

## MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, December 6, 2016 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 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 Newt Pressley opened with a prayer.

### 2. APPROVAL OF MINUTES OF REGULAR MEETING OF OCTOBER 25, 2016

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 four-month period ending October 31, 2016. An explanation was provided for the favorable and unfavorable budget variances.

Mr. Pressley updated the Commission on the renovations of the Administration Building. Accounting and Billing have moved into the lower level, the exterior and parking lot improvements will be completed soon, the second drive through lane is open, and the night depository box is more accessible to the customer.

The above was provided as information to the Commission.

### 4. COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR FISCAL YEAR ENDING JUNE 30, 2016

Stan Halliday and Karyn Lemon of McAbee, Schwartz, Halliday & Company 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, 2016, in accordance with generally accepted accounting principles.

The above was provided as information to the Commission.

**5. COMMUNITY BENEFIT PROGRAM REPORT**

Remsen Parrish, Purchasing Manager, provided a 2016 report on the Community Benefit Program to the Commission. Spartanburg Water implemented a change in the procurement process in April 2015 that provides vendors participating in request for sealed bids, proposals, and master service agreements the opportunity to propose a program to benefit the local community. This benefit could consist of a donation, an in-kind contribution, or volunteering. Spartanburg Water is one of only a few across the nation, and the only organization in South Carolina to utilize the Community Benefit Program. Since it began, 14 vendors have participated contributing a total of \$45,700 in either monetary donations or volunteer hours. Management is proud to sponsor this program that benefits the local community.

The above was provided as information to the Commission.

**6. MWBE REPORT**

Remsen Parrish, Purchasing Manager, provided a 2016 report on the MWBE Program to the Commission. Mr. Parrish stated that MWBE solicitation and purchase orders increased by over 24%. Spartanburg Water spent \$630,876 with certified MWBE suppliers last year and added 10 new vendors.

The above was provided as information to the Commission.

**7. PROPOSED REVISIONS TO THE SPARTANBURG SANITARY SEWER DISTRICT SEWER USE RULES AND REGULATIONS**

Management reviewed the recommended revisions to the SSSD Sewer Use Rules and Regulations. These revisions include:

**A. Sanitary Sewer Use Rules and Regulations**

<b>Section</b>	<b>Old Wording</b>	<b>New Wording</b>
1.3.10 Sampling Monitoring Point & Effluent Flow Monitoring Equipment	The District may require any user to construct and maintain a sampling monitoring point at a location approved by the District so that a representative sample may be collected of the user's wastewater discharge. Said – monitoring point shall be located so as to be readily accessible to District personnel and shall be constructed in compliance with District specifications for a	The District may require any user to provide and operate at the user's own expense, monitoring facilities to allow inspection, sampling, and flow measurement of the sewer and/or internal drainage systems. The District may also require any user to construct and maintain an open-channel sampling monitoring point or sampling manhole at a location approved by

	<p>sampling monitoring point. The sampling monitoring point will normally be located on the user's premises, but the District may allow the monitoring point to be constructed or an existing monitoring point to be modified in the public right-of-way in certain cases when an on-site location would be impractical. In all cases, the sampling location shall be designed, installed, and maintained to provide a safe and secure area for District personnel to conduct sampling and monitoring activities.</p>	<p>the District so that a representative sample may be collected of the user's wastewater discharge. The District may require significant industrial user's to install open channel flow monitoring equipment to measure total or process flows. The monitoring location and equipment shall be located so as to be readily accessible to District personnel and shall be constructed in compliance with District specifications. The sampling monitoring point will normally be located on the user's premises, but the District may allow the monitoring point to be constructed or an existing monitoring point to be modified in the public right-of-way in certain cases when an on-site location would be impractical as long as it will not be obstructed by landscaping or parked vehicles. In all cases, the sampling location and flow monitoring equipment shall be designed, installed and maintained to provide a safe and secure area for District personnel to conduct sampling and monitoring activities. Sampling and flow monitoring equipment must be approved by the Industrial Pretreatment Program of the District prior to installation.</p>
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11.7 Rebate of Charges for Treatment of Waste Originating from Septic Tanks	The District shall rebate the holding tank waste charge to property owners living within the District’s Boundaries.....	The District shall provide the Commission approved rebate to property owners living within the District’s boundaries....
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**B. Enforcement Response Guide (ERG)**

- The ERG has been updated to include correct job titles and to add job titles of staff that have been added in recent years (Industrial Pretreatment Technician and Grease Control Program Technician).
- A section has been added in the ERG to determine enforcement measures for haulers of Grease and Septage Waste.

**C. Implementation of procedures to enforce proper handling of portable toilet waste and commercial/industrial septic tanks**

Management provided feedback from septic tank/portable toilet/ grease trap waste haulers and industrial customers on these changes to the Commission along with a project update.

Management recommended that the Commission approve the recommended changes to the Spartanburg Sanitary Sewer District Sewer Use Rules and Regulations and the Enforcement Response Guide.

Ms. Schneider welcomed two septage and grease haulers, Wallace Bragg and Eddie Pruitt, who were in attendance at the meeting.

Ms. Schneider stated that an outline was provided and discussed at the October meeting and management had indicated that a change in the septage and grease fees would be recommended at the December meeting. Management will not recommend a change to the septage and grease fees until the January 2017 meeting.

Ms. Schneider reviewed the Changes to the Sanitary Sewer Use Rules and Regulations. These changes basically update and clarify wording and management has not received any negative feedback regarding these changes.

Ms. Schneider discussed the Enforcement Response Guide (ERG). As changes were made because of the PCB vandalism with adding different requirements, the ERG needed to be updated. When updating the ERG the enforcement guidelines have to be clearly defined. Concerns and feedback have been received from septage and grease haulers regarding these guidelines. Ms. Schneider noted that Eddie Pruitt wanted to share his concern with the Commission. Mr. Pruitt would like for the enforcement measures to not be as strict if the guideline was inadvertently broken, instead of intentionally. For example, if the customer is on the District line or very close and the hauler brought it to SSSD for treatment and didn’t realize it should have been taken to a different treatment location; the penalty shouldn’t be as strict since the hauler didn’t intentionally take it to the wrong facility.

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Ken Tuck stated that the first violation would be a written warning. The second violation would be a one month suspension. The third violation would be up to a one year suspension; management would make this decision.

Mr. Lynch asked for clarification on the penalty of each violation. Ken Tuck and Sue Schneider confirmed that the first violation is a written warning, the second violation is a one month suspension, and the third violation is at management's discretion and could be up to a one year suspension.

Ms. Barnes asked if the penalty was the same for intentional and unintentional violations and if the company or the driver was responsible for the violation. Ms. Schneider said the penalty is the same and the permit holder, which is the company, is responsible.

Ms. Schneider noted that there have been very few violations within the past five years and only one suspension. The suspension was for the company that did the dumping of the contaminated waste oil.

Mr. Lynch asked how often had there been violations. Ken Tuck stated there have been conversations, but not violations and the only suspension was the one previously stated.

Mr. Lynch asked that since this is not an area that SSSD has had a problem with, can management have a little more discretion if it is believed to be an honest mistake and not willful intent.

Ms. Schneider said the penalty could be changed for the second violation to be up to one month suspension instead of one month.

Mr. Littlejohn asked if a load could be refused if management felt it could harmfully impact the system. Ken Tuck said yes.

Mr. Lynch asked if the ERG provides the option for SSSD to refuse a load. Regina Cousar stated the document already had language in the guidelines to provide SSSD this option.

Eddie Pruitt voiced his concern that the penalty is too strict for honest mistakes. Mr. Pruitt asked what timeframe would the permit holder be accountable for these penalties, is it a lifetime penalty or annual penalty?

Regina Cousar said the original timeframe was for a rolling three year period. Mr. Lynch asked for that to be added back to the guidelines as the timeframe.

Ms. Viney requested a complete copy of the Spartanburg Sanitary Sewer Use Rules and Regulations. Regina Cousar will provide a copy to Ms. Viney.

Ms. Schneider stated that the changes can be made and implemented to the Enforcement Response Guide based on Commission comments during the meeting.

Management recommended the Commission approve the following:

- Section A - SSSD Sewer Use Rules and Regulations wording changes to be approved as presented.
- Section B - Enforcement Response Guide (ERG)
  - The second violation enforcement guideline will be up to one month (instead of one month).
  - A rolling three year timeframe will be added for all violations.
- Section C - Implementation of procedures to enforce proper handling of portable toilet waste and commercial/industrial septic tanks to be approved as presented.

Mayor White moved and Ms. Barnes seconded the motion to approve the recommended revisions to the SSSD Sewer Use Rules and Regulations to include the Commission requested changes during the meeting. The motion passed unanimously.

**8. LOWER NORTH TYGER RIVER RECLAIMED WATER TREATMENT FACILITY EXPANSION AND IMPROVEMENTS PROJECT – REDUCTION IN DESIGN PHASE SERVICES AGREEMENT**

On March 31, 2015, Commission approved the award of the Lower North Tyger River Reclaimed Water Treatment Facility (LNTR RWTF) Expansion and Improvements Project to the Design-Build Team (DB Team) comprised of Haskell/Brown and Caldwell. A contract was awarded for Design Phase Services in the amount of \$1,398,342.

Following an extensive treatability study on the front end of the project, the DB Team has determined the original larger scope for the project is no longer necessary and they are recommending proceeding with a design based on a reduced scope. As part of this scope reduction, the DB Team is offering a decrease of the Design Phase Services cost in the amount of \$475,887. This reduction in Design Phase Services Agreement with Haskell/Brown and Caldwell for the LNTR RWTF Expansion and Improvements Project is the only current cost change.

The above was provided as information to the Commission.

**9. MARANATHA PUMP STATION REHABILITATION PROJECT SUMMARY CHANGE ORDER**

The Maranatha Pump Station Rehabilitation Project is complete. This pump station serves the Maranatha Senior Living Facility and was initially placed in service in 1998. The existing pumps and related hardware had exceeded their useful life. A pig launcher/bypass, for potential later cleaning, was included as part of this project along with additional improvements to improve employee safety and bring the pump station into compliance with current Sewer District standards. SCDHEC's Final Approval to Place in Operation was issued on November 7, 2016.

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In response to an emergency condition at the pump station, prior to the contractor mobilizing to begin construction for the rehabilitation, the Spartanburg Water C&D Department installed the pig launcher and bypass connection which had originally been in the contractor’s scope of work. This work by Spartanburg Water staff was responsible for a significant cost savings on the project.

The Summary Change Order to the contract with C.J. Compton Plumbing and Heating, Inc., reflects adjustments to the unit quantities based on the actual work done. This change order was executed as per current District policy.

A financial summary is listed below:

<i>Original Construction Contract Amount:</i>	\$157,901.00
<i>Change Order No. 2 (SUMMARY) net decrease for adjustment to the unit quantities based on the actual work done.</i>	(\$13,552.00)
<i>Final Contract Amount</i>	\$144,349.00

The above was provided as information to the Commission.

**10. PROPOSED 2017 COMMISSION MEETING SCHEDULE**

January 24	February 28
March 28	April 25
May 23	June 27
July – No meeting	August 22
September 26	October 24
November – No meeting	December 5

The Commission agreed to move the January meeting to Tuesday, January 17, 2017, 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 collect, analyze, and disseminate sound scientific information on the ecology of the region. 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, the eleven programs that focus on water served 19,800 K-8 students and 1,587 adults with presentations throughout Spartanburg County.

Watershed Ecology Center’s annual goal for 2017 would be to reach 16,000 students throughout the school year. In addition to the many classroom educational programs and water-based programming, the Watershed Ecology Center offers several exciting public participation programs. Watershed Ecology Center’s public participation programs include storm drain marking in

our watershed, the continuance of the watershed sign project in Spartanburg County, and an Adopt-A-Stream program. The storm drain marking project aims to educate the community on creative ways to protect local water resources. To date, Watershed Ecology Center has focused many of these efforts around Spartanburg Water reservoirs. The watershed sign program was inspired by Spartanburg Water's original watershed sign initiative, where over 20 signs were installed throughout the Pacolet River Watershed Basin. For the Watershed Ecology Center's project, they plan to install 40 additional signs throughout Spartanburg County watersheds in addition to the 40 signs that were installed previously. The Adopt-A-Stream program will aim to certify Spartanburg County citizens on macro-invertebrate sampling and basic water quality analyses with a heavy focus on field training. The Adopt-A-Stream program will assist in the AP Environmental Science Program in Spartanburg County schools plus encourage community volunteers to take an active role in stream monitoring and clean-up. Also in store for 2017, Watershed Ecology Center will continue to work on the revitalization of its web site, where its internet based scheduling system will assist teachers with scheduling classroom presentations with Center staff. The continued production of a virtual catalogue hosting 1 to 3 minute videos of each program the Center offers will also assist teachers, allowing them the opportunity to view each program the Watershed Ecology Center offers, increasing exposure and participation for the Center.

Management recommended the approval of targeted funding for the aforementioned K-8 educational programs offered by the Watershed Ecology Center in the amount of \$18,000, with an equal allocation of \$9,000 of the funding from SSSD and \$9,000 of the funding from SWS. Funding will be provided through SSSD and SWS operating funds.

Ms. Barnes moved and Mayor White seconded the motion to approve management's recommendation to approve the Watershed Ecology Center Grant Proposal. The motion passed unanimously.

**12. OWNERSHIP AGREEMENT – PHASE 1.1 TYGER RIVER INDUSTRIAL PARK NORTH SEWER PROJECT**

Pacolet Milliken Enterprises, Inc., proposes to construct approximately 5,550 linear feet of 12-inch and 15-inch gravity sewer line to provide sewer service to Phase 1.1 of the Tyger River Industrial Park North on Highway 290 near Anderson Mill Road. The sewer line will connect to the District's existing infrastructure. The domestic waste will be treated at the Lower North Tyger River Reclaimed Water Treatment Facility.

At the Commission's request, the developer will install pipe sizes larger than necessary to serve this development. The larger pipe will allow additional areas to be served beyond the developer's project. Pursuant to District policy, the Commission will reimburse the developer in the amount of \$26,988.06 for the cost associated with the requested increases in pipe size once the line has been installed and accepted by the District.

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 above was provided as information to the Commission.

**13. OWNERSHIP AGREEMENT – PHASE 1.2 TYGER RIVER INDUSTRIAL PARK NORTH SEWER PROJECT**

Pacolet Milliken Enterprises, Inc., proposes to construct approximately 1,780 linear feet of 8-inch gravity sewer line to provide sewer service to Phase 1.2 of the Tyger River Industrial Park North on Highway 290 near Anderson Mill Road. The sewer line will connect to the Phase 1.1 gravity sewer line being installed by the same developer which, when completed, will connect to the District's existing infrastructure. 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 Pacolet Milliken Enterprises, 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.

**14. OWNERSHIP AGREEMENT – CAMELOT TOWNES SUBDIVISION**

Mark III Properties, Inc., proposes to construct approximately 988 linear feet of 8-inch gravity sewer line to provide service to Camelot Townes Subdivision located on Camelot Court. The sewer line will connect to the existing Spartanburg Sanitary Sewer District infrastructure. 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 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. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS**

- A.** Mr. Lynch shared a Thank You note from Ms. Linda Bilanhone in appreciation of the fountain dedication and ceremony in honor of her 24 years of service as a Commissioner of Public Works of the City of Spartanburg.

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- B.** Mr. Lynch congratulated Mr. Montgomery for five years of service as a Commissioner of Public Works of the City of Spartanburg. The Commission also congratulated John Montgomery on his 5 year milestone.
- C.** Ms. Schneider noted that a Veterans Day luncheon was held on Thursday, November 10 at the American Legion recognizing current and retired Veteran employee's. Spartanburg Water provided a brick honoring the service of each employee that was placed in the walkway at the American Legion.
- D.** Ms. Schneider shared photos of the Fountain Dedication ceremony held on Friday, November 11 recognizing Ms. Linda Bilanhone for her years of service.
- E.** Ms. Schneider provided the Commission with a list of upcoming events.
- F.** Ms. Schneider invited the Commission to the Christmas luncheon that will be held on Wednesday, December 14.
- G.** Ms. Schneider shared that the Mayor's Unity Breakfast will be held on Thursday, January 12. Spartanburg Water will have a table. Please let Trish know if you would like to attend. There will be a Unity Walk on January 14, a day of service January 16, and the Martin Luther King Unity Celebration will begin at 6:30 p.m. at the Spartanburg Memorial Auditorium on January 16. Spartanburg Water is a Justice for All sponsor of the Unity Celebration.
- H.** Ms. Schneider noted that the January Commission meeting will be held on Tuesday, January 17 instead of January 24.
- I.** Ms. Schneider stated that the Economic Forecast Breakfast will be held on February 3.
- J.** Ms. Schneider reminded the Commission that the Utility Management Conference will be held February 7-10, 2017, in Tampa, Florida.
- K.** Ms. Schneider informed the Commission that the Employee Recognition Breakfast will be held on February 28 and March 1.
- L.** Ms. Schneider said the Chamber of Commerce Annual Celebration will be held on March 2.

Meeting adjourned at 3:15 p.m.

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G. Newton Pressley  
Secretary-Treasurer