

MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, January 17, 2017 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. Mayor White 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 opened with a prayer.

2. APPROVAL OF MINUTES OF REGULAR MEETING OF DECEMBER 6, 2016

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

3. PUBLIC COMMENT

Mr. Lynch introduced David Price, an SSSD customer, and stated that he would like to address the Commission regarding sewer averaging. Mr. Price introduced himself and stated that he has been a resident of Spartanburg County since 1977 and resides at 653 Spencer Circle. Mr. Price is an advocate of fescue grass, which is planted at the beginning of October. This year was an extremely dry year requiring more lawn watering; this water is not sent to the sewer treatment plant for treatment. Mr. Price would like the Commission to extend the sewer averaging rate through the month of October to accommodate customers that plant fescue grass.

Mr. Lynch said the Commission will ask management to review this request, but explained that Spartanburg Water is one of only a few utilities in the state to offer sewer averaging. Some have caps, but most charge for what goes through the meter. Mr. Lynch noted that the budget is set and expected revenues must be met. If SSSD gives the customer a reduced rate on some services it could affect rates.

Mr. Lynch asked Mr. Pressley to look at this during budget time and asked what revenues might look like if the sewer averaging months were May through October instead of April through September, but stated there could be a drought in the spring as well.

Mr. Pressley stated the original sewer averaging policy used the bills from October to May to determine the sewer charge during June through September. In 1989, the policy changed to use the bills from October to March as the basis for sewer charges from April through September.

**AGENDA – Spartanburg Sanitary Sewer District Commission, Regular Meeting
Tuesday, January 17, 2017**

The last change was made in 2012: the winter average calculation was changed to a four-month period from December to March and applied during April to September.

Mr. Lynch thanked Mr. Price for coming and said management would consider his request, but noted that the budget would have to be balanced and the more liberal SSSD is on one end could cause rates to be higher on another end.

Mr. Price thanked the Commission for listening to his concern and stated that all staff he had spoken with had been very helpful.

4. ELECTION OF OFFICERS

Mr. Montgomery moved and Mr. Littlejohn seconded the motion to nominate Mr. Lynch as Chair and Mr. Blanton as Vice Chair. The motion passed unanimously.

5. BLUE RIDGE FOOTHILLS DISTRICT TREATMENT AWARDS AND RECOGNITION

On January 10, 2017, three Spartanburg Water staff members were recognized for their outstanding contributions to the water profession in South Carolina during 2016. The Water Environment Association of South Carolina (WEASC) in conjunction with the South Carolina American Water Works Association (SCAWWA) regional district, the Blue Ridge Foothills District, serves the Upstate and includes 600 members from Anderson, Greenville, Oconee, Pickens, and Spartanburg counties. This regional group recognized the following staff members for their excellent performance in water or wastewater operations in SC:

- Karen Pearson – Laboratory Analyst of the Year
- Sean Henderson – Wastewater Treatment Plant Operator of the Year
- David Cantrell – Maintenance Operator of the Year

Management is proud of these achievements as they show the importance of our valuable and highly skilled staff in operating our drinking water treatment and reclaimed water facilities. These awards underscore the necessary capabilities of staff in order to provide quality water that meets and exceeds regulatory requirements.

Ms. Schneider recognized Karen Pearson, Sean Henderson, and David Cantrell. Robert Walden discussed their awards. The Commission congratulated them on their accomplishments.

The above was provided as information to the Commission.

6. MONTHLY FINANCIAL REPORT

Newt Pressley presented a financial summary of SSSD expenditures and revenues for the five-month period ending November 30, 2016. An explanation was provided for the favorable and unfavorable budget variances.

AGENDA – Spartanburg Sanitary Sewer District Commission, Regular Meeting
Tuesday, January 17, 2017

Mr. Pressley reviewed the Capital Project Fund Report and provided the Commission with a copy of it.

The above was provided as information.

7. GREASE AND SEPTAGE FEE UPDATE

A consulting study has been conducted to update the Sewer District's grease and septage fees.

Ms. Schneider presented information and reviewed the recommendations from the consultant. This included a comparison of fees with neighboring utilities. Some observations reviewed were: current septage and grease fees are low compared to others in the area, capital investment made specifically for grease and septic program, grease and septage impact on capital and operating costs for entire sewer system including PCBs, some utilities set fees higher than cost of service to deter truckloads outside of the service area, some utilities set fees lower than cost of service to deter illegal dumping. Another item noted was that the haulers would prefer no change, but if SSSD implements increased fees, the haulers prefer that it be done at one time instead of phases.

Management recommended increasing the fees to better reflect the cost to operate and maintain the program including PCB treatment and monitoring and to better reflect fees assessed by other utilities. The proposed rates would be \$175 per load for grease and \$100 per load for septage. These increases will not recover the cost of service, but will enable SSSD to recover a portion of the costs.

Mr. Lynch noted annual cost is approximately \$740,000 and the proposed rates would recover about half of this.

Ms. Viney asked when the current fees were implemented. Ms. Schneider stated that the septage fees have been in place for a very long time and the grease fees could have been implemented as far back as 2005.

Mr. Blanton asked how many licensed haulers use the facility. Ken Tuck said approximately thirty.

Mr. Littlejohn asked what happens to the grease when it is collected. Ken Tuck said it is segregated instead of going through the whole process and possibly cause clogging issues within the treatment facility. It is blended into the solids process that is disposed of at the landfill. For future planning, it could be converted into some type of energy fuel, but currently SSSD doesn't receive the quantity to make that work.

Mr. Montgomery asked what the historical receipt of grease is. Mr. Pressley stated that in FY 2016 SSSD received about 500 loads of grease and about 3,500 loads of septage.

Ms. Barnes moved and Mr. Littlejohn seconded the motion to approve management's recommendation to increase the fee to \$175 per load for grease and \$100 per load for septage. The motion passed unanimously.

**AGENDA – Spartanburg Sanitary Sewer District Commission, Regular Meeting
Tuesday, January 17, 2017**

8. RECLAIMED WATER TREATMENT CHEMICAL BID

An online reverse auction was held on January 6, 2017, in order to obtain pricing for water treatment chemicals for the SSSD reclaimed water treatment facilities. Eleven vendors participated in the event. The pricing submitted is for the contract term February 1, 2017 through January 31, 2018.

Please note that Polymer (item #7) requires precertification and the total cost is evaluated based on price, usage, and waste disposal. Polymer from Environmental Specialties provides the lowest total cost of usage based on the prequalification and submitted price.

Management recommended awards to the responsive bidders for those products indicated on the bid tabulation summary below. Funding will be provided from the operating budget.

2017 SSSD WASTEWATER TREATMENT CHEMICAL BID TABULATION (01/09/2017)												
Item	#1	#2	#3a	#3b	#3c	#5	#6	#7	#8	#9	#10	#11
Vendor	Chlorine/ Ton	Chlorine-Dry/ 100 lbs	Sodium 55/20% Per Drum	Sodium 55/50% Per Drum	Sodium Bulk/20% Per Pound	Sulfur Dioxide/ per Ton	Soda Ash/ per 50 lbs	Polymer/ per lb	Lime Slurry/ per lb	Hydrated Lime/ per 50 lbs	Sodium Hypochlorite (12% solution)	Sodium Bisulfite, per Specifications, Delivered - Price per 55 GALLON DRUM
2017 Qty's	100	12000	50	50	500000	50	4500	200000	1500000	2000	220	110
Atlanco								\$1.002				
BASF								\$0.65				
Brenntag			\$72.40	\$112.30			\$11.50				\$61.20	\$112.00
Chemrite		\$99.85								\$7.50		
Colonial Chemical Solutions, Inc.			\$73.00	\$112.00			\$11.72					\$112.80
Diversified Pool Products, Inc		\$100.21										
Environmental Specialties, Inc.								\$0.90				
JCI Jones Chemicals	\$525.00				\$0.0680	\$800.00						
Polydyne Inc.								\$0.648				
Polytec, Inc									\$0.037			
Univar USA Inc.					\$0.0699							

Mr. Montgomery moved and Ms. Viney seconded the motion to approve management’s recommendation to award bids as indicated on the bid tabulation. The motion passed unanimously.

9. MILLIKEN STREET CREEK CROSSING REHABILITATION PROJECT

Initial quotes have been solicited from SSSD’s list of Pre-Qualified Contractors for the replacement of a 10-inch aerial sewer crossing over Lawson’s Fork Creek in the Drayton Community. The request for quotes called for the replacement of the existing 110 linear feet Cable Supported Suspended Aerial Creek Crossing with a Truss Support System, along with

AGENDA – Spartanburg Sanitary Sewer District Commission, Regular Meeting
Tuesday, January 17, 2017

180 linear feet of existing 10-inch sewer pipe and piers on either side of the creek and one above-ground manhole. (The request for quotes is due on January 13, 2017.) The estimated project cost is \$200,000.

A potential partner has come forward with a concept of enhancing the walking trail connectivity in the area. This will require a quote to be developed that will include the rehabilitation needs and the potential walking trail accommodation. Spartanburg Water will work with the partner to develop quotes that include the scope for (A) our typical cable supported design and (B) a design that will support the load for walking (will not include vehicles).

The above was provided as information to the Commission.

10. BARNWELL ROAD 16-INCH CREEK CROSSING REHABILITATION PROJECT

Approximately 540 linear feet of 16-inch cast iron aerial sewer main was lined via Cured-in-Place Pipe (CIPP) methods to restore the integrity of the severely deteriorated pipe with a history of failures. Quotes were solicited from SSSD's list of Pre-Qualified Sewer Rehab Contractors and awarded to Bradley's Contracting based on lowest cost. The CIPP Liner installation is complete. Staff is currently awaiting the results of quality control sampling from the liner before final billing and payment. Estimated project cost is \$74,800.

The above was provided as information to the Commission.

11. COMMISSION RETREAT MEETING

Executive staff proposed a ½-day workshop with each Commission (1 day total) to set the strategic focus and priorities between the Commissions and the executive staff. A proposal from The Weathers Group has been received and staff recommended accepting this proposal. The cost of the workshop for the Commissions is \$8,750 and will be divided equally (\$4,375).

Mr. Lynch stated this proposal is from discussions that himself, Mr. Montgomery and Ms. Schneider have had regarding ways to incorporate the goals and objectives of the Commission into the everyday life of the sewer district and water system. Ms. Schneider suggested a facilitator to assist with planning sessions.

Ms. Schneider noted that she has had the opportunity to work with Charles Weathers within some of the nonprofit organizations she has been a part of. Ms. Schneider also noted that Spartanburg County began having an annual retreat about four years ago and The Weathers Group has provided facilitator services for them.

Ms. Schneider introduced Mr. Weathers to the Commission and asked him to provide an overview of the program.

Mr. Weathers thanked the Commission for having him. Mr. Weathers stated that this program involves individual meetings with the Commission, external stakeholders, and senior management. After having met and spoken with

**AGENDA – Spartanburg Sanitary Sewer District Commission, Regular Meeting
Tuesday, January 17, 2017**

these groups, the information is brought back to the Commission and senior management with the question of how to work through the information received. The Commission gets the opportunity to make informed decisions on where they see the organization going based on stakeholder's input. Involving stakeholders allows them to have ownership in the plans developed because they were a part of the discussion.

Ms. Schneider felt that one of the benefits of the program is to establish guidelines that are referenced for future decisions.

Ms. Schneider suggested a one day retreat at Riverbend Hunt Club. Management will work with the Commission and Mr. Weathers to determine an available date by the end of March in case of any budget impact.

Mr. Lynch said the Commission looked forward to working with Charles Weathers, of The Weathers Group, and would work through the details to schedule the retreat.

12. PROPOSED 2017 COMMISSION MEETING TIME

Ms. Viney stated that as a follow up to her recommendation in January 2016, she would like to recommend changing the start time of the Commission meeting so that it would be more convenient for constituents to attend. At the January 2016 meeting, the Commission recommended that Ms. Viney serve for one year and see if she felt differently. Ms. Viney feels the same if not stronger about changing the start time, and would like to again propose changing the start time of the Commission meeting so that it would be more convenient for constituents to attend. Ms. Viney noted that City Council and County Council meet later in the day to be more accommodating to constituents, but also knows that other utilities in the area meet during the daytime at various times as well.

Mr. Lynch stated that there are a lot of ways to provide customer service and be accessible to constituents. All Commissioners receive contact from constituents and most of them do not want to sit in a meeting that is technical, but request assistance with problems they have. These requests are forwarded to the appropriate personnel, which is most often Sue Schneider. What constituents want most is for the problem to be resolved.

Ms. Viney asked if the agendas are sent out to the press only or is it distributed to rate payers. Ms. Schneider noted that the agendas are posted in the lobby and on the website when they are distributed the Friday prior to the scheduled meeting. Ms. Viney asked if the agenda could show that it is posted online.

Ms. Viney asked for the record to show that she requested the time to be changed.

Mr. Littlejohn stated that he originally felt the same way about changing the meeting time, but has since changed his mind after becoming a part of the Commission. Mr. Littlejohn noted that the meetings are more of a working meeting for strategy planning and decision making, and doesn't feel it is as beneficial to constituents as he originally thought.

**AGENDA – Spartanburg Sanitary Sewer District Commission, Regular Meeting
Tuesday, January 17, 2017**

Mr. Littlejohn moved and Ms. Viney seconded the motion to vote on changing the Commission meeting time.

Ms. Viney approved the motion to change the Commission meeting time. Ms. Barnes, Mr. Blanton, Mr. Littlejohn, Mr. Lynch, and Mr. Montgomery opposed the motion. Majority rules and the meeting time will remain the same, beginning at 2:15 p.m.

13. PROPOSED 2017 COMMISSION MEETING SCHEDULE

January 17	February 28
March 28	April 25
May 23	June 27
July – No meeting	August 22
September 26	October 24
November – No meeting	December 5

Mr. Littlejohn has a schedule conflict on April 25, 2017.

Ms. Schneider noted that work sessions are usually held just before the regular meeting in April. The work session will be held earlier than the regular meeting; therefore the April 25 regular Commission meeting date will not change.

The Commission approved the proposed schedule for the remaining 2017 Commission meetings.

14. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS

- A.** Ms. Schneider reminded the Commission that the One Spartanburg launch will be at 5:15 p.m. at the Chapman Cultural Center. A 52 member steering committee spent the past year developing a comprehensive, five year community and economic development strategy. This event will share the finding and outline the actions to follow.
- B.** Economic Forecast Breakfast will be held on February 3 at 7:45 a.m. at USC Upstate.
- C.** The Utility Management Conference is February 7-10. Agenda and travel packages will be provided soon.
- D.** The General Daniel Morgan Society of the United Way of the Piedmont is holding its 30th Anniversary Celebration on February 16. The event will be held from 6:00-8:00 p.m. at Spartanburg Regional at Beaumont Mills, 700 N. Pine Street. The program will begin at 7:00 p.m. The UWP has selected Sue Schneider to be honored with the General Daniel Morgan Award.
- E.** The employee recognition breakfast will be held on Tuesday, February 28 and Wednesday, March 1 at the Cleveland Park Event Center (upper level). The meal and program will begin at 8:00 a.m. If you

AGENDA – Spartanburg Sanitary Sewer District Commission, Regular Meeting
Tuesday, January 17, 2017

would like to speak at the breakfast on either day, please let Trish know.

- F.** Chamber of Commerce Annual Celebration will be held on March 2 at the Spartanburg Marriott. Please let Trish know by February 20 if you will be attending. The Chamber of Commerce has selected Sue Schneider to be honored with the Neville Holcomb Award at the event.
- G.** The mobile mammography unit with Spartanburg Regional will be onsite in the Human Resources parking lot on March 24. Screenings are open for all employees/spouses that are covered on the Health Insurance. Please notify Cindy Bates by February 26 if you are interested.
- H.** Ms. Schneider stated that an email was provided and information was posted on the Commissioners' Page with talking points regarding the pension fund.
- I.** Spartanburg Water was a Justice for All Sponsor at the MLK Unity Celebration. The event was great and Mayor Riley from Charleston was the keynote speaker.
- J.** Ms. Schneider provided the Commission with the 2016 Community Impact Report detailing benefits received by the community on behalf of Spartanburg Water, employees, and vendors.

The Commission asked about the drought status. Ms. Schneider noted that the status has not changed, but Spartanburg Water resources are sufficient.

Ms. Viney complimented Ms. Schneider and Spartanburg Water for being recognized in the Municipal Leader magazine. Ms. Schneider thanked her and noted that Bobby Walden had received inquiries about the Ice Program and Chad Lawson had received inquiries about the Choose Tap Program.

Meeting adjourned at 3:32 p.m.

G. Newton Pressley
Secretary-Treasurer