

## MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, June 20, 2024 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, Montgomery, Rice, and Willard. No one was absent.

Attendees: Guy Boyle, Cam Cole, Gene Jackson, Robert Walden, Rick Jolley, Kevin Smith, Kevin Brown, Ken Tuck, Corey Reid, Hariette Stinson, Remsen Parrish, Jennifer Candler, Hannah Davidson, Trish Heatherington.

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. CALL TO ORDER**

Mr. Blanton called the meeting to order.

### **2. INVOCATION**

Bobby Walden opened with a prayer.

### **3. PROPOSED AMENDMENT TO AGENDA ITEM – SPARTANBURG SANITARY SEWER DISTRICT – DRAFT OF BYLAWS**

Mr. Blanton read the proposed amendment from management requesting the Commission consider action on the SSSD Draft of Bylaws and consider adopting the proposed SSSD Bylaws at the August 27, 2024, Commission meeting. SSSD Bylaws will require review for approval at two separate meetings, this being the first meeting.

Mr. Blanton stated he would entertain a motion to amend the agenda to approve and adopt the proposed SSSD Bylaws with any recommended changes at the August 27, 2024, SSSD Commission meeting.

Ms. Barnes moved and Mr. Littlejohn seconded the motion to amend the agenda to consider adopting the proposed SSSD Bylaws with any recommended changes at the August 27, 2024, SSSD Commission meeting. The motion was approved unanimously.

### **4. APPROVAL OF MINUTES OF REGULAR MEETING OF MAY 21, 2024**

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

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**5. PUBLIC HEARING FOR PROPOSED FY2024-2025 OPERATING BUDGET**

A public hearing was held by the Commission to allow input regarding the proposed FY2024-2025 Operating Budget.

Mr. Montgomery moved and Mr. Littlejohn seconded the motion to open the public hearing regarding the proposed FY2024-2025 Operating Budget. The motion passed unanimously.

There were no comments from the public.

Mayor Rice moved and Mr. Montgomery seconded the motion to close the public hearing regarding the proposed FY2024-2025 Operating Budget. The motion passed unanimously.

**6. DISCUSSION/APPROVAL OF PROPOSED FY2024-2025 OPERATING BUDGET**

Management requested approval of the proposed FY2024-2025 Operating Budget.

Cam Cole noted that the sewer operating budget work session was held on May 15, 2024, and the budget ads were advertised as legally required. Changes requested by the Commission during the work session were made and are reflected in the final FY2024-2025 SSSD Operating Budget provided. The current SSSD Operating Budget reflects a 4.5% rate increase that went into effect on February 1, 2024. There will be a 4.5% rate increase effective January 1, 2025. These rate increases reflect the 5-year rate and fee plan proposed at the November 2023 Rate and Fee Commission meeting, in which the Commission approved a Resolution for the proposed 5-year Rate and Fee Plan, and adopted the rates and fees for Calendar Years 2024, 2025, and 2026. The FY2024-2025 Operating Budget reflects a 4.96% increase in Revenue Expenditures, and a 2.32% increase in Operating Expenditures.

Ms. Barnes moved and Mr. Littlejohn seconded the motion to approve the FY 2024-2025 Operating Budget as presented. The motion passed unanimously.

**7. OLD BUSINESS – NONE**

**AGENDA ITEMS 8-10 FINANCE AND PROCUREMENT**

**8. MONTHLY FINANCIAL REPORT**

A financial summary of SSSD expenditures and revenues for the eleven-month period ending May 31, 2024, were reviewed by Cam Cole, the Chief Financial Officer.

The above was provided as information to the Commission.

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## 9. ELECTRONIC TIME AND ATTENDANCE SYSTEM

The current method for time and attendance is labor intensive and a manual process. Spartanburg Sanitary Sewer District uses Munis, a Tyler Technology product, for our financial system processes, including general ledger, accounts payable, human resources, purchasing, and payroll. Munis has incorporated an electronic time and attendance module that integrates with our existing payroll module to allow us to streamline the current manual processes. The implementation cost for this automation project will be as follows:

Initial Cost for license and implementation:	\$61,920
Equipment Cost:	<u>\$33,110</u>
Total Project Cost:	\$95,030

Recurring annual maintenance cost after year 1: \$8,500

Management recommended the approval of the electronic time and attendance module for Tyler Munis system in the amount of \$95,030. This project will be funded from capital funds as follows: SSSD - \$38,012 and SWS - \$57,018.

Cam Cole provided the Commission with an overview of the Electronic Time and Attendance System agenda item. Currently, time and attendance is a manual process. Administrative Assistants collect timesheets, coordinate manager approval and input data, then provide to payroll. This process is labor intensive and requires a lot of time from various employees.

If approved, the Tyler Munis module would integrate with the existing payroll module and allow the process to be streamlined to reduce the manual process.

Ms. Viney asked if remote employees would have access to the proposed time and attendance system. Ms. Cole stated that there are various options for clocking in and out, for example: badge readers, cell phone, palm reader.

Mr. Boyle stated that the number of individuals and the amount of time that is involved with the current process is a very manual process. If approved, the new system will streamline this process and bring it up to date.

Mayor Rice asked about the recurring annual fee of \$8,500. Ms. Cole stated this fee covers maintenance on the system, software updates, etc.

Mr. Montgomery moved and Ms. Barnes seconded the motion to approve management's recommendation to approve the electronic time and attendance module for the Tyler Munis system. The motion passed unanimously.

**10. SSSD WASTEWATER CONSTRUCTION SERVICES – REQUEST FOR QUALIFICATIONS**

Qualifications were received on April 24, 2024, in response to a Request for Qualification (RFQ) that will allow SSSD to compile a list of pre-qualified contractors to rehabilitate or repair collection system mainlines and creek crossings for emergency repair. There are a number of areas where collection system lines and crossings span creeks and tributaries and are in need of repair due to age or storm damage. The pre-qualified contractors will be called upon to submit competitive bids when preconstruction phases and/or construction phases, or the rehabilitation or repair work is scheduled. This alternative delivery method will expedite the competitive bidding process and allow construction work to be completed in a proactive manner.

Responses were received from thirteen contractors. Responses were scored based on the following criteria: (1) Experience on similar projects, (2) Project Team qualification, (3) Financial Capability, (4) MWBE utilization, and (5) Community Benefit Program.

After careful evaluation, management recommended approval of each of the following twelve respondents as pre-qualified contractors that SSSD will use to rehabilitate or repair.

**RESPONDING FIRMS**

North American Pipeline Management, Inc. Marietta, GA	Payne, McGinn, & Cummins, Inc. Travelers Rest, SC
Harper General Contractor, Inc. Greenville, SC	Bradley’s Contracting, Inc. Inman, SC
Atlantic Coast Contractors, Inc. Denver, NC	HRH Engineering Services LLC Chesnee, SC
Harrison & Son Contracting Woodruff, SC	Moorhead Construction, Inc. Belton, SC
Double R Utilities, Inc. Gaffney, SC	SM Grading & Excavating LLC Jonesville, SC
T. P. Howard’s Plumbing Co, Inc. Fairview, NC	Long & Sons Utility Simpsonville, SC

Bids will be solicited from each of the twelve pre-qualified contractors on an as-needed basis for a period not to exceed 24 months. Projects will be funded by SSSD collection rehabilitation funds.

Remsen Parrish provided the Commission with an overview of the SSSD Wastewater Construction Services – Request or Qualifications agenda item. Mr. Parrish noted that thirteen firms submitted a request for qualifications, and management recommended twelve for approval.

Mayor Rice asked what would cause a firm not to be a pre-qualified contractor. Mr. Parrish noted that the submissions were scored based on the above noted criteria, but the firm not recommended is more involved in treatment plant work and this RFP is more for collection and pipe work, therefore the firm didn’t have the experience necessary.

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Mr. Littlejohn asked if the recommended firms have previously completed work for Spartanburg Water. Mr. Parrish stated that the majority of them have previously completed work for Spartanburg Water.

Mayor Rice moved and Mr. Littlejohn seconded the motion to approve management’s recommendation to approve the twelve respondents noted above as pre-qualified contractors that SSSD will use to rehabilitate or repair. The motion passed unanimously.

**11. A. MANNING LYNCH WASTEWATER TREATMENT PLANT BATHROOM RENOVATION**

Bids were received on May 8, 2024, to renovate the bathrooms in the Operations Building of the A. Manning Lynch Wastewater Treatment Facility. The existing bathrooms were installed during the 1970’s. These renovations will provide much needed updates to the bathrooms. Renovations will be ADA compliant as required under federal and state law.

The invitation for bids was advertised in the local media, listed on the Spartanburg Water Website, and forwarded to eleven prospective contractors. One response was received from Harper General Contractors, Inc. A cost tabulation is listed below.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Harper General Contractors, Inc. Greenville, SC	\$108,980

Management recommended the bid be awarded to the lowest responsible bidder, Harper General Contractors, Inc., in the amount of \$108,980. Funding will be provided through the SSSD capital account.

Remsen Parrish provided the Commission with an overview of the A. Manning Lynch Wastewater Treatment Plant Bathroom Renovation agenda item. The existing bathrooms were installed during the 1970’s and these renovations are much needed and will be ADA compliant.

Mr. Montgomery moved and Mr. Littlejohn seconded the motion to approve management’s recommendation to award the bid to the lowest responsible bidder, Harper General Contractors, Inc. The motion passed unanimously.

**AGENDA ITEMS FROM OPERATIONS – NONE**

**AGENDA ITEMS 12-16 ENGINEERING**

**12. CMAR SELECTION – CHESNEE WWTP UPGRADE PROJECT**

On March 29, 2024, qualifications were received for Construction Manager at Risk for the Chesnee Wastewater Treatment Plant Upgrade. The project scope includes upgrading the wastewater treatment facility, where most equipment and systems have reached the end of the equipment’s useful life. The original treatment plant is a 0.5 MGD activated sludge facility,

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constructed in the 1980's, that underwent an upgrade in 1995. Qualifications were received from the following Construction Manager at Risk firms:

- Harper Corporation General Contractors, Inc.
- Moorhead Construction, Inc.
- Reeves Young, Inc.
- Sossamon Construction, Inc.
- State Utility Contractors, Inc.

The qualification submittals were each evaluated based on six criteria: firm's experience, project team, approach to the project, firm's location, safety and accident prevention program, and legal/litigation history. The three highest scoring teams were requested to submit proposals for the project, and the following teams selected were:

- Harper Corporation General Contractors, Inc.
- Reeves Young, Inc.
- State Utility Contractors, Inc.

State Utility Contractors, Inc. withdrew their proposal due to pending and anticipated workloads. The other two team's proposals were then evaluated based on four criteria: detailed project approach, project references, price proposal, and a 90-minute interview.

Management and staff have thoroughly reviewed the proposals utilizing the selection criteria and recommend that the Commission enter into a Construction Manager at Risk contract with Harper General Contractors, Inc., for the project. Pre-construction services are a not-to-exceed amount of \$70,000 with a total construction budget estimated at \$9.9 million. The project will be funded by ARPA/SCIIP grant funds.

Kevin Smith provided the Commission with an overview of CMAR Selection – Chesnee WWTP Upgrade Project agenda item.

Mr. Littlejohn moved and Mayor Rice seconded the motion to approve management's recommendation to enter into a Construction Manager at Risk contract with Harper General Contractors, Inc., for the project. Pre-construction services are a not-to-exceed amount of \$70,000. The motion passed unanimously.

### **13. RECEIPT OF BIDS – CINDER BRANCH PUMP STATION AND FORCE MAIN**

Bids were received on June 4, 2024, for the Cinder Branch Pump Station and Force Main Project. This project consists of a new 670-gpm Pump Station and approximately 21,459 linear feet of 10" to 14" force main. The new pump station and force main will divert flow, from several proposed developments, out of the Clifton Converse Basin to the A. Manning Lynch WWTF, which is a larger treatment facility with available capacity. Five contractors obtained the bid documents for the project and three contractors submitted a bid. The bids were as follows:

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<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Piedmont Utility Group, Inc. Mooresboro, NC	\$7,543,116.80
TP Howard’s Plumbing Co., Inc. Fairview, NC	\$7,900,000.00
Moorhead Construction, Inc. Mooresboro, NC	NON-RESPONSIVE
Engineer’s Estimate	\$9,886,000.00

Management recommended awarding the contract to the lowest responsive bidder, Piedmont Utility Group, Inc., of Mooresboro, NC for the amount of \$7,543,116.80. This project will be funded by capital funds.

Kevin Smith provided the Commission with an overview of the Receipt of Bids – Cinder Branch Pump Station and Force Main agenda item.

Ms. Viney asked how long construction would take. Mr. Smith stated approximately one year.

Mr. Boyle noted that although this project is scheduled to be funded by capital funds, management has requested funding from the State for this project. Currently, 2.5 Million is allocated to SSSD for this project in the State, but the State budget has not been approved. SRF Funds have been requested to fully fund the project’s estimated cost of 9 Million. SSSD may consider low interest loans and repay quickly if the State and/or SRF Funding requests are not approved.

Ms. Viney asked if management is familiar with the Office of Resiliency. Mr. Boyle noted that he had recently met with Ben Duncan at the Office of Resiliency to ask how Spartanburg Water could partner with them.

Mayor Rice moved and Mr. Littlejohn seconded the motion to approve management’s recommendation to award the contract to the lowest responsive bidder, Piedmont Utility Group, Inc. The motion passed unanimously.

**14. OWNERSHIP AGREEMENT – COYOTE CREEK**

ECS Development, LLC proposes to construct approximately 5,046 linear feet of 8-inch gravity sewer line to provide service to 231 residential lots in Coyote Creek located off Jersey Road. The sewer line will connect to the existing SSSD infrastructure. The 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.

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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 ECS Development, LLC. Under the terms of the resolution adopted by the Commission on January 26, 2023, 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. OWNERSHIP AGREEMENT – FALLING CREEK ROAD SEWER EXTENSION**

Lamar Holdings, LLC proposes to construct approximately 1,650 linear feet of 8-inch gravity sewer line to provide service to a future residential development located off Falling Creek 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 Lamar Holdings, LLC. Under the terms of the resolution adopted by the Commission on January 26, 2023, 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 – MAGNOLIA STREET TOWNES**

RBD Group Oz, LLC proposes to construct approximately 215 linear feet of 8-inch gravity sewer line to provide service to 11 residential lots in Magnolia Street Townes located off Magnolia Street. The sewer line will connect to the existing SSSD infrastructure. The 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 RBD Group Oz, LLC. Under the terms of the resolution adopted by the Commission on January 26, 2023, 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. SPARTANBURG SANITARY SEWER DISTRICT – DRAFT OF BYLAWS**

The Commission will be provided with a draft set of Governing Bylaws for the Spartanburg Sanitary Sewer District. These Bylaws may be considered for adoption by the Commission at a future meeting of the Commission. These Bylaws have been developed internally and vetted through proper legal counsel. This draft set of Bylaws incorporate current enabling legislation, rules of procedure, and governance that define the rules by which the Commission operates in a single document.

An amendment to the agenda was made above requesting the Commission to take action on the SSSD Draft Bylaws and consider adopting the proposed SSSD Bylaws at the August 27, 2024, Commission meeting. SSSD Bylaws will require review for approval at two separate meetings, this being the first meeting. The Commission unanimously approved the amendment.

Mr. Boyle stated that the SSSD Commission received an electronic version of the Draft Bylaws, and a paper copy will be provided. The Draft Bylaws were developed over this past year, and have been vetted through legal counsel. They incorporate the Enabling Legislation and Rules of Procedure that were adopted by the Commission on January 5, 1971.

Mr. Boyle noted two amendments to the Draft Bylaws - Item 4.7; the last sentence will change to a non-voting ex officio position, and Item 612.2; the quorum statement will change to majority of the quorum.

Mr. Boyle shared that the SSSD Commissioners work very well together, the Bylaws are for governance and direction.

The Commission will review the proposed Draft Bylaws and prepare to take action on them at the August 27, 2024, meeting.

**18. CHIEF EXECUTIVE OFFICER REPORT**

- A. Mr. Boyle noted that the Anchor Park Ribbon Cutting was held on May 24 and the event went very well. The Spencer family participated and was very appreciative.
- B. Bobby Walden informed the Commission that The Tyger River Foundation requested permission to implement a 1.2-mile trail along existing sewer line rights-of-way. The trail would run parallel with the North Tyger River beginning at a point south of Anderson Mill Road and ending at a point south of Old Georgia Road near the Ranson Creek roadway crossing. A Memorandum of Understanding (MOU) regarding the desired use of the sewer line rights-of-way between SSSD and Tyger River Foundation has been executed. A map illustrating the route of the trail was attached to the MOU as an exhibit.
- C. Mr. Boyle shared that the South Carolina Oyster Recycling and Enhancement (SCORE) program with SCDNR is ready. The SCORE program works to collect and recycle oyster shells to improve water quality on the South Carolina shores. All oyster shell should be free of

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trash and deposited at the A. Manning Lynch Wastewater Treatment Facility. Participation from restaurants and community members are encouraged.

Spartanburg Water is only the second drop-off location in the Upstate. ReWa was the first to participate in the SCORE program. Meghan Roy will coordinate the SCORE program for Spartanburg Water. Jennifer Candler and Communications have shared information about the program on Social Media, website, obtaining signage, and media coverage with WYFF.

- D. Mr. Boyle reviewed the Capstone Project “Why Water” that his team from The Diversity Leadership Initiative at Furman worked on. Why Water is a program for 7th graders that encompasses a water tower competition integrated into state science standards with the goal of exploring diverse career opportunities within the water industry and examining the importance of water to communities. Spartanburg School District One and Spartanburg School District Three will implement the AWWA Program to build water tanks.

The Mission Statement for Why Water is: To create a future generation of water trailblazers by educating, exploring and engaging with youth through a water tower competition. The competition is designed to provide information to youth about water resource engineering, infrastructure, water treatment and water conservation in hopes that some will become future water professionals. Curriculum is aligned with SC state standards. The lesson focuses on how engineering helps communities store and distribute water to its populations. Students work in teams to design and build a water tower out of everyday materials that can “supply” and “shut off” water as needed. The system will need to deliver water in a pressurized, controlled manner to a paper cup that is about 36 inches or 90 cm away. They design their tower, build and test their system, evaluate their results, and share observations with their class.

The group is currently working with the school districts to use the AWWA template and incorporate this program into the schools. It would be great if this program originated in Spartanburg and spread throughout South Carolina.

- E. Mr. Boyle stated that the PFAS complaint recently discussed with the Commission; has been formally filed.
- F. Mr. Boyle informed the Commission that new and existing RV Parks will be allowed to access sewer service with SSSD. Currently, internal rules of procedure do not allow RV Parks to have access to sewer service with SSSD. Rick Jolley created a technical memorandum that would allow RV Parks to have access to sewer, provided they fulfill all required compliance measures that are in place. Staff will monitor and confirm compliance on a scheduled basis. All sewer systems polled within the Upstate are allowing RV Parks to receive sewer service. It is a better option for the environment.

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**19. REFERRALS**

Mr. Boyle informed the Commission of referrals that will be on the upcoming agenda in August. The Finance and Administration Department will have an upgrade request to the Customer Information System to prepare for the meter changeout project. The Engineering Department will have a receipt of bids for the Arcadia sewer improvements project.

**20. ADJOURNMENT**

Meeting adjourned at 3:08 p.m.

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Camlyn M. Cole  
Secretary-Treasurer

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