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G. Newton Pressley  
Secretary-Treasurer

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