

MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, August 27, 2024, 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, Montgomery, Rice, and Willard. No one was absent.

Attendees: Guy Boyle, Cam Cole, Gene Jackson, Rick Jolley, Kevin Smith, Kevin Brown, Corey Reid, Hariette Stinson, Hal Morris, Jennifer Candler, Jon Morgan, Lance Johnson, Jimmy Vess, Ethan Tolleson, Stephanie Senchantixay, Trish Heatherington.

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. CALL TO ORDER

Mr. Blanton called the meeting to order.

2. INVOCATION

Mr. Montgomery opened with a prayer.

3. JOINT EXECUTIVE SESSION

Mr. Blanton asked for a motion from the Spartanburg Sanitary Sewer District Commission to enter into joint executive session with the Commissioners of Public Works of the City of Spartanburg, S.C., to discuss a personnel matter.

Mr. Montgomery moved and Mayor Rice seconded the motion to enter into joint executive session at 2:16 p.m. The motion passed unanimously.

Mr. Montgomery asked for a motion from the Commissioners of Public Works of the City of Spartanburg, S.C. to enter into joint executive session with the Spartanburg Sanitary Sewer District Commission to discuss a personnel matter.

Mr. Littlejohn moved and Ms. Viney seconded the motion to enter into joint executive session at 2:16 p.m. The motion passed unanimously.

Mr. Blanton asked for a motion from the Spartanburg Sanitary Sewer District Commission to come out of joint executive session.

Mr. Littlejohn moved and Mr. Montgomery seconded the motion to come out of joint executive session at 2:47 p.m. The motion passed unanimously.

Mr. Montgomery asked for a motion from the Commissioners of Public Works of the City of Spartanburg, S.C., to come out of joint executive session.

Mr. Littlejohn moved and Ms. Viney seconded the motion to come out of joint executive session at 2:47 p.m. The motion passed unanimously.

No action was taken in Joint Executive Session.

4. ACTION ITEM FROM JOINT EXECUTIVE SESSION

Mr. Montgomery moved and Ms. Barnes seconded the motion to consider and approve the personnel matter discussed by the percentage discussed during the executive session. The motion passed unanimously.

5. APPROVAL OF MINUTES OF REGULAR MEETING OF JUNE 20, 2024

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

OLD BUSINESS

6. SPARTANBURG SANITARY SEWER DISTRICT – DRAFT OF BYLAWS – SECOND READING

The Commission has been provided with a second draft of the bylaws to review with recommended changes included in the draft. These bylaws have been developed internally and vetted through proper legal counsel. The Commission may choose to adopt the bylaws at this meeting, which would be the second reading required to formally adopt or change bylaws or defer to the September Commission meeting in order to provide more time for formal review and Commission comment at which time the bylaws would be considered under old business.

Mr. Boyle stated that the Commission has been provided an updated proposed draft of the SSSD Bylaws.

Mr. Blanton moved and Ms. Barnes seconded the motion to table the proposed draft SSSD Bylaws until the September meeting. The motion passed unanimously.

7. NACWA FACILITY PEAK PERFORMANCE AWARDS

On July 24, 2024, Spartanburg Sanitary Sewer District received nine Peak Performance Awards from the National Association of Clean Water Agencies (NACWA) based on 2023 regulatory compliance performance. NACWA'S Peak Performance Awards recognize member agency Waste Water Treatment Facilities (WWTF) for outstanding compliance of their National Pollutant Discharge Elimination System (NPDES) permit limits. This recognition program consists of three categories: Platinum, Gold, and Silver.

The Platinum Awards recognize 100% compliance with NPDES permits for the number of years that is indicated on the award. A facility is only eligible for the Platinum Award after 5 consecutive years of 100% compliance. Gold Awards recognize facilities that have achieved 100% compliance with their NPDES permit for an entire calendar year. Silver Awards recognize facilities that have received no more than five NPDES Permit compliance violations per calendar year.

The Spartanburg Facilities that received Platinum Awards are as follows:

- Fingerville WWTF (Platinum-12)
- Clifton-Converse WWTF (Platinum-11)

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- Page Creek WWTF (Platinum-11)
- Cowpens WWTF (Platinum-10)
- Pacolet Mills WWTF (Platinum-8)
- South Tyger River WWTF (Platinum-5): Special honors were received as a first time platinum award winner as a Platinum 5 Facility.

The Spartanburg Facilities that received Gold Awards are as follows:

- Chesnee WWTF
- A. Manning Lynch WWTF

The Spartanburg Facilities that received Silver Awards are as follows:

- Lower North Tyger River WWTF

Lance Johnson, Director of Wastewater Services, provided the Commission with an overview of the Peak Performance Awards received from the National Association of Clean Water Agencies (NACWA) based on 2023 regulatory compliance performance. Mr. Johnson introduced Jimmy Vess and Ethan Tolleson, WWTP Operators, and thanked all staff for their hard work and dedication necessary to be recognized with these awards. The Commission congratulated staff on receipt of these awards.

The above was provided as information to the Commission.

AGENDA ITEMS 8-9 FINANCE AND PROCUREMENT

8. MONTHLY FINANCIAL REPORT

A financial summary of SSSD expenditures and revenues for the twelve-month period ending June 30, 2024, and one-month period ending July 31, 2024, were reviewed by Cam Cole, Chief Financial Officer.

The above was provided as information to the Commission.

9. CUSTOMER INFORMATION SYSTEM SOFTWARE UPGRADE

The Customer Information System (CIS) currently used was installed in 2016 and is due for an upgrade. The CIS software system, Advanced CIS Infinity, performs numerous functions including utility billing, accepts customer payments, stores meter readings, generates service orders and is the database that stores customer information. As part of the project, the field service mobile service order software will also be upgraded to a new product, ServiceLink. ServiceLink will continue to deliver mobile service orders to staff via an electronic tablet and offer additional features not offered with the current software. The implementation cost to perform the upgrade is as follows:

Professional services:	\$304,925
Software license:	<u>\$125,000</u>
Total project cost:	\$429,925

Annual recurring fees: \$176,469

Management recommended the approval to upgrade the Customer Information System and associated mobile service order software in the amount of \$429,925. This project will be funded through capital funds as follows: SSSD - \$171,970 and SWS - \$257,955.

Kevin Brown, Director of Administrative Services, provided the Commission with an overview of the Customer Information System Software Upgrade agenda item. The current system was installed in 2016 and has had one minor update. This system stores everything related to the customer to include billing, service orders, electronic payments, etc.

Ms. Viney moved and Mr. Littlejohn seconded the motion to approve management’s recommendation to upgrade the Customer Information System and associated mobile service order software. The motion passed unanimously.

AGENDA ITEM 10 OPERATIONS

10. EMERGENCY PROCUREMENT – REPAIR OF THE 16" COLLECTION LINE – CHINQUAPIN CREEK CROSSING

A 16-inch sewer main line was discovered to be leaking a small amount of material onto the Right-of-Way that crosses the Chinquapin Creek near Heywood Road and the Riverwind Apartments. The 16-inch line runs parallel to the 30" collection line and immediate action was taken to divert all flow within the 16-inch line into the larger collection line to prevent further spillage.

Due to the height of the aerial crossing, the size of the pipe, and the need for response and repair, an Emergency Procurement Request for contractor services was initiated. The repair was completed on July 24, 2024.

Total cost for contractor services: \$54,102.

Corey Reid, Collection and Distribution System Manager, provided the Commission with an overview of the emergency procurement repair of the Chinquapin Creek Crossing.

Mr. Littlejohn asked if testing is done to determine the integrity of a pipe. Mr. Reid stated that visual inspections can be completed for creek crossings because they are above ground. Line cleaning and inspections are completed on underground infrastructure to determine the integrity of the pipe.

The above was provided as information to the Commission.

AGENDA ITEMS 11-16 ENGINEERING

11. RECEIPT OF BIDS – ARCADIA SEWER IMPROVEMENTS (PHASE 1)

Bids were received on August 8, 2024, for the Arcadia Sewer Improvements (Phase 1) Project. The project includes the rehabilitation/replacement of approximately 5,470 linear feet of 6-inch and 8-inch gravity sewer lines and 37 manholes to provide improved service to the residents of the Arcadia community.

Twenty-Five contractors and vendors obtained the bid documents for the project and two contractors submitted a bid. The bids were as follows:

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Bio-Nomic Services, Inc. Belmont, NC	\$1,504,746
North American Pipeline Management, Inc. Greenville, SC	\$1,814,540

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The budget for the Arcadia Sewer Improvements Phase I project was \$575,000. The project was to be paid by a \$250,000 Community Development Block Grant received from Spartanburg County and \$325,000 from the Collection System Rehabilitation Fund. The low bid came in \$929,746 over budget (162% over budget).

Management is looking into options including reducing the scope of work for Phase I, if it does not jeopardize grant funds, deferring the project, or moving forward with the project as planned.

If we move forward with the project as planned, Management recommends awarding the contract to the lowest responsive bidder, Bio-Nomic Service, Inc., of Belmont, NC in the amount of \$1,504,746. In light of the budget overrun, funding will be provided as follows:

Community System Rehabilitation Fund	\$250,000
Ad valorem Fund Account	\$500,000
Collection System Rehabilitation Fund	<u>\$754,746</u>
Total	\$1,504,746

Kevin Smith, Director of Engineering, provided an overview of the Arcadia Sewer Improvements (Phase 1) agenda item to the Commission. Twenty-Five contractors obtained the bid documents for the project and two contractors submitted a bid. The low bid came in 162% over budget, at \$929,746.

Management is looking into options to move forward with the project, including reducing the scope of work for Phase I. Spartanburg County did advise that they would hold the \$250,000 Community Development Block Grant until January if SSSD chose to hold the project timeline.

Mayor Rice noted that 25 bid packages distributed with receipt of two responses is concerning and asked if there has been any feedback. Mr. Smith noted that management plans to reach out to the recipients to obtain feedback and determine what concerns the contractors may have.

Mr. Willard asked if the lack of response is due to the industry being saturated with projects stemming from Government funding. Mr. Smith stated that management does believe it contributed to the lack of response. Mr. Smith noted that a lot of the funding has to be awarded by the end of this current calendar year. Going back out for bid in January could allow some vendors that weren't selected for other projects to be available to bid.

Mr. Willard asked what the system risk would be to wait on a rebid. Rick Jolley noted that the breaks and issues that have been experienced to date are normal with the age of the system.

Mr. Boyle stated that the Commission of Public Works has a similar situation on a project, and didn't receive any bids. ARPA funding has to be completed by the end of 2026, but until then the market will experience a saturation of projects.

Ms. Viney asked if the Arcadia Sewer Improvements project has been reviewed to see what changes could be made to the scope to reduce the costs, realizing this is an area that needs this project. Hal Morris, Project Engineer, noted that there are several branches of the project and one of those could be removed. Gene Jackson stated that if the scope of work is reduced, costs often increase.

Ms. Barnes asked if reducing the scope would require the project to be rebid. Mr. Smith stated that if the lowest responsive contractor is willing to renegotiate the scope and maintain pricing, the scope could be determined within this bid.

Management will continue to explore options for the Arcadia Sewer Improvements (Phase 1).

The above was provided as information to the Commission.

12. RECEIPT OF BIDS – PUMP STATION REPAIRS 2024

Bids were received on August 1, 2024, for the Pump Station Repairs 2024 Project. The project includes repairs and equipment replacement for the following pump stations:

- Middle Tyger #2- Guide Rail Repair/Discharge Wall Pipe Leak Repair
- Greenbriar – Discharge Piping Repair/Pump Replacement
- Shell Corner Mart – Discharge Piping Repair/Pump Replacment
- Love Springs – Discharge Piping repair and Valve Replacement

Seven contractors obtained the bid documents for the project and one contractor submitted a bid. The bid was as follows:

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Cove Utility, LLC Greenville, SC	\$82,980

Management recommended awarding the contract to the lowest responsive bidder, Cove Utility, LLC, of Greenville, SC for the amount of \$82,980. This project will be funded by depreciation funds.

Kevin Smith provided the Commission with an overview of the Receipt of Bids – Pump Station Repairs 2024 agenda item. The project includes repairs and equipment replacement for Middle Tyger #2, Greenbriar, Shell Corner Mart, and Love Springs.

Ms. Barnes asked if management has worked with Cove Utility, LLC before. Mr. Smith confirmed that they have.

Ms. Viney moved and Mr. Littlejohn seconded the motion to approve management’s recommendation to award the contract to the lowest responsive bidder, Cove Utility, LLC. The motion passed unanimously.

13. OWNERSHIP AGREEMENT – BENJAMINS GROVE

Mark III Properties, LLC proposes to construct approximately 18,165 linear feet of 8-inch gravity sewer line to provide service to 474 residential lots in Benjamins Grove located off Lightwood Knot Road. The sewer line will connect to the existing SSSD infrastructure. The domestic waste will be treated at the South 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 Mark III Properties, LLC. Under the terms of the resolution adopted by the Commission on January 26, 2023, 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 – EVERLY SECTIONS 5 AND 6

Everly Development Group, LLC proposes to construct approximately 11,920 linear feet of 8-inch gravity sewer line to provide service to 341 residential lots in Everly Sections 5 and 6 located off Canaan Road. The sewer line will connect to the existing SSSD infrastructure. The domestic waste will be treated at the A. Manning Lynch 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 Everly Development Group, LLC. Under the terms of the resolution adopted by the Commission on January 26, 2023, 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. OWNERSHIP AGREEMENT – HIGHWAY 290 AND TYGER RIVER DRIVE COMMERCIAL

Tyger River 290, LLC proposes to construct approximately 150 linear feet of 8-inch gravity sewer line to provide service to two commercial lots located off Highway 290 and Tyger River Drive. 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 Tyger River 290, LLC. Under the terms of the resolution adopted by the Commission on January 26, 2023, this agreement has been executed on behalf of the Commission by the Chief Executive Officer.

The above was provided as information to the Commission.

16. OWNERSHIP AGREEMENT – HOLLINS AT EVERLY

Everly Development Group, LLC proposes to construct approximately 5,523 linear feet of 8-inch gravity sewer line to provide service to 127 residential lots in Hollins at Everly located off Canaan Road. The sewer line will connect to the existing SSSD infrastructure. The domestic waste will be treated at the A. Manning Lynch 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 Everly Development Group, LLC. Under the terms of the resolution adopted by the Commission on January 26, 2023, this agreement has been executed on behalf of the Commission by the Chief Executive Officer.

The above was provided as information to the Commission.

17. CHIEF EXECUTIVE OFFICER REPORT

- A.** Kevin Smith provided the Commission with an update on the ARPA Funding Project of Meadows Creek sewer extension project. The project has begun. Management was able to come to an agreement on 25 easements, and moved forward with condemnation for one easement.
- B.** Mr. Boyle provided the Commission with an update on recent Choose Tap events. Jennifer Candler stated that Communications, as well as support for employees, has been very busy with Choose Tap within our community. Over 2,100 reusable water bottles have been distributed, coolers have been provided, as well as the Oasis for events being held across Spartanburg County.
- C.** Jon Morgan provided the Commission with an overview of the recent annual Ski Bash hosted by Roger C. Peace Rehabilitation at Lake Bowen Park for mobility impaired individuals to get the opportunity to water ski. The event is open to the public and the public is encouraged to attend.
- D.** Mr. Boyle noted that an opportunity for bond refunding is approaching and he will meet with Cam Cole, CFO, and SSSD financial advisors.
- E.** Mr. Boyle stated that the oyster recycling program has begun and continues to get recognition, with the latest being included in The Burg distribution.
- F.** Mr. Boyle informed the Commission that employee Watershed Work Days will be held on October 2 and 3. Employee volunteers will provide litter clean up around all three reservoirs.
- G.** Mr. Boyle is working with Spartanburg County Foundation to explore the opportunity of establishing a designated fund in the organization's name to represent employees for the benefit of customers. This would replace the current Good Neighbor Program that assists customers in need with their account balance.
- H.** Mr. Boyle is planning an offsite strategic planning session for Directors and above the second week in October to discuss 3-5 year initiatives.
- I.** Mr. Boyle asked the Commission to appoint three Commissioners to be on the Sewer Audit Committee for the Fiscal Year that just ended. Commissioner Barnes, Littlejohn, and Willard will be on the Sewer Audit Committee.

18. REFERRALS

Mr. Boyle informed the Commission of referrals that will be on the upcoming agenda in September. The Finance Department will have Medicare Supplemental Insurance Plan and Marsh McLennan Consulting Agreement. The Operations Department will have PER for South Tyger – On CIP, Emergency Procurement Update – Creek crossing and pipe bridge, replacement at Sterling Estates, and MOU for Tyger River Foundation. The Engineering Department will have a Summary Change Order – Traditions Sewer Line Repair.

19. ADJOURNMENT

Meeting adjourned at 3:21 p.m.

Camlyn M. Cole
Secretary-Treasurer

tbh