

## MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, December 4, 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 Newt Pressley opened with a prayer.

### **2. APPROVAL OF MINUTES OF REGULAR MEETING OF OCTOBER 23, 2018**

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, 2018. An explanation was provided for the favorable and unfavorable budget variances.

The above was provided as information to the Commission.

### **4. COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR FISCAL YEAR ENDING JUNE 30, 2018**

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, 2018, in accordance with generally accepted accounting principles.

The above was provided as information to the Commission.

### **5. SOUTH CAROLINA SETOFF DEBT COLLECTION PROGRAM**

Spartanburg Sanitary Sewer District previously obtained Commission approval to participate in the South Carolina Setoff Debt Collection Program. The program allows claimant agencies to recover delinquent debts through offset to the state income tax refund. The program is administered through the Municipal Association of South Carolina and the S.C. Department of Revenue.

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The Municipal Association requests approval of new Resolutions relating to the recovery of collection costs pursuant to the Setoff Debt Collection Act.

- Resolution #1 authorizes the Municipal Association to act as claimant agency for the collection of debt on behalf of Spartanburg Sanitary Sewer District in accordance with the Setoff Debt Collection Act.
- Resolution #2 provides that Spartanburg Sanitary Sewer District may impose an administrative fee up to \$25.00 to offset the costs of collection associated with the process.

The new Resolutions reflect a few minor revisions. For example, Resolution #1 changes Agent to Agency, and updates the SSSD management reference to Chief Executive Officer. Resolution #2 allows up to \$25.00 for the administrative fee, which is currently set at \$15.00. Management requested Commission approval of the resolutions.

Newt Pressley reviewed these Resolutions with the Commission. The resolutions are from the Municipal Association of South Carolina for the authorization of participation in the South Carolina Setoff Debt Collection Program. Spartanburg Water has participated in this program since the early 1990's. This program allows agencies to recover delinquent debt through the offset of tax refunds. This program is administered through the Municipal Association of South Carolina and the S.C. Department of Revenue.

Mr. Blanton moved and Mr. Montgomery seconded the motion to approve management's recommendation for approval of Resolution #1 and Resolution #2 for the South Carolina Setoff Debt Collection Program. The motion passed unanimously.

**6. PROPOSED 2019 COMMISSION MEETING SCHEDULE**

January 22	February 26
March 26	April 23
May 28	June 25
July – No Meeting	August 27
September 24 or 26 (WEFTEC)	October 29
November – No Meeting	December 3

The Commission agreed to meet on January 22, 2019, and to vote on the remaining monthly meetings at that time.

**7. COMMUNITY BENEFIT PROGRAM REPORT**

Remsen Parrish, Purchasing Manager, provided a 2018 report on the Community Benefit Program to the Commission. 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

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monetary donations, in-kind contributions, volunteering, etc. The programs are centered on five areas: Workforce Development, Economic Development, Environmental Programs, Education, and Community Pride.

10 different vendors contributed or plan to contribute over \$9,400 to the local community in 2018 through the Community Benefit Program. Since April of 2015, vendors have contributed over \$72,400 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.

**8. MWBE REPORT**

Remsen Parrish, Purchasing Manager, provided a 2018 report on the MWBE Program. Spartanburg Water spent \$1,539,812 with certified MWBE suppliers in 2018. This is an increase from last year's spend by 134%. In 2018, there was a 4.6% drop in solicitations with MWBE vendors compared to 2017, however the number of actual purchasing transactions remained primarily unchanged. Spartanburg Water continues to increase the number of MWBE vendors to the approved vendor list. Another 9 vendors were added to the list this year. These vendors provide a wide variety of goods and services including janitorial services, construction services, and fire protection services. 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. 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, programs that focus on water served over 23,300 students with presentations throughout Spartanburg County.

Watershed Ecology Center's annual goal for 2019 is to reach 25,000 K-8 students through watershed based educational programming and they continue to focus many of their efforts around Spartanburg Water reservoirs and watershed. In addition to the many classroom programs, the Watershed Ecology Center offers other programs to promote watershed awareness by offering certification in Adopt-A-Stream program basics as well as a program aimed to develop certified trainers.

In addition, in 2019 the Watershed Ecology Center plans to promote watershed learning for educators. The launching of a teacher certification project in elementary schools will provide teachers an in-depth understanding of the natural world and provide the necessary STEAM tools to support their curriculum for students.

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Management recommended the approval of targeted funding for the aforementioned K-8 educational programs and watershed based training initiatives offered by the Watershed Ecology Center in the amount of \$20,000, with an equal allocation of \$10,000 of the funding from SSSD and \$10,000 of the funding from SWS. Funding will be allocated from SSSD and SWS operating funds.

Ken Tuck, Drinking Water Treatment Manager, reviewed the Watershed Ecology Center's Grant Proposal and stated their 2019 goal is to reach 25,000 K-8 students through watershed based educational programming and they continue to focus many of their efforts around Spartanburg Water reservoirs and watershed. Mr. Tuck also stated that the Watershed Ecology Center plans to promote watershed learning for educators. The launching of a teacher certification project in elementary schools will provide teachers an in-depth understanding of the natural world and provide the necessary STEAM tools to support their curriculum for students.

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

**10. FAIRFOREST BASIN LARGE LINE CLEANING AND CCTV PROJECT PHASE I**

Proposals were received October 31, 2018, for the contract cleaning and CCTV/Sonar inspection of approximately 10,550 LF of large diameter sewer pipelines of varying materials along Fairforest Creek from Powell Mill Road to Hayne Street in the Arcadia Community. The contractor will provide cleaning (removal of 100% of loose debris and 95% of hardened debris), transportation of debris for disposal and pipeline inspection services.

There are no known issues with sanitary sewer overflows (SSO's) along this section of pipe; however, the most recent sewer system hydraulic model update and system evaluation indicated the opportunity for surcharging in this area during heavy rainfall events.

Interested contractors were requested to provide proposals that included information on company history, project team, project approach, previous experience, current workload, financial and insurance information, MWBE utilization and community benefit program. The proposals were reviewed by three staff members, who used a weighted scoring system in their evaluation of (1) Approach and Strategy, (2) Technical Competency and Experience, (3) Schedule, (4) Cost, (5) MWBE Utilization and (6) Community Benefit Program.

The Request for Proposal (RFP) was forwarded to prospective contractors, advertised in the media, and posted on the Spartanburg Water website Current Opportunities page with four submitting proposals. A tabulation of the responses are listed below:

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Hydrostructures Cayce, SC	\$129,325

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Compliance EnviroSystems Baton Rouge, LA	\$214,500
VacVison Greenville, SC	\$367,900
Bio-Nomic Services, Inc. Belmont, NC	\$471,975

Management recommended an award to Hydrostructures with a cost of \$129,325 based on being the low bid and the highest scoring proposal. This project will be funded by the collection system rehabilitation fund. SSSD will be responsible for the landfill disposal fees.

Ronnie Champion, Director of Water Distribution and Collection, reviewed the Fairforest Basin Large Line Cleaning and CCTV Project to contract the cleaning and CCTV/Sonar inspection of approximately 10,550 LF of large diameter sewer pipelines of varying materials along Fairforest Creek from Powell Mill Road to Hayne Street in the Arcadia Community.

Ms. Barnes moved and Mr. Montgomery seconded the motion to approve management’s recommendation and award the bid to Hydrostructures with a cost of \$129,325. The motion passed unanimously.

**11. BIOCHEMICAL OXYGEN DEMAND (BOD) ANALYZER**

Bids were received on November 16, 2018, for the purchase of a Biochemical Oxygen Demand (BOD) Analyzer for Lab Services. BOD is a highly labor intensive test required by the District’s NPDES permits and Industrial Pretreatment Program. This instrument automates many of the test’s required actions and measurements via computer control, records the data, and calculates results, increasing efficiency and accuracy and freeing technician time.

The request for bid was advertised in the local media and forwarded to prospective vendors. The solicitation drew responses from four bidders. A cost tabulation of the responses is listed below:

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
SCP Science Baie-d’Urfe, QC, Canada	\$33,106.00
Seal Analytical Mequon, WI	\$33,736.00
Skalar, Inc. Buford, GA	\$37,150.00
ManSci, Inc. Orlando, FL	\$37,444.25

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Management recommended an award be granted to the lowest, responsive bidder, SCP Science, at a cost of \$33,106. Funding will be provided by SSSD operating funds.

John Westcott, Compliance Department Manager, provided an overview of the Biochemical Oxygen Demand (Bod) Analyzer.

Mayor White moved and Ms. Barnes seconded the motion to approve management’s recommendation to award the bid to SCP Science, at a cost of \$33,106. The motion passed unanimously.

**12. RECEIPT OF PROPOSALS – FAIRFOREST RWTF FINE SCREENINGS PROCESSING EQUIPMENT REPLACEMENT PROJECT**

Proposals were received on November 2, 2018, for the Fairforest RWTF Fine Screenings Processing Equipment Replacement Project.

The fine screenings removed from the influent at the Fairforest headworks are processed by a macerator pump system. During the past several years the existing macerator pumps have experienced multiple equipment failures resulting in excessive maintenance costs. Following the recommendations of several equipment manufacturers and engineers, the decision was made to replace the existing macerator pumps and related equipment with a dewatering-compacting system, which is an accepted alternate method of handling the fine screenings. The Request for Proposals was directed toward equipment suppliers who could also provide engineering and construction services for a turn-key project.

Five vendors obtained the Requests for Proposals, and three responded. The proposals were evaluated base on the following criteria:

- Company information and experience
- Equipment design and performance data
- Project narrative and understanding
- Equipment warranty
- MWBE and Community Benefit Program participation
- Pricing and cost

The three respondents were ranked as follows:

<b><u>BIDDER</u></b>	<b><u>AMOUNT OF BID</u></b>
Kusters Water Spartanburg, SC	\$90,348.30
Ovivo USA, LLC Salt Lake City, UT	\$127,558.00
Jim Myers & Sons, Inc. Charlotte, NC	\$179,262.50

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Management recommended awarding the contract to Kusters Water, of Spartanburg, SC for the amount of \$90,348.30. This project will be funded by depreciation funds.

Gene Jackson provided an overview of the Fairforest RWTF Fine Screenings Processing Equipment Replacement Project.

Mr. Montgomery moved and Mr. Littlejohn seconded the motion to approve management's recommendation to award the bid to Kusters Water, of Spartanburg, SC for the amount of \$90,348.30. The motion passed unanimously.

**13. AUTHORIZATION TO ACQUIRE RIGHTS-OF-WAY UTILIZING THE LAW OF EMINENT DOMAIN – BENS CREEK SEWER IMPROVEMENTS PROJECT**

The proposed route of the pump station force main that will be installed as part of the Bens Creek Sewer Improvements Project will require the acquisition of four rights-of-way. Favorable responses have initially been received from the majority of affected property owners regarding the granting of rights-of-way; however, there may be some difficulty in obtaining approval from one of the four. Discussions will continue with the property owners; however, if negotiations with one or more of the property owners prove to be unsuccessful, management requests that the Commission approve obtaining rights-of-way utilizing the Law of Eminent Domain.

Management recommended that staff be authorized to utilize the Law of Eminent Domain if any negotiations are unsuccessful.

Gene Jackson briefed the Commission on the Bens Creek Sewer Improvements Project. Management has been working with property owner's to come to an agreement for right-of-ways.

Mr. Blanton asked what the property owner's concerns are. Mr. Jackson stated they do not want the land to be developed.

Ms. Barnes noted that development is inevitable. Mr. Jackson said property owner's want the property to remain undeveloped to minimize traffic.

Ms. Barnes how much longer will SSSD work with the property owner to try and reach an agreement for their right-of-way. Mr. Jackson stated there is approximately a month left before the project needs to begin. The project needs to be in place by December.

Mr. Littlejohn asked if SSSD pays the property owner for the right-of-way. Mr. Jackson stated that the property is surveyed and SSSD compensates the property owner based on the value of the appraisal.

Ms. Viney stated that she understands the property owner's concerns and empathizes with them. The surrounding area is wooded and undeveloped acreage. Once developed they will have a lot of houses and other development surrounding them. There is not a lot of planning within the County and now they will have houses and development. We would feel the same way if it was our property.

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Mayor White stated that the property owner's probably knew the area would be developed at a time in the future. Mr. Montgomery stated that is more of a planning department issue.

Mr. Jackson reviewed the changes that SSSD has made to the project to benefit property owner's and some of these were at the property owner's request.

Mayor White moved and Mr. Montgomery seconded the motion to approve management's recommendation to authorize staff to utilize the Law of Eminent Domain if any negotiations are unsuccessful. Ms. Barnes, Messrs. Blanton, Littlejohn, Lynch, Montgomery, and White approved management's recommendation. Ms. Viney was opposed. The motion passed.

**14. REQUEST FOR ANNEXATION – BUTLER KNOLL SUBDIVISION**

Grek Investment Group has requested annexation of 13.66 acres of property located at 724 Old Burnett Road, Inman, SC 29349. The property is adjacent to the District boundaries and can be annexed by the Commission under authority granted in its enabling legislation.

Management recommended the Commission approve the annexation request, adopt the attached resolution giving 90 days' notice to subdistricts, and annex the property effective March 4, 2019.

Mr. Montgomery moved and Mr. Littlejohn seconded the motion to approve management's recommendation to approve the Butler Knoll Subdivision annexation. The motion passed unanimously.

**15. OWNERSHIP AGREEMENT – BROCKMAN FARMS SUBDIVISION**

Mark III Properties, Inc., proposes to construct approximately 4,400 LF of 12-inch and 2,026 LF of 8-inch gravity sewer line to provide service to Brockman Farms Subdivision located at Reidville Road, Lightwood Knot Road, and Apple Valley Road. 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 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.



**16. OWNERSHIP AGREEMENT – HIGHLAND PARK SUBDIVISION**

Highland Park Development, LLC proposes to construct approximately 2,392 LF of 8-inch gravity sewer line to provide service to Highland Park Subdivision located at Brice Road and Old Georgia Road. The sewer line will connect to the existing SSSD 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 Highland Park 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.

**17. RESOLUTION HONORING A. MANNING LYNCH, JR.**

Ms. Barnes, on behalf of the Spartanburg Sanitary Sewer District Commission, read the following Resolution Honoring A. Manning Lynch, Jr.

The Commissioners of the Spartanburg Sanitary Sewer District do hereby honor the service of A. Manning Lynch, Jr., as a member of this body and for his 28 years of dedicated service both to this body and the Spartanburg community.

Whereas, Mr. Lynch has ably served the District since 1990 and has guided the District's commissioners as its chairperson since 1991; and

Whereas, Mr. Lynch further served this community by founding of a construction company in 1985 which later became Manning Lynch, Inc.; through which he brought jobs, housing and prosperity to the citizens of our community, and

Whereas, Mr. Lynch has also served the citizens of this community by lending his leadership to a number of organizations serving as a member of the Board of Directors for Habitat for Humanity of Spartanburg and as chair of its construction committee, as a member of the Board of Trustees for Spartanburg Day School, as a member of the Spartanburg County Area Performance Planning Advisory Committee, as President of the Home Builders Association of Greater Spartanburg, as a member of the Home Builders Association of South Carolina, as a church elder, and a Sunday school teacher; and

Whereas, Mr. Lynch earned numerous accolades for his years of service to this community, including Builder of the Year for the Home Builders Association of Greater Spartanburg; he is one of only 63 members of the Home Builders Association of South Carolina's Hall of Fame; he has also been inducted into the prestigious Order of the Arrow by the Boy Scouts of America, where he also achieved the rank of Eagle Scout; and

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Whereas, during Mr. Lynch's years of service to the District, many projects were achieved and many advances made, such achievements due in no small measure to his attentive and competent leadership. A few of these milestone projects include:

- Promoting economic development in Spartanburg County by consolidating and expanding the sewer district facilities;
- Expanding the sewer district's service area by 110 square miles;
- Installing and acquiring over 693 miles of sewer line promoting and contributing to residential, commercial, and industrial growth in Spartanburg County;
- Increasing the District's level of service by installing and implementing state-of-the-art technology to improve critical functionality and ensure safe and reliable sanitation services for the citizens of this area;
- Ensuring proper stewardship of public funds and resources through strategic financial guidance and oversight; and
- Achieving continued financial viability and fiscal accountability through long-term financial planning and prudent budgetary management.

Whereas, in addition to these accomplishments, Mr. Lynch ably and skillfully guided this body as its leader for almost three decades, whether it be through times of prosperity or in times of challenge, Mr. Lynch held the community's interest at the forefront of this body's mission, and this body recognizes that, without doubt, the Spartanburg Sanitary Sewer District and the community it serves are better off because of his service; and

Whereas, we come now to express the collective gratitude of this District and this community for his dedication.

Now, Therefore, Be It Resolved that Spartanburg Sanitary Sewer District does hereby honor and thank A. Manning Lynch, Jr. for his years of steadfast service, his unwavering leadership, and foresight securing the past and providing for the future; and

Be It Further Resolved that Spartanburg Sanitary Sewer District does hereby further honor Mr. Lynch's service by declaring that henceforth the Fairforest Wastewater Treatment Plant shall be known and dedicated as the A. Manning Lynch, Jr. Wastewater Treatment Facility in recognition and gratitude for his 28 years of exemplary service.

Let the record of this Resolution be spread upon the minutes of this body as of this 4th day of December, 2018.

Mr. Lynch thanked the Commission and stated that he appreciated all of the hard work of staff and management through the years. Mr. Lynch thanked the Commission for their support and service, and stated that this is a humbling experience and he is grateful.

## **18. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS**

- A.** Ms. Schneider stated that Outlook Spartanburg will be held on December 7 at the Spartanburg Marriott and is hosted by the Spartanburg Area Chamber of Commerce. This event combines the previous Economic Forecast Breakfast and the Legislative Delegation Breakfast into one event with breakout sessions. Tim Quinlan, Senior Economist with Wells Fargo Securities, will be the speaker from 8:00-9:00 a.m. and the Legislative Forecast, from 11:30-1:00 p.m., will

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feature Manning Lynch, Chair of the Spartanburg County Council, Scott Talley, Chair of the Spartanburg Legislative Delegation and William Timmons, the Fourth District Congressman. Please let Trish know if you plan to attend.

- B.** Ms. Schneider informed the Commission that there is a blood drive scheduled for December 18 from 7:00 a.m. – noon. The Blood Connection bus will be parked at the Maintenance Complex on South Avenue.
- C.** Ms. Schneider noted that the annual Christmas luncheon will be held on Wednesday, December 12, 2018, from 11:30 – 2:00 p.m. in the Finance Training Room at the Administration Office.
- D.** Ms. Schneider reminded the Commission that the main office will be closed on December 24, 25 and January 1 and 21 for the holidays.
- E.** Ms. Schneider noted that the Dr. Martin Luther King, Jr. Unity Week Celebration is January 17-21. The Mayor's Unity Breakfast will be held on January 17 at 7:30 a.m. at the Marriott. Movie Night will be held on January 18 at 6:00 p.m. at the Spartanburg County Public Library Headquarters, the Walk as One event will be held on January 19 at 9:00 a.m. at the Spartanburg County Public Library Headquarters, and the Unity Celebration will be held on January 21 at 6:30 p.m. at the Spartanburg Memorial Auditorium. Darrin Goss, Sr. will be the featured speaker. Spartanburg Water is a Justice for All Sponsor for the Unity Week Celebration and will have reserved seating for the event near the front.
- F.** Ms. Schneider informed the Commission that photographs for all Commissioners are scheduled at 1:00 p.m. in the Papadopoulos room of the Papadopoulos building at Wofford College. Photos will be taken of both Commissions and individual photos will be taken upon request. Please wear dark blue, gray or black.
- G.** Ms. Schneider stated that the Spartanburg Water Employee Recognition Breakfast will be held on February 26 and 27 at 8:00 a.m. at the Cleveland Park Event Center. Staff will be divided between the two days and Commissioners are encouraged to attend and speak, if desired. Please let Trish know by February 22, 2019, if you would like to speak at either or both days.
- H.** Ms. Schneider stated that the AWWA/WEF Utility Management Conference will be held in Nashville, Tennessee on March 5-8, 2019. Please advise Trish by January 28 if you plan to attend.

Meeting adjourned at 3:29 p.m.

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G. Newton Pressley  
Secretary-Treasurer