

MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 301 South Avenue, Spartanburg, SC, January 26, 2021, 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.

Mr. Blanton confirmed all Commissioners were present on the Zoom meeting.

1. PRAYER

Mr. Blanton called the meeting to order and Newt Pressley opened with a prayer.

2. ELECTION OF OFFICERS

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

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

3. APPROVAL OF MINUTES OF REGULAR MEETING OF DECEMBER 1, 2020

Ms. Barnes 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, 2020, and six-month period ending December 31, 2020. An explanation was provided for the favorable and unfavorable budget variances.

The above was provided as information to the Commission.

5. COVID-19 REPORT

Ms. Schneider provided the Commission with an update on COVID-19.

Ms. Schneider noted that the Governor has worked with DHEC in speeding up the vaccination rate by adding the following to Phase 1a of the vaccination schedule: 70+ years of age were added and those at risk in the hospital older than 65 years of age. Spartanburg Water continues to work with DHEC requesting vaccinations for employees.

Tracking of Spartanburg County COVID- Data

We actively track daily positive case and death numbers in Spartanburg County. Average daily case and death rates were:

Month	Average Positive Cases/Day	Death Rates/Day	Potential Drivers
April	8.3	0.3	Start of data
May	10.6	0.4	Up swing toward the end of May due to Mother’s day and warmer weather.
June	33.0	0.9	Memorial day, graduations, outdoor activities, beaches, weddings, more openings.
July	67.3	1.1	Continued openings, more indoor dining, vacations, travel.
August	42.0	2.1	More masking, countered by more openings.
September	42.7	1.7	Continued efforts with community orders to mask.
October	57.8	1.3	Upswing in infection rates in county and state.
November	91.9	1.4	More cases as we go into the holiday Season. The trend is nation wide.
December	209.5	4.1	Surges of cases from the end of November and Christmas season.
January	268.4	5.2	Christmas and New Years

**As of January 20, 2021*

Spartanburg Water has six positive employee cases and 21 potential exposures. In November, there had been 10 positive employee cases and 108 quarantines. A workforce snap shot today show 41 positive employee cases and 196 quarantines.

Management continues to have regular meetings to review COVID-19 and its effects on Spartanburg Water. These rising numbers for staff has impacted some of the workload, particularly at our C&D location. There has been a reduction in construction crews and some delays in putting in taps. Overall, the workload has been handled by shifting employees around. There has been no disruption from supply chains.

The above was provided as information to the Commission.

6. PROPOSED 2021 COMMISSION MEETING SCHEDULE

January 26	February 23
March 23	April 27
May 25	June 22
July – No Meeting	August 24
September 28	October 26
November – No Meeting	December 7

There was a conflict for the June 22 meeting, so the June meeting date was rescheduled for June 29.

The above schedule was approved with the amended date change for June to be held on June 29.

7. BID FOR SEWER FACILITIES MOWING AND MAINTENANCE CONTRACT

Bids were received on December 22, 2020, for services to mow and maintain 88 selected Spartanburg Sanitary Sewer District facilities. Invitations to bid were forwarded to prospective bidders and publicized in the local media. A tabulation of the responses is below listing the annual cost.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
MB&B Lawn Works Spartanburg, SC	\$47,928
Derrick’s Green and Clean Cowpens, SC	\$58,368
Sodfather, Inc. Spartanburg, SC	\$124,320

Based on their response, MB&B Lawn Works does not currently have the capacity and experience to perform the tasks outlined in the request for bid. Management recommended an award to the lowest responsive and responsible bidder, Derrick’s Green and Clean, in the amount of \$58,368 per year, which will be paid at a rate of \$4,736 per month.

Funding will be provided by the SSSD operating budget.

Remsen Parrish provided the Commission with an overview of the bid for the Sewer Facilities Mowing and Maintenance Contract.

Ms. Barnes moved and Mr. Littlejohn seconded the motion to approve management’s recommendation to award the bid to the lowest responsive and responsible bidder, Derrick’s Green and Clean. The motion passed unanimously.

8. BEN’S CREEK PUMP STATION, FORCE MAIN AND GRAVITY SEWER PROJECT – SUMMARY CHANGE ORDER

The Ben’s Creek Pump Station, Force Main, and Gravity Sewer Project is complete. This project provided sewer service to an area of the Sewer District that was not previously served, and provided a basis for future gravity sewer extensions to a larger basin. This project included a 1,280 GPM pump station, approximately 4,300 linear feet of 10" force main, and approximately 900 linear feet of 18" gravity sewer. The developer of the 390 lot Anderson Grant subdivision, the first development that will be served by this project, contributed \$200,000 toward the cost of the project and funded the cost of extending 3-phase electrical power to the pump station site.

Change order No. 1 - was a 61-day time extension for the rain delays during the initial phase of the project.

Change order No. 2 - (summary) was a net increase of \$517,902.53 in the contract price for adjustments to the unit quantities as based on the actual work done, and for additional work primarily related to changes in site conditions as the project progressed. The majority of the cost increase (\$482,664) was the result of the 1,207 cubic yards of rock removal that was necessary during installation of the gravity sewer.

These change orders were executed as per current District policy.

The Financial summary of the project construction is as follows:

Original Contract Price -	\$ 2,012,828.24
Change Order No.2 (Summary) -	<u>\$ 517,902.53</u>
Revised Contract Price	\$ 2,530.730.77

Joel Watson, Engineering Operations Manager, provided the Commission with an overview of the Ben’s Creek Pump Station, Force Main and Gravity Sewer Project Summary Change Order.

The above was provided as information to the Commission.

9. MEADOWS CREEK - HWY 292 BASIN GRAVITY SEWER EXTENSION PROJECT – PROFESSIONAL SERVICES

The Meadows Creek - Hwy 292 Basin Gravity Sewer Extension Project will be completed in two phases and provide gravity sewer to the currently unserved area of the Sewer District located along Meadows Creek and currently funded in our Capital Improvements Program. Phase I will begin near the intersection of Asheville Highway and I-26 and will proceed +6,700 linear feet to Clark Road. Phase II will continue an additional +8,000 linear feet northward beyond Clark Road.

A Request for Proposals was issued by the SSSD Engineering Department to five local consulting engineering firms, and four proposals were received from Summit Engineering Group, Inc., Goldie Associates, Goodwyn Mills Cawood, and Hulse, McCormick & Wallace. Following a review using an evaluation criteria matrix, the proposal submitted by Summit Engineering

Group, Inc., was determined to be the most advantageous to the Commission.

Summit Engineering Group, Inc.'s proposal included professional services for the design, permitting (including wetlands), bidding, construction administration, and 30 easement plats at \$800 each for a total lump sum amount of \$240,000 for both phases of work. Summit has also offered to assist with easement negotiations with property owners as needed on an hourly basis.

Management recommended the approval of a professional services contract with the Summit Engineering Group, Inc., in the lump sum amount of \$240,000 along with an hourly not-to-exceed amount of \$20,000 for assistance with acquisition of easements as needed based on the rate sheet submitted. This project will be funded through SSSD capital funds.

Ms. Schneider provided the Commission with an overview of the Meadows Creek - Hwy 292 Basin Gravity Sewer Extension Project request for Professional Services.

Mayor White moved and Mr. Littlejohn seconded the motion to approve management's recommendation and award a professional services contract with the Summit Engineering Group, Inc. The motion passed unanimously.

10. RIGHT-OF-WAY AND EASEMENT AGREEMENTS

All paperwork has been completed and the Right-of-Way/Easement agreement has been recorded.

- (1) Converse Mill Developer, LLC**, amendment to easement for recreational use and maintenance agreement.

The above was provided as information to the Commission.

11. OWNERSHIP AGREEMENT – CHESLYN PLACE

ROI Properties, LLC proposes to construct approximately 1,734 linear feet of 8-inch gravity sewer line to provide service to 98 residential duplex units in Cheslyn Place located off Meadow Farm Road. The sewer line will connect to the SSSD existing infrastructure. The domestic waste will be treated at the A. Manning Lynch Wastewater Treatment Facility. SSSD will participate in the off-site sewer construction cost in accordance with the Sewer Extension Policy adopted December 17, 1996.

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 ROI Properties, 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.

12. OWNERSHIP AGREEMENT – MAGNOLIA PLACE

Magnolia Place Reidville, LLC proposes to construct approximately 3,232 linear feet of 8-inch gravity sewer line to provide service to 72 residential lots in Magnolia Place subdivision located off Pine Street in the Town of Reidville. The sewer line will connect to the existing SSSD infrastructure. The domestic waste will be treated at the South Tyger Regional Wastewater Treatment Facility. SSSD will participate in the off-site sewer construction cost in accordance with the Sewer Extension Policy adopted December 17, 1996.

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 Magnolia Place Reidville, 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.

13. OWNERSHIP AGREEMENT – PLEASANT FALLS

Sill Real Estate and Construction, Inc. proposes to construct approximately 2,182 linear feet of 8-inch gravity sewer line to provide service to 53 residential lots in Pleasant Falls subdivision located off Anderson Mill Road. The sewer line will connect to the existing SSSD infrastructure. The domestic waste will be treated at the Lower North Tyger River 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 Sill Real Estate and Construction, 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 – ROBERT SMALLS APARTMENTS

New Spartanburg Owner, LP proposes to construct approximately 2,990 linear feet of 8-inch gravity sewer line to provide service to the 190 unit Robert Smalls Apartments located off Wofford Street. The sewer line will connect to the SSSD existing infrastructure. The domestic waste will be treated at the A. Manning Lynch Wastewater Treatment Facility. The developer will bear all costs.

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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 New Spartanburg Owner, LP. 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. Blanton asked how the Chaplaincy Program is going within the company. Ms. Schneider and Newt Pressley provided general information regarding the program.
- B. Ms. Schneider stated that the Volunteer Committee will be collecting Bags of Love for the United Way quarterly project.
- C. Ms. Schneider reminded the Commission of the State Ethics Filing requirements and deadline to file.

Meeting adjourned at 2:48 p.m.

G. Newton Pressley
Secretary-Treasurer

tbh