

MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, August 28, 2018, 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 REGULAR MEETING OF JUNE 26, 2018

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

3. NACWA FACILITY PEAK PERFORMANCE AWARDS

In July 2018, 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-6), Clifton-Converse (Platinum-5), and Page Creek (Platinum-5)

The Platinum-6 Award recognize 100% compliance with NPDES permits over six consecutive years, while the Platinum-5 Awards recognize 100% compliance with NPDES permits over five consecutive years.

Gold Awards: Cowpens and Pacolet Mills

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 Rick Jolley, Reclaimed Water Treatment Superintendent, for the accomplishments of staff for receipt of these

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awards. The Commission also congratulated Mr. Jolley and staff on these accomplishments.

4. UNITED WAY AWARDS

Spartanburg Water received the Outstanding Creativity Award and Volunteer Spirit Award at the United Way of the Piedmont Annual Meeting. Remsen Parrish was also named one of the Campaign Coordinators of the year. The awards were for employee campaign creativity and employee volunteerism throughout 2017-2018.

Newt Pressley recognized Remsen Parrish, Spartanburg Water Volunteer Coordinator for 2017. Spartanburg Water received the Employee Campaign Creativity Award and the Employee Volunteerism Award, and Mr. Parrish was named one of the Campaign Coordinators of the year. The Commission congratulated staff and Mr. Parrish on these accomplishments.

5. MONTHLY FINANCIAL REPORT

Newt Pressley presented a financial summary of SSSD expenditures and revenues for the 12-month period ending June 30, 2018, and the one-month period ending July 31, 2018. An explanation was provided for the favorable and unfavorable budget variances.

The above was provided as information to the Commission.

6. CUSTOMER SURVEY SERVICES

The Spartanburg Sanitary Sewer District and Spartanburg Water System utilize customer surveys to achieve the following: learn what is important to customers when determining their satisfaction with water/sewer services; measure satisfaction levels; uncover service problems; and identify ways to better meet customer needs. Professional services facilitate the design and execution of these surveys as well as the overall survey process and presentation of results. The types of surveys conducted include:

- **Monthly Transactional Survey**

This is a monthly survey of at least 50 customers randomly selected from a list of calls received by Spartanburg Water during the previous month. This survey focuses on the customer service the customer received. Statistical findings are reported on a quarterly basis.

- **Biennial Customer Satisfaction Survey**

This survey is conducted every two years and makes a statistical selection of 400 residential customers from the Spartanburg Water database. This is a comprehensive survey which evaluates customer satisfaction with a variety of attributes. Surveyed customers may or may not have had recent contact with Spartanburg Water. The survey results and feedback are presented to the Commission.

For both types of surveys, alerts are provided to Spartanburg Water for customers in need of a return call. Staff conducted a formal Request for Proposal process and Research America was the only firm to submit a

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proposal. Research America is a full-service, custom market research firm with over 20 years of experience providing utility customer tracking programs.

Based on their qualifications, experience, pricing, and methodology, management recommends an award to Research America at the below survey pricing:

- Monthly Transactional Survey - \$17,800 annually
- Biennial Customer Satisfaction Survey - \$12,000 every two years

The cost will be funded from operating funds, and split equally between the Spartanburg Sanitary Sewer District and the Spartanburg Water System.

Mr. Pressley stated that the previous provider, Debbie Liberty of Research Inc., has retired and Spartanburg Water will need a new service provider for Customer Survey services. Mr. Pressley reviewed the request for proposal process and the professional services of Research America.

Ms. Barnes asked if this is an open ended contract. Remsen Parrish stated that this is a 12 month contract with the option for renewal with written consent between the two companies.

Ms. Viney asked when these services would begin. Mr. Pressley stated that upon approval, they would begin in September.

Mr. Montgomery moved and Mr. Blanton seconded the motion to approve management's recommendation to award the bid to Research America. The motion passed unanimously.

7. SSSD SEWER USE RULES AND REGULATIONS

In May of this year, staff provided to the Commission proposed changes to the SSSD Sewer Use Rules and Regulations as information. Management did not request action at that time as the changes pertaining to the Industrial Pretreatment Program were subject to review and approval by SCDHEC.

SSSD has now received input from SCDHEC requesting additional changes to the documents. Staff has made the requested changes, resubmitted to SCDHEC, and obtained a formal letter of approval from the Department. The changes are administrative in nature to conform to current Department policy and practice, and have no substantive effect on the purpose or implementation of the Rules and Regulations.

Staff has also requested and received a legal review of the documents from Stephen Weber of Parker, Poe, Adams and Bernstein attesting that the documents conform to applicable statutes and regulations.

At this time, Management recommended that the Commission adopt the Sewer Use Rules and Regulations as approved by SCDHEC.

Ms. Schneider stated that SCDHEC has reviewed and approved the changes.

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Mr. Lynch asked if there is anything in the requested changes going to cause problems for anyone. John Westcott noted that if anything, it offers more relief in some areas. Ms. Schneider stated these changes offer more flexibility in the policy as well.

Mr. Blanton stated where's the negative in it? Mr. Westcott stated he didn't believe there is a negative in the changes. The penalties are more appropriate to the actions and will have a lesser financial impact when administered for offenses.

Mr. Littlejohn asked who would be the District's largest violator of these rules and regulations. Mr. Westcott stated industrial users are due to unexpected situations like spills or unexpected machine failure.

Ms. Barnes moved and Mr. Littlejohn seconded the motion to approve management's recommendation to adopt the Sewer Use Rules and Regulations as approved by SCDHEC. The motion passed unanimously.

8. PROFESSIONAL SERVICE AGREEMENTS FOR OUTSIDE LABORATORY SERVICES

Laboratory Services utilizes select outside vendors to perform a variety of required analytical and consulting services to meet regulatory monitoring requirements and evaluate water quality conditions over a variety of programs. These professional services include analytical testing for parameters in which the Water Quality Laboratory is currently not certified or does not have the technical capability, and associated consulting. Services include sampling and monitoring design, result interpretation and historical evaluation/trending, regulatory and reporting services, and event characterization. The following vendors are proposed to be utilized in FY 18-19:

A&L Laboratories: Biosolids analysis and special characterizations.

Eurofins/Eaton Analytical: Taste and Odor analysis, Disinfection By-Products, general analytical services and special studies.

General Engineering: Radiological and specialized sampling and associated analytical consulting.

Roger and Callcott Environmental: General analytical, engineering, and consulting services to support drinking water, wastewater, biosolids, groundwater, and watershed monitoring.

Shealy Consulting: Lab scale treatability testing (refractory toxicity), investigations, special consulting, and regulatory services.

Water Systems of West Columbia: Toxicity testing, biological assays.

Management recommended the use of selected vendors for professional services for FY 18-19 at costs not to exceed \$465,000 to be paid out of existing SSSD operational funds.

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Mayor White moved and Mr. Littlejohn seconded the motion to approve management's recommendation of selected vendors for professional services. The motion passed unanimously.

9. PROFESSIONAL ENGINEERING SERVICES – OWNER'S AGENT SUPPORT FOR THE COWPENS RECLAIMED WATER TREATMENT FACILITY

The initial evaluation and improvements to the Cowpens Reclaimed Water Treatment Facility (CRWTF) were scheduled to begin during the 2018/2019 budget year. Recent information concerning a planned additional commercial wastewater discharge into the CRWTF facility has resulted in the need to expedite this project. As such, staff has determined that a Progressive Design Build (DB) project delivery method is appropriate to properly evaluate, design, and construct the necessary improvements at the facility. To support staff in the procurement of a suitable DB Team, staff requested a proposal for Professional Engineering Services from Hulsey, McCormick & Wallace to serve as an "Owner's Agent" on behalf of Spartanburg Sanitary Sewer District during the RFQ, RFP, and design build contract negotiation phase of the project.

Hulsey, McCormick & Wallace has experience in managing and participating in design build projects in the Southeastern part of the United States. Their staff is familiar with the facility and the capabilities of the existing treatment process at the CRWTF. The cost for their professional engineering services is estimated at \$150,000 and will be billed at an hourly rate plus expenses.

Management recommended the approval of a professional services agreement with Hulsey, McCormick & Wallace to provide professional engineering services for the Cowpens Reclaimed Water Treatment Facility for an amount not to exceed \$150,000. The Agreement will be funded with SSSD bond funds.

Gene Jackson reviewed the Cowpens Reclaimed Water Treatment Facility Project.

Mr. Littlejohn moved and Ms. Barnes seconded the motion to approve management's recommendation of a professional services agreement with Hulsey, McCormick & Wallace to provide professional engineering services. The motion passed unanimously.

10. PROFESSIONAL ENGINEERING SERVICES – I-85 WIDENING PROJECT WATER AND SEWER RELOCATIONS

The SCDOT has begun widening I-85 from Exit 80 through Cherokee County. The proposed widening plans include reconfiguration of the interchange at Exit 83 (SC Hwy 110) and realignment of frontage roads. Changes in roadway alignment, new bridge foundation structures, and addition of retaining walls affect the existing infrastructure, requiring the relocation of existing utilities.

Staff recently requested a proposal from Summit Engineering Group of Spartanburg, SC to assist with the development of water and sewer relocation plans, coordination with the SCDOT, and necessary permitting.

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They are currently providing similar services for other water and sewer utilities in Cherokee County impacted by the widening project.

Management recommended the approval of a professional services contract with Summit Engineering Group based on their hourly rate schedule with a not to exceed amount of \$30,000 for SSSD and \$45,000 for SWS for a total of \$75,000. The funding will come from capital funds.

Gene Jackson reviewed the I-85 Widening Project for sewer and water relocations.

Mr. Blanton moved and Mr. Littlejohn seconded the motion to approve management’s recommendation of a professional services contract with Summit Engineering Group. The motion passed unanimously.

11. SWEETBRIAR PUMP STATION REHABILITATION PROJECT – SUMMARY CHANGE ORDER

The Sweetbriar Pump Station Rehabilitation Project is complete. This pump station, that serves the Sweetbriar Subdivision, Willow Lakes Apartments, and a commercial area along Reidville Road, was initially placed in service in 1982. The existing pumps and related hardware had exceeded their useful life, and the original design did not include a receiving manhole. This project included the installation of a new wet well and the conversion of the existing wet well into a receiving manhole. The pumps, piping and related hardware were also replaced, along with 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 in Operation was issued on March 6, 2018.

Change Order No. 1 (summary) was a net decrease of \$ 5,902.20 in the contract price for adjustment to the unit quantities as based on the actual work done.

This change order was executed as per current District policy.

The Financial summary of the project construction is as follows:

Original Contract Price –	\$ 242,370.00
Change Order No. 1 (Summary) – additions and deductions to unit quantities based on actual construction	\$ <u>(5,902.20)</u>
Revised Contract Price	\$ 236,467.80

The above was provided as information to the Commission.

12. OWNERSHIP AGREEMENT – NEW REIDVILLE ELEMENTARY SCHOOL

Spartanburg County School District 5, proposes to construct approximately 171 linear feet of 8-inch gravity sewer line to provide service to New

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Reidville Elementary School located at 521 Main Street, Reidville, SC. The sewer line will connect to the existing SSSD infrastructure. The domestic waste will be treated at the South Tyger River 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 Spartanburg County School District 5. 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. EXECUTIVE SESSION

Ms. Barnes moved and Mr. Littlejohn seconded the motion to enter into executive session to discuss personnel matters at 2:36 p.m. The motion passed unanimously.

Mr. Littlejohn moved and Mr. Montgomery seconded the motion to come out of executive session at 3:07 p.m. The motion passed unanimously.

Mr. Lynch stated the Commission met to discuss the Chief Executive Officer's review. The Commission did have a good discussion. There is no action to take at this time.

14. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS

- A. Ms. Schneider stated the recent Stuff the Bus United Way Campaign Quarterly Project was successful with \$380 worth of school supplies collected.
- B. Ms. Schneider informed the Commission that Water Matters will begin September 18.
- C. Ms. Schneider noted that the United Way Campaign begins August 29. The Campaign Celebration will be held on October 25.
- D. Ms. Schneider stated that August 30 is the last day of the Employee Health Fair.
- E. Ms. Schneider reminded the Commission that the United Way Community and Corporate Leaders Breakfast will be held at the USC Upstate Campus Life Center on August 30 at 7:30 a.m.
- F. Ms. Schneider informed the Commission that Angela Viney will be recognized for her lifelong achievements at the Conversation Voters of South Carolina's Tenth Annual Green Tie Awards Luncheon that will be held on September 12 in Columbia from 11:30-1:00 p.m.

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Spartanburg Water will have a table. Please let Trish know by September 5 if you would like to attend.

- G.** Ms. Schneider noted that Lake Sweep will be held on September 15 at Lake Bowen Landing from 8:00 a.m. until noon.
- H.** Ms. Schneider reminded the Commission that the TATT Upstate Summit will be held on September 25 at the TD Convention Center from 8:30 a.m. until 1:30 p.m. This is a biennial event and the theme is “Winning the Future”. Spartanburg Water will have a table. Please let Trish know if you would like to attend.
- I.** Ms. Schneider stated that the September 25 SSSD Commission meeting will begin at 2:45 p.m. to accommodate attendees to the TATT Upstate Summit.
- J.** Ms. Schneider noted that the WEFTEC Conference will be held September 29 – October 3.
- K.** Ms. Schneider informed the Commission that the 2018 Urban League Spartanburg Humanitarian Awards will be held on October 11 at the Spartanburg Marriott at 6:00 p.m. Mary Thomas with the Spartanburg County Foundation will be honored. Spartanburg Water will have a table. Please let Trish know by October 3 if you would like to attend.

Meeting adjourned at 3:11 p.m.

G. Newton Pressley
Secretary-Treasurer

tbh