

## MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, February 22, 2022, 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, Horton, Littlejohn, Montgomery, and Rice. 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. Blanton called the meeting to order and Mr. Horton opened with a prayer.

### 2. APPROVAL OF MINUTES OF REGULAR MEETING OF JANUARY 25, 2022

Mr. Montgomery moved and Mr. Horton seconded the motion to approve the minutes as written. The motion passed unanimously.

### 3. WEASC QUARTER CENTURY OPERATOR AWARD

The Quarter Century Operator honors the operators of water or wastewater treatment and transportation facilities for their service and dedication in a difficult and dangerous field. At the annual WEASC Operator's Conference in Myrtle Beach on November 1, 2021, Mike Russell received this honor.

Previous to Spartanburg Water, Mike was employed by TYCO Electronics in Gaffney, where he began his career as a wastewater operator in 1990. Mike has been employed by Spartanburg Water since 2002, when he started as a Wastewater Treatment Operator. In 2014, he was promoted Lead Operator. Throughout Mike's career at Spartanburg Water, he has played an important role in expansions and improvements in the wastewater plants. His most recent project work involved the Lower North Tyger River Wastewater Treatment Facility upgrade and the successful process adaptations involved with receiving wastewater streams from Toray.

Bobby Walden provided the Commission with an overview of the WEASC Quarter Century Operator Award, received by Mike Russell. Management is proud of Mr. Russell's achievement and for his service to Spartanburg Water.

The Commission offered congratulations on Mr. Russell's Quarter Century Operator Award from WEASC.

The above was provided as information to the Commission.

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**4. WEASC BLUE RIDGE FOOTHILLS DISTRICT – FOG LEADER OF THE YEAR AWARD**

The FOG Leader of the Year Award recognizes the individual for their contribution to the protection of the environment directly related to the fats, oils, and grease (FOG) contamination. FOG when mixed with other materials causes line blockages that may cause overflows in the system.

At the WEASC/Blue Ridge Foot Hills District annual awards ceremony held on January 25, 2022, Alex Grubbs was given this award for his work. As a Compliance Specialist, Alex is solely responsible for the inspection of 600 plus grease traps in the Spartanburg Sanitary Sewer District. In the past year, Alex has led improvements in the systems with his attention to detail and his insistence of compliance from those customers. He has driven the effort for food service establishments (FSE) to replace, increase frequency of pumping, and to comply with security and surveillance requirements around the traps. While taking this initiative, Alex understands the impact FOG has on the collection system and presses forward to reduce FOG related sewer overflows and other collection system issues.

Bobby Walden provided the Commission with an overview of the WEASC FOG Leader of the Year Award, received by Alex Grubbs. Management is proud of Mr. Grubb's achievement and for his service to Spartanburg Water.

The Commission offered congratulations on Mr. Grubbs FOG Leader of the Year Award from WEASC.

The above was provided as information to the Commission.

**5. EXECUTIVE SESSION**

Mr. Horton moved and Ms. Viney seconded the motion to enter into executive session to discuss matters related to an Interim Chief Executive Officer at 2:19 p.m. The motion passed unanimously.

Ms. Barnes moved and Mr. Littlejohn seconded the motion to come out of executive session at 3:08 p.m.

The Commission met in executive session to discuss matters related to an Interim Chief Executive Officer and no action was taken.

**6. INTERIM CHIEF EXECUTIVE OFFICER**

Mr. Montgomery moved and Ms. Barnes seconded the motion to appoint Newt Pressley, Chief Financial Officer, as the Interim Chief Executive Officer, effective April 1, 2022. The motion passed unanimously.

**7. MONTHLY FINANCIAL REPORT**

Newt Pressley presented a financial summary of SSSD expenditures and revenues for the seven-month period ending January 31, 2022. An explanation was provided for the favorable and unfavorable budget variances.

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The Commission agreed to schedule a budget work session for April 26, 2022, at 10:00 a.m.

The above was provided as information to the Commission.

**8. COVID REPORT**

Ms. Schneider provided the Commission with an update on COVID-19. Cases and hospitalizations continue to decrease and currently Spartanburg Water has one case. Vaccination rate within Spartanburg Water employees is 47%, with 9% receiving a booster vaccination. Staff will enter Phase IV of COVID-19 protocols. More emphasis will be on not reporting to work if sick, wiping down work surfaces, and continuing to social distance.

The above was provided as information to the Commission.

**9. INTERGOVERNMENTAL AGREEMENT WITH DANIEL MORGAN WATER DISTRICT**

In connection with the Chesnee sewer system transfer to SSSD, management has facilitated an Intergovernmental billing and collection Agreement (IGA) between SSSD and Daniel Morgan Water District (DMWD). The DMWD customers in Cherokee County (approximately 40 customers) will be billed directly by SSSD for their monthly sewer service. The IGA provides for the regular transmittal of customer account information and monthly meter reading data to SSSD by DMWD. The IGA also provides that customers with past due SSSD balances may be subject to disconnection of their water service by DMWD. Management requested approval for the CEO to sign this agreement on behalf of the Commission.

Newt Pressley noted that the Chesnee Sewer System acquisition was effective January 24, 2022. In connection with that transfer to SSSD, management has facilitated an Intergovernmental billing and collection Agreement between SSSD and DMWD. Approximately 40 Chesnee Sewer System customers, were on DMWD in Cherokee County. The IGA provides customer account information and meter reading data to SSSD by DMWD. The IGA also provides customer accounts with past due SSSD balances that may be subject to disconnection of their water service by DMWD.

Ms. Barnes moved and Mr. Littlejohn seconded the motion to approve the CEO to sign the Intergovernmental billing and collection Agreement between SSSD and Daniel Morgan Water District. The motion passed unanimously.

**10. SAFETY TASK FORCE UPDATE**

Bobby Walden provided the Commission with a Safety Task Force update.

Mr. Walden stated that it will never be forgotten that on July 1, 2021, while performing their normal duties in the Cleveland Park area, two team members were shot and wounded in a random act of violence. This act of violence was deemed both unpreventable as well as uncontrollable, and had a tremendous impact on the Spartanburg Water workforce.

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Staff needed time to heal, communicate with one another and at the same time needed to reestablish control of their safety.

A Safety Task Force was established to assist in evaluating current safety and security practices, along with identifying safety and security enhancements and consists of 13 teams comprised of varying employees and management. Teams were constructed based on employee's expertise.

The Safety Task Force has identified a number of changes in procedures, processes, and equipment. Teams are researching available emergency mass communication platforms. Emergency notifications would alert employees of potential risk in a moment's notice. Emergency alerts would include, but are not limited to lockdowns, active shooter situations, and inclement weather. The violence in the workplace policy was updated with the following: definition of workplace violence, explanation of workplace in respects to Spartanburg Water, incorporates Insurance and Security Program Manager in the threat reporting process, and clearly defines a centralized reporting procedure for reporting threats.

Human Resources staff is working with a training consultant to customize training material around Spartanburg Water's multiple work platforms. Situational awareness training will be incorporated into the training material. A job site analysis would be leveraged in assessing all planned projects and job sites to enhance overall safety awareness. The job site would be evaluated using different types of criteria such as: location, road type, duration of work, time of day, staging areas for equipment and materials, traffic control, limited access, potential utility, conflicts, and additional safety and security measures.

The assessment team is evaluating equipping company vehicles assigned to field operation staff with bleeding control kits and necessary training options. Lone worker devices are being evaluated for field staff that work alone during regular and after-hour schedules. The device is designed with multiple lifesaving capabilities that would be monitored by a third party service. Services would include no-motion detection, messaging, speaker phone, SOS alerts, check-in, GPS location, indoor location compatible, and it works outside of normal cell coverage.

Administration complex safety and security includes contracted security personnel that complete a foot patrol of the employee parking areas to ensure staff safely exits the facilities at the end of their shifts. Teams are evaluating the addition of security camera's in strategic locations around the complex and the "Utility of the Future, Today" signs have been relocated for better visibility.

Teams will continue to develop and work towards implementation of their projects. Additionally, groups will continue to send progress reports to the project coordinator and the project coordinator will continue to update the project champion and monitor the groups effectiveness.

The above was provided as information to the Commission.

**11. RECEIPT OF BIDS – PACOLET MILLS #2 PUMP STATION REHABILITATION PROJECT**

Bids were received on January 13, 2022, for the Pacolet Mills #2 Pump Station Rehabilitation Project. The pump station was originally constructed in 1991 to serve the Pacolet Mills community and has reached the end of its useful life and is in need of rehabilitation. In addition to replacing the existing pumps with newer, more efficient units, this project will bring the station into compliance with the current Spartanburg Sanitary Sewer District Standard Specifications.

The bid was advertised publicly in the Herald-Journal and SCBO, as well as on our website. In addition, staff invited all of the 2020-2022 prequalified contractors to submit a bid. Fourteen contractors were provided the bid documents for the project and two contractors submitted a bid. The bids were as follows:

<b><u>BIDDER</u></b>	<b><u>AMOUNT OF BID</u></b>
T.P. Howard’s Plumbing Co., Inc. Fairview, NC	\$313,000
The Harper Corporation Greenville, SC	\$405,000

Management recommended awarding the contract to the lowest responsive bidder, T.P. Howard’s Plumbing Co., Inc., of Fairview, NC, for the amount of \$313,000. This project will be funded by depreciation funds.

Mr. Littlejohn moved and Mr. Horton seconded the motion to approve management’s recommendation to award the contract to T.P. Howard’s Plumbing Co., Inc. The motion passed unanimously.

**12. NOTIFICATION OF ENACTMENT OF EMERGENCY PROCUREMENT – BASF SEWER FORCE MAIN**

On December 14, 2021, BASF Corporation (formerly Whitestone Chemical) notified SSSD of a leak on the 4-inch force main that traverses their property at 3455 Southport Road. When the leak was discovered, SSSD took BASF’s sewer pump station off line and a 24-hour/day pump and haul operation was initiated. Staff determined that the leak was underneath the railroad tracks on the section of force main within the encasement. Due to a third railroad spur being constructed into the plant site without the installation of an encasement around the existing force main, staff was unable to access both ends of the encasement to extract and replace the existing pipeline. Without access, the most efficient way to restore the force main and service was the installation of a cured in place pipe-lining. The decision was made to install the lining across the entire length of the railroad right-of-way to avoid a repeat of this situation.

Staff reached out to two lining contractors regarding the force main restoration. RAH Plumbing Solutions was the only contractor able to visit the site, provide a quote, and mobilize within 48 hours of the initial request.

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RAH Plumbing Solutions provided a quote of \$45,250 and a projected start date of December 22, 2021.

RAH Plumbing Solutions mobilized December 22, 2021, and working with SSSD staff installed the lining in two sections and restored the integrity of the force main. The lining cured overnight and the pump station and force main went back on line and the December 23, 2021, at 8:00 am.

Mr. Walden provided the Commission with an overview of the Notification of Enactment of Emergency Procurement – BASF Sewer Force Main agenda item.

The above was provided as information to the Commission.

### **13. CLIFTON-CONVERSE SEWER BASIN STUDY – PROFESSIONAL SERVICES**

Spartanburg Sanitary Sewer District (SSSD) is experiencing significant growth in the area east of Webber Road and south of East Main Street in Spartanburg and extending to the Pacolet River and beyond. The majority of the wastewater in this area flows to and is treated at the Clifton Converse WWTF (CCWWTF) and is discharged to the Pacolet River. The current allocated capacity for the CCWWTF is approaching the 80% threshold at which time a Preliminary Engineering Report (PER) must be submitted to SCDHEC outlining our plans to deal with the increased flow.

The SSSD Engineering Department identified several possible options to address this issue:

- Upgrade the CCWWTF to increase the permitted capacity
- Divert a portion of the current and future influent flow to another WWTF
- A combination of the above.

The SSSD Engineering Department contacted three local engineering consultants and requested that they submit a Letter of Interest and Approach to assist us in evaluating the options, identifying the best short and long- term solutions and finally the preparation of an acceptable PER to SCDHEC. Responses were received from all three firms:

- Summit Engineering Group, Inc.
- KCI Technologies, Inc.
- Goldie Associates, Inc.

Following a detailed evaluation by SSSD staff, Goldie Associates, Inc., was selected as the respondent whose project understanding and approach was determined to most-closely align with the requirements of the project

Management recommended the approval of a professional services contract with Goldie Associates, Inc., in the amount of \$74,700. This project will be funded by SSSD capital funds.

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Gene Jackson provided the Commission with an overview of the Clifton-Converse Sewer Basin Study – Professional Services agenda item. Mr. Jackson reviewed the process being used to determine the best path forward.

Ms. Barnes moved and Mr. Littlejohn seconded the motion to approve management’s recommendation for approval of a professional services contract with Goldie Associates, Inc. The motion passed unanimously.

**14. PAGE CREEK UV EFFLUENT DISINFECTION UPGRADE PROJECT – GOLDIE ASSOCIATES, INC., CHANGE ORDER REQUEST**

Following approval by the Commission at the May 25, 2021, meeting, a Professional Services Contract was executed with Goldie Associates, Inc., (Goldie) for the replacement and upgrade of the existing UV system at the Page Creek WWTF (PCWWTF). Based on recent maintenance and performance problems at the Page Creek Effluent Pump Station (EPS). Goldie’s original scope also included an overall evaluation and recommendation of needed improvements at the EPS.

Goldie’s work on the EPS revealed the following problems:

- Deterioration of the submersible pump mechanical supports and associated concrete structures in the wet well
- Inadequate pump capacity to handle peak flows

Goldie prepared a report wherein they proposed three possible options to address the problems identified at the EPS:

- 1) Rehabilitation of the wet well and the replacement of one of the three 25HP pumps with a 280HP pump that would provide the necessary additional capacity
- 2) Rehabilitation of the wet well and the installation of a 145HP “in-line” booster pump that would provide the necessary additional capacity
- 3) Rehabilitation of the wet well and the installation of a new diesel-powered back-up pump with sufficient capacity to handle 100% of the PCWWTF peak flows

The estimated cost of Option 1 was greater than either of the other two. Options 1 and 2 would both result in the need to upgrade the standby generator at the PCWWTF, which would be a substantial increase in costs. Option 3 was selected as the most cost-effective option. This option also provided the benefit of allowing the EPS to be taken out of service if needed during future maintenance.

As part of their ongoing design of the UV disinfection upgrade project, Goldie also found that there were conflicts with underground electrical cabling at the original equipment location. Changing the location of the new UV equipment required geotechnical investigations that had not originally been needed along with additional design work.

However, the original plan for the UV system upgrade was to install an essentially-identical system in a parallel concrete channel. Goldie presented a variety of alternatives to this original plan. After an extensive evaluation by Operations and Engineering staff, the decision was made to select an “in-pipe” UV system. The design work associated with this equipment was significantly reduced from the original plan, and Goldie has presented a credit for this un-used part of their design fee.

The work described above has resulted in a significant expansion of Goldie’s original scope, and they have submitted a Change Order Request to cover this additional work that will also include the design, permitting, bidding and construction oversight of the improvements at the EPS.

The following is the current status of Goldie’s Contract and the requested addition:

Original Goldie Contract	\$ 63,000
Credit from reduction in original scope (“in-pipe” UV system vs the planned Paralle “in-channel” system)	(\$ 16,500)
Design, permitting, bidding and construction Oversight of the Effluent Pump Station improvements and update of the PCWWTF O&M Manual	\$ 92,300
Net Change to Goldie’s Contract	<u>\$ 75,800</u>
New Contract Amount	\$138,800

Management recommended the approval of a Change Order No. 1 to Goldie’s current contract in the amount of \$75,800. This project will be funded by SSSD capital funds.

Gene Jackson provided the Commission with an overview of the Page Creek UV Effluent Disinfection Upgrade Project – Goldie Associates, Inc., Change Order Request agenda item. Mr. Jackson reviewed the problems that were revealed and the options presented to correct those problems. After an extensive evaluation by Operations and Engineering staff, the decision was made to select an “in-pipe” UV system.

Mr. Montgomery moved and Mr. Littlejohn seconded the motion to approve management’s recommendation for approval of a Change Order No. 1 to Goldie’s current contract in the amount of \$75,800. The motion passed unanimously.

**15. OWNERSHIP AGREEMENT – WESTGATE VILLAGE TOWNES**

SPD Partners, LLC proposes to construct approximately 2,138 linear feet of 8-inch gravity sewer line to provide service to 123 residential lots and an amenity center in Westgate Village Townes located off of West Blackstock Road. The sewer line will connect to the existing SSSD infrastructure. The



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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 SPD Partners, 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.

**16. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS**

- A.** Ms. Schneider informed the Commission that Allen Smith would attend the March Commission meeting to present the OneSpartanburg Vision Plan 2.0.
- B.** Ms. Schneider noted that she would sign the Asset Purchase Agreement with Gaffney Board of Public works for selling them the sewer collection system at the Upstate Corporate Park. When previously discussed there was expected to be an Intergovernmental Agreement with water, but there will not be. Gaffney Board of Public Works has chosen to install their own meters, so they can obtain the readings. This will not happen for about 18 months, but the Intergovernmental Agreement will be executed now.
- C.** Ms. Schneider stated that March 7-11 is Employee Recognition Week. This will be in place of the annual Employee Recognition breakfast.
- D.** Ms. Schneider reminded the Commission that Spartanburg Community College will have their Impact Awards Event (formerly known as Economic Visionaries) on March 17 at the Spartanburg Marriott from 5:00-8:00 p.m.
- E.** Ms. Schneider noted that the SWS and SSSD Commissions will host a drop-in reception from 4:00-7:00 p.m. at Indigo Hall Event Center on March 29 to honor Sue's service and upcoming retirement from Spartanburg Water.
- F.** Ms. Schneider reminded the Commission of the March 30 deadline for Ethics Filing.
- G.** Ms. Schneider informed the Commission that the Criterium hosted by PAL will be held on April 22 beginning at 3:15 p.m. The Choose Tap Oasis will be on-site with reusable water bottles and Choose Tap cooler for event attendees and participants.

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Meeting adjourned at 4:01 p.m.

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G. Newton Pressley  
Secretary-Treasurer

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