

MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, March 26, 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, and 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 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 Gene Jackson opened with a prayer.

2. APPROVAL OF MINUTES OF REGULAR MEETING OF FEBRUARY 26, 2019

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

3. BLUE RIDGE FOOTHILLS DISTRICT LEGACY AWARD AND WATER ENVIRONMENT ASSOCIATION OF SOUTH CAROLINA HENRY E. GIBSON SERVICE AWARD

In January and March of this year, a Spartanburg Water staff member has received two awards pertaining to their long-term service and dedication to professional organizations at both the regional and state level.

In January, the Blue Ridge Foothills District of the Water Environment Association of South Carolina recognized Janet Cann with the Legacy Award. This award is presented to acknowledge sustained extraordinary service, leadership and devotion to the Blue Ridge Foothills District.

In March, at the South Carolina Environmental Conference Janet was recognized by the Water Environment Association of South Carolina with the Henry E. Gibson Service Award. This award is presented to recognize and honor a member of the WEASC who has demonstrated outstanding service to the association through leadership and active participation in the WEASC programs.

Management is proud of Ms. Cann for receiving these professional recognitions for her dedication, leadership, and long-term service to the Blue Ridge Foothills District and the Water Environment Association of South Carolina.

Ronnie Champion, Director of Water Distribution and Collection, introduced Janet Cann. Mr. Champion provided an overview of the awards Ms. Cann received.

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The Commission congratulated Ms. Cann on these achievements.

The above was provided as information to the Commission.

4. MONTHLY FINANCIAL REPORT

Newt Pressley presented a financial summary of SSSD expenditures and revenues for the eight-month period ending February 28, 2019. An explanation was provided for the favorable and unfavorable budget variances.

The above was provided as information to the Commission.

5. WORKERS' COMPENSATION INSURANCE RENEWAL

Spartanburg Water's Workers' Compensation insurance renews annually on April 1. For the 2019 renewal staff received proposals from McGriff Insurance Services and USI Insurance Services. As agents, these firms are able to obtain quotes from a number of Underwriters on our behalf, and presents the best proposals for consideration. McGriff Insurance Services is currently the agent for Spartanburg Water and the Workers' Compensation policy is written through Summit. The premium for the 2018 renewal was \$167,423.52.

The results of the proposals received are tabulated below:

USI Insurance Services:	(Selective)	\$126,482
McGriff Insurance Services:	(Summit)	\$134,767

Based on the findings of the evaluation committee, management recommended approval of the proposal submitted by USI Insurance Services and binding coverage with Selective Insurance Company as the Underwriter for the Workers' Compensation insurance. The 2019 renewal represents a 32% savings over last year.

The Workers' Compensation premium will be allocated as follows, \$31,620.50 for SSSD and \$94,861.50 for SWS.

Mr. Montgomery moved and Mr. Littlejohn seconded the motion to approve management's recommendation of USI Insurance Services and binding coverage with Selective Insurance Company as the Underwriter for the Workers' Compensation insurance. The motion passed unanimously.

6. HEALTH AND DENTAL INSURANCE RENEWAL

Management proposed the following design plan recommendations for the upcoming health insurance plan year that is effective May 1, 2019.

These recommendations include the following:

- Vision benefit: raise maximum from \$400 to \$500
- Chiropractic benefit: raise maximum from \$750 to \$1,000
- Diabetes medications: zero copay (preauthorization will apply for non-preferred drugs)
- Eliminate Rally and the clinical rewards program effective 5-1-19

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- Hearing Aids allowance: \$2,500 allowance every 3 calendar years to use as needed

These recommendations will be in effect with no changes to the employee contributions.

- Dental Plan-No Change
- Employee Contributions – No change

2019 - 2020 Per Pay Period Contribution	Consumer Choice Plus Medical Plan	Consumer Choice Medical Plan	Basic Medical Plan	Dental Plan
Employee Only	\$47	\$36	\$15	\$7
Employee plus child	\$61	\$50	\$28	\$10
Employee plus children (2 or more)	\$91	\$70	\$33	\$12
Family	\$118	\$93	\$48	\$14

Management recommended that the Commission approve the above mentioned design changes to the Spartanburg Water Health Insurance Plan that will become effective May 1, 2019.

Ms. Schneider reviewed the recommended plan changes and explained that these recommendations will be in effect May 1, 2019, with no changes to employee contributions.

Ms. Barnes moved and Mr. Horton seconded the motion to approve management’s recommendation to approve the above mentioned design changes to the Spartanburg Water Health Insurance Plan that will become effective May 1, 2019, with no changes to the employee contributions. The motion passed unanimously.

7. PREVENTATIVE MAINTENANCE AGREEMENT FOR LABORATORY SERVICES

Laboratory Services maintains Preventive Maintenance Agreements (PMA’s) for select laboratory instruments. The proposed contract is an annual agreement and includes service for routine preventive maintenance, troubleshooting, repairs (parts and labor), software support, certain upgrades, and priority emergency repair service. The PMA is provided by the manufacturer, who is the sole source provider of the laboratory service.

Perkin Elmer ICPMS System

This system is used to analyze water samples for the Safe Drinking Water Act (SDWA) and the Clean Water Act (CWA) programs and support of plant operations. Perkin Elmer has quoted an annual PMA for this system for a total cost of \$25,116.

Funding will be provided through the Laboratory Services operating budget, with costs shared 50% between SSSD and SWS.

Management recommended the approval of the renewal of the Perkin Elmer Preventive Maintenance Agreement for an amount not to exceed \$12,558.

Mr. Montgomery moved and Mr. Littlejohn seconded the motion to approve management’s recommendation for the renewal of the Perkin Elmer Preventive Maintenance Agreement for an amount not to exceed \$12,558. The motion passed unanimously.

8. RECEIPT OF BIDS – BENS CREEK PUMP STATION, FORCE MAIN AND GRAVITY SEWER PROJECT

Bids were received on March 18, 2019, for the Bens Creek Pump Station, Force Main and Gravity Sewer Project. This project will provide sewer service to an area of the Sewer District that currently has no sewer service. This project includes construction of a 1,280 GPM pump station, approximately 4,300 LF of 10" force main, and approximately 900 LF of 18" gravity sewer. The developer of a new subdivision that will discharge wastewater to this system will contribute \$200,000 toward the cost of the project and will fund the cost of extending 3-phase electrical power to the pump station site.

Eight contractors obtained the bid documents for the project and four contractors submitted a bid. The bids were as follows:

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Double R Utilities, Inc. Gaffney, SC	\$2,012,828.24
D S Utilities, Inc. Little Mountain, SC	\$2,014,206.25
Greenstone Construction, LLC Seneca, SC	\$2,167,600.00
Saluda Construction, LLC Sylva, NC	\$2,177,615.00
Chandler Construction Ninety-Six, SC	NO BID
Crystal Sewer and Water, Inc. Seneca, SC	NO BID
Legacy Water Group Covington, GA	NO BID

North American Pipeline Management
Greenville, SC

NO BID

Engineer's Estimate

\$2,035,450.00

Management recommended awarding the contract to the lowest responsive bidder, Double R Utilities, Inc., of Gaffney, SC for the amount of \$2,012,828.24. This project will be funded by capital and cost-sharing funds.

Gene Jackson provided the Commission with an overview of Bens Creek Pump Station, Force Main and Gravity Sewer Project. He stated that the proposed pump station was originally planned further up Ben's Creek off of Greenpond Road but a developer was planning a 300 plus lot subdivision near this location which would also require a pump station. The decision was made to move the pump station down to this location since the developer agreed to contribute \$200,000 toward this regional pump station project along with installing 3-phase power to the site that was valued between \$50,000 to \$75,000. This location will allow gravity sewer extensions up Bens Creek as more developments expand in the area.

Mr. Littlejohn asked what happens if this proposed subdivision doesn't materialize and SSSD has already committed funds to put in a pump station. Mr. Jackson stated that SSSD has a memorandum of understanding with the developer and they are doing a lot of work in that location already. Mr. Littlejohn asked if SSSD has ever had that situation to happen. Mr. Jackson stated not to his knowledge. Mr. Jackson stated that the developer was going to have to install a pump station and force main for their residential subdivision and SSSD looks for these type opportunities to partner together for a larger infrastructure that would also accommodate additional development in the basin much like we did for the Brushy Creek regional pump station near Reidville.

Ms. Schneider stated that several years ago Engineering started tracking inquiries. This helps management plan where to develop within the district.

Ms. Viney asked how the \$200,000 was determined to be the developer's part of the project. Mr. Jackson explained that the developer would have had to spend approximately that much to construct a smaller sized pump station, so as a partner with SSSD that amount will be contributed to the larger project that will accommodate additional development. Ms. Viney noted that the other developers would not have to pay anything for this benefit.

Ms. Barnes moved and Mr. Littlejohn seconded the motion to approve management's recommendation and award the contract to Double R Utilities, Inc., of Gaffney, SC for the amount of \$2,012,828.24. The motion passed unanimously.

9. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS

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- A. Ms. Schneider noted that employees participated in the United Way quarterly project, Bags of Love. A total of 55 bags were donated and benefited Mobile Meals.
- B. Ms. Schneider stated that Health Insurance open enrollment is currently taking place. Forms are due to Human Resources by April 16.
- C. Ms. Schneider reminded the Commission that the SSSD Board Retreat is scheduled for April 17 at River Bend Sportsman’s Resort.
- D. Ms. Schneider also reminded the Commission that the SWS Board Retreat is scheduled for April 24 at The George.
- E. Ms. Schneider stated that there will be SCDNR Boating Safety Classes held at Lake Bowen Park on April 20, May 11, May 25, and June 8.
- F. Ms. Schneider noted that Spartanburg Water will feature the Choose Tap Oasis at the Partners for Active Living/Spartanburg Regional Criterium Bike Race held in downtown Spartanburg on Friday, April 26.
- G. Ms. Schneider informed the Commission that the Spartanburg Water Day of Caring is scheduled for April 27 from 8:00 a.m. until Noon.
- H. Ms. Schneider stated that Spartanburg Water will feature the Choose Tap Oasis at the Spartanburg Earth Day Festival on May 4 from 10:00 a.m. until 3:00 p.m. at the Unitarian Universalist Church.
- I. Ms. Schneider noted that the SSSD Industrial Pretreatment Awards Luncheon will be held at City Range on May 15 at 11:30 a.m.
- J. Ms. Schneider stated that Paddlefest 2019 will be conducted by staff and include educational tours of Lake Bowen and Lake Blalock. The tours will be held at Bowen on May 18 and August 13, and will be held at Blalock on June 8 and July 20.
- K. Ms. Schneider stated that SSSD and SWS Budget Work Sessions will be scheduled for the week of May 20.
- L. Ms. Schneider informed the Commission that the Spartanburg Chamber of Commerce Centennial Celebration will be held on May 21 at Converse College – Twichell Auditorium and The Quad. The program will be held from 5:30-7:00 p.m.

Meeting adjourned at 2:44 p.m.

G. Newton Pressley
Secretary-Treasurer