

MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, January 22, 2019, 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 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

Ms. Barnes called the meeting to order and opened with a prayer.

2. ELECTION OF OFFICERS

Mr. Montgomery moved and Ms. Barnes seconded the motion to nominate Mr. Blanton as Chair. The motion passed unanimously.

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

3. APPROVAL OF MINUTES OF REGULAR MEETING OF DECEMBER 4, 2018

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

4. MONTHLY FINANCIAL REPORT

Newt Pressley presented a financial summary of SSSD expenditures and revenues for the five-month period ending November 30, 2018, and the six-month period ending December 31, 2018. An explanation was provided for the favorable and unfavorable budget variances.

Mr. Pressley presented and explained the quarterly Capital Projects Funds Report.

The above was provided as information to the Commission.

5. 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

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Ms. Viney asked the Commission to consider changing the time of the meetings to a time that more people could attend, a time similar to the City and County Council meetings.

Mr. Montgomery noted there has not been a problem with attendees at the Commission of Public Works meetings.

Mr. Blanton said it is a good point and he understood Ms. Viney’s concern.

Ms. Viney made a motion to change the meeting time to 4:30 p.m. There was no second. The motion did not pass.

The Commission approved the proposed schedule for the remaining 2019 Commission meeting dates and the start time will remain at 2:15 p.m.

6. JANITORIAL SERVICES CONTRACT

Proposals were received on January 8, 2019, for contract services to furnish material, labor, transportation, and equipment necessary to perform janitorial services at multiple facilities throughout the organization.

The scope of works calls for placing personnel as needed at the Administrative Complex, the C&D Complex, offices at Lake Bowen and Lake Blalock, the R.B. Simms Water Treatment Plant (including the Pavilion), and the Fairforest Reclaimed Water Treatment Plant to provide services at each facility as detailed in the Request for Proposals.

A pre-bid conference was held and guided site tours provided to further familiarize the bidders with the locations, the overall size of the facilities, and the work required.

A tabulation of the responses to the request is listed below. The costs are represented in annual totals, based on an initial 12-month term with two optional renewal terms.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
CMA Services Hartsville, SC	\$120,853
Sunbelt Janitorial Group Spartanburg, SC	\$160,234
Greens Commercial Cleaning Charlotte, NC	\$164,487
US&S, Inc. Greenville, SC	\$198,210

Based on the findings of the evaluation committee, an examination of provided references, and the scoring of the proposals, management recommended an award be granted to Sunbelt Janitorial Group in the annual amount of \$160,234.

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The services will be funded from the operating budget as follows:
SSSD \$55,926.96 and SWS \$104,307.04.

Remsen Parrish, Purchasing Manager, reviewed the bid process and the selection process. Mr. Parrish noted that several of the vendors were new bidders and the recommended vendor has additional customers in this area. Previously, this has not been the case, and that interfered with training and coverage when someone was out.

Ms. Barnes moved and Mr. Littlejohn seconded the motion to approve management’s recommendation to award the bid to Sunbelt Janitorial Group. The motion passed unanimously.

7. BIOCHEMICAL OXYGEN DEMAND (BOD) ANALYZER – REVISION TO AWARD

At the December Commission meeting, the Commission approved an award to SCP Science in the amount of \$33,106 for the purchase of a Biochemical Oxygen Demand (BOD) Analyzer for Lab Services.

Prior to releasing the purchase to SCP Science, a participating vendor protested the award on account that the unit proposed by SCP Science could not meet all of the requirements of the Request for Sealed Bid. After further evaluation by staff, it was determined that the unit offered by SCP Science could not be upgraded to perform serial dilution of the samples as required in the sealed bid. Due to the discrepancy, the SCP Science bid is disqualified. Seal Analytical, which was the second lowest bidder, did propose a unit that meets all of the requirements of the request.

Management recommended granting an award to the next lowest bidder, Seal Analytical, in the amount of \$33,736. An updated tabulation of bids is listed below.

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

Funding will be provided by SSSD operating funds.

Remsen Parrish, Purchasing Manager, reviewed the Biochemical Oxygen Demand (OBD) Analyzer agenda item. Mr. Parrish noted that this item was on the agenda and approved by the Commission in December. A participating vendor protested the award based on an upgrade capability.

Upon staff’s review, the vendor was able to meet that upgrade requirement; however, it was determined that there was a different requirement that could not be met, which disqualified the vendor. Management recommended granting an award to the next lowest bidder, Seal Analytical, in the amount of \$33,736.

Mr. Montgomery moved and Mr. Littlejohn seconded the motion to approve management’s recommendation to award the bid to Seal Analytical, in the amount of \$33,736. The motion passed unanimously.

8. PROFESSIONAL ENGINEERING SERVICES – STUDY OF ALTERNATE DISINFECTION AT THE PAGE CREEK WWTF

In the current Capital Improvement Plan (CIP), a \$750,000 project exists for the replacement of the UV disinfection system at the Page Creek WWTF in Landrum, SC. Prior to initiating the pre-engineering process, management has decided to explore an alternative method of disinfection – peracetic acid (PAA). Most recently, PAA was used as a DHEC approved back-up disinfectant during the UV upgrade project at the Lower North Tyger River WWTF.

PAA is considered to be a “greener” disinfection alternative by the EPA, in that effluent toxicity is not affected by any toxic residuals and requires no removal prior to entering into receiving streams. PAA requires low start-up costs and any power consumption is negligible compared to UV. PAA is a strong, fast-acting oxidant that requires lower exposure to treated waters and has shown to be effective during high flow scenarios.

In order to determine whether PAA is a viable disinfection alternative at the Page Creek WWTF, a cost benefit analysis for comparison and a bench scale study for applicability must be performed. W.K. Dickson & Co., Inc., has recently worked with the town of Lyman, SC, in their change over from gaseous chlorine to PAA. Due to their expertise with this disinfectant methodology, management is recommending that the District acquire the services of W.K. Dickson & Co., Inc., to perform these studies. The proposed cost for completing this work is \$15,000. The cost breakdown is shown below.

<u>Cost Breakdown</u>	
<u>Task/Description</u>	<u>Cost</u>
Bench Scale Testing	\$4,000
CIP/O&M Analysis	\$4,000
Pilot Study Support	\$7,000
Total Cost	\$15,000

Management recommended awarding the contract to W.K. Dickson & Co., Inc., in the amount of \$15,000. This project will be funded by operating funds.

Rick Jolley, Wastewater Treatment Manager, reviewed the request for W.K. Dickson & Co., Inc., to conduct a 60-day bench study and cost analysis of peracetic acid (PAA) to be used as an alternate disinfection at the Page Creek WWTF.

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Ms. Barnes asked how long peracetic acid had been used by anybody. Mr. Jolley noted that it has been used overseas for some time now, and has been used in the United States for the last 10 years. EPA has actually embraced it as a Green technology.

Ms. Schneider noted that Lyman has worked with DHEC to pave the way with additional studies.

Ms. Viney moved and Mayor White seconded the motion to approve management’s recommendation to award the contract to W.K. Dickson & Co., Inc. The motion passed unanimously.

9. CONTRACT PUMP AND HAUL SERVICE AGREEMENT

Bids were received on December 13, 2018, for contract pump and haul services for the various reclaimed water treatment facilities to supplement work performed by SSSD personnel and equipment. Services are broken into two sections which include routine pump and haul requirements and emergency pump and haul requirements, whereby the agreement will be applicable to normal operating hours as well as after hours or emergency situations. In addition to general pump and haul provisions, the contractor may be required to clean tankage and transfer seed sludge from one of the eight facilities identified in the scope of work. Quantities for this agreement are estimated at 300 loads per year.

Invitations were forwarded to prospective bidders and published in the local media. Only one response was received and is listed below.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Simmons Septic Tank Service Fairforest, SC	\$185 per load

Management recommended an award be granted to Simmons Septic Tank Service based on their bid of \$185 per 2,500 gallon load. Based upon an estimated 300 loads per year, the value of the contract would be approximately \$55,500 annually. Funding will be provided through the SSSD operating budget.

Mr. Montgomery moved and Ms. Barnes seconded the motion to approve management’s recommendation to award the bid to Simmons Septic Tank Service. The motion passed unanimously.

10. OWNERSHIP AGREEMENT – CARTWRIGHT FARM

Holly Drive Properties, Inc., proposes to construct approximately 2,617 LF of 8-inch gravity sewer line to provide service to 82 lots in Cartwright Farm Subdivision located at Duncan-Reidville Road. The sewer line will connect to the District’s existing infrastructure. The domestic waste will be treated at the South Tyger River Wastewater Treatment Facility. SSSD will participate in the cost in accordance with the Sewer Extension Policy adopted on December 17, 1996.

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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 Holly Drive 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.

11. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS

- A.** Mr. Blanton, SSSD Chair, welcomed Jeff Horton to the Commission Board.
- B.** Ms. Schneider noted that Spartanburg Water was a Justice for All sponsor for the Martin Luther King Celebration held January 21.
- C.** Ms. Schneider stated that the Employee Recognition Breakfast will be held on February 26 and 27 at the Cleveland Park Event Center. If you would like to speak, please let Trish know.
- D.** Ms. Schneider reminded the Commission that the Utility Management Conference will be held March 5-8. If you are interested in attending, please let Trish know.
- E.** Ms. Schneider informed the Commission that Spartanburg Community College is honoring businesses that are transforming the Upstate's Economy at their Economic Visionaries event scheduled for Thursday, March 21, at the Spartanburg Marriott.
- F.** Ms. Schneider asked Newt Pressley to speak to the Commission regarding upcoming budget work sessions and approval of the final approval in May or June.
- G.** Ms. Viney asked about the Commission having a retreat. The Commission agreed. Ms. Schneider will begin looking at locations and available dates.

Meeting adjourned at 2:47 p.m.

G. Newton Pressley
Secretary-Treasurer