

MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, May 24, 2016, 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, 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 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 Mr. Blanton opened with a prayer.

2. APPROVAL OF MINUTES OF WORK SESSION MEETING OF APRIL 19, 2016 AND REGULAR MEETING OF APRIL 19, 2016

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

3. MONTHLY FINANCIAL REPORT

Newt Pressley presented a financial summary of SSSD expenditures and revenues for the nine-month period ending March 31, 2016, and 10-month period ending April 30, 2016. An explanation was provided for the favorable and the unfavorable budget variances.

The above was provided as information to the Commission.

4. PUBLIC HEARING FOR PROPOSED FY 2016-2017 OPERATING BUDGET

A public hearing was held by the Commission to allow input regarding the proposed FY 2016-2017 operating budget.

Mayor White moved and Ms. Viney seconded the motion to open the public hearing regarding the proposed FY 2016-2017 operating budget. The motion passed unanimously.

Mr. Pressley noted, as required by State Law, management has advertised the public hearing at least 15 days prior to this meeting date.

There were no comments from the public.

Mayor White moved and Ms. Viney seconded the motion to close the public hearing. The motion passed unanimously.

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5. DISCUSSION/APPROVAL OF PROPOSED FY 2016-2017 OPERATING BUDGET

Management requested approval of the proposed FY 2016-2017 operating budget.

Mr. Montgomery moved and Mr. Littlejohn seconded the motion to approve the proposed FY 2016-2017 operating budget. The motion passed unanimously.

6. RECEIPT OF BIDS – MARANATHA PUMP STATION REHABILITATION PROJECT

Bids were received on May 5, 2016, for the Maranatha Pump Station Rehabilitation Project. This pump station serves the Maranatha Senior Living Facility and was initially placed in service in 1998. The existing pumps and related hardware have exceeded their useful life. This project will include the replacement of the pumps, related hardware and piping, including several safety-related improvements, which will bring the station into compliance with current Sewer District standards.

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

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
C.J. Compton Plumbing Spartanburg, SC	\$157,901
Greenstone Construction Seneca, SC	\$198,566
Larry Green Grading Lyman, SC	\$241,400
Double R. Utilities Gaffney, SC	No Bid

Management recommended awarding the contract to the lowest responsive bidder C.J. Compton Plumbing, of Spartanburg, SC for the amount of \$157,901. This project will be funded by depreciation funds.

Mr. Blanton moved and Mayor White seconded the motion to approve management's recommendation to award the contract to C.J. Compton Plumbing, of Spartanburg, SC in the amount of \$157,901. The motion passed unanimously.

7. EBEL COURT AND NEBO STREET SEWER LINE EXTENSION PROJECT – SUMMARY CHANGE ORDER

The Ebel Court and Nebo Street Sewer Line Extension Project is now complete. The project was installed by L-J, Inc., of Columbia, SC, and included the installation of approximately 3,092 linear feet of 8-inch gravity sewer. Funding for the project was originally to be provided by a

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Community Development Block Grant from Spartanburg County (\$278,000) with a 10% local match provided by the District. When bids for the project came in over budget, Spartanburg County and the District agreed to share in the shortage of available project funds in a 50/50 split, not to exceed \$150,000, in order to be able to proceed in constructing the sewer line. The final project costs came in at \$45,253.59 above the grant amount and the local match. The District and Spartanburg County will each contribute an additional \$22,626.80 to cover the remaining costs.

Change Order No. 1 was a decrease in the contract price of \$22,602.20 which removed pavement of Ebel Court and Nebo Street from the contract. This change order also paid for clearing and grubbing of the right-of-way, installation of a culvert at a creek crossing, and a temporary construction entrance. This change order was executed as per current District policy.

Change Order No. 2 was an increase in the contract price of \$5,100 to pay for items associated with the sewer service connections in accordance with the CDBG grant and paid for soils testing required by the County. This change order was executed as per current District policy.

Change Order No. 3 (summary) was a \$42,742.40 net decrease in the contract price for adjustment to the unit quantities as based on the actual work done. The original contract had \$29,640.00 allocated for rock and none was encountered. This change order was executed as per current District policy.

The financial summary of the project construction is as follows:

Construction Contract	\$383,587.50
Change Order No. 1	(\$22,602.20)
Change Order No. 2	\$5,100.00
Change Order No. 3	<u>(\$42,742.40)</u>
Final Contract Amount	\$323,342.90

The above was provided as information to the Commission.

8. PAVING AT LAWSON FORK RECLAIMED WATER TREATMENT FACILITY

Bids were received on April 28, 2016, for asphalt resurfacing at the Lawson Fork Reclaimed Water Treatment Facility. In an effort to maintain the access road inside the site, a request for sealed bid was advertised for the purpose of selecting a paving contractor to remove existing asphalt and repave approximately 2,190 square yards of area.

Invitations to bid were forwarded to prospective bidders and advertised in the local media. The solicitation drew three responses. A tabulation of the responses is listed below.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Bennett Paving Roebuck, SC	\$44,206

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Bird Paving Inman, SC	\$45,400
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Brad Pace Construction Wellford, SC	\$45,602
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Management recommended an award be granted to Bennett Paving based on their lowest responsive bid of \$44,206. Funding will be provided through the SSSD depreciation budget.

Ms. Barnes moved and Mr. Littlejohn seconded the motion to approve management's recommendation to award the contract to Bennett Paving of Roebuck, SC in the amount of \$44,206. The motion passed unanimously.

9. PREVENTATIVE MAINTENANCE AGREEMENT FOR LABORATORY SERVICES

Laboratory Services Section maintains a Preventative Maintenance Agreement (PMA) for the Laboratory Information Management System (LIMS) software program. Perkin Elmer, the current sole source service provider, recently sold all rights associated with the software support program creating a competitive environment.

Staff requested quotes from the two available maintenance and support service providers for the annual PMA services and received the following quotes:

<u>Service Provider</u>	<u>Quote</u>
Astrix Technology Group	\$16,900
Labworks LLC	\$20,943

Management recommended the approval of Astrix Technology Group as the maintenance and support service provider for the annual LIMS PMA for a total cost of \$16,900. Funding will be provided through the Laboratory Services Section operating budget, with cost shared 50% between SSSD and SWS for an amount not a exceed \$8,450 for each company.

Mr. Montgomery moved and Mr. Littlejohn seconded the motion to approve Astrix Technology Group as the maintenance and support service provider for the annual LIMS PMA for a total cost of \$16,900, with cost shared 50% between SSSD and SWS for an amount not a exceed \$8,450 for each company. The motion passed unanimously.

10. OWNERSHIP AGREEMENT – HANLON KNOLL SUBDIVISION

Lightwood Knot Road, LLC., proposes to construct approximately 3,472 linear feet of 8-inch gravity sewer line to provide service to 48 residential lots located in the Hanlon Knoll Subdivision. The sewer line will connect to the Districts existing infrastructure. The domestic waste will be treated at the South Tyger River Reclaimed Water Treatment Facility.

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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 Lightwood Knot Road, 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.

11. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS

- A.** Mr. Pressley stated in 2014 the Commission established an Audit Committee. The members of the Audit Committee are appointed by the Chair and serve for one year. Management requested that Audit Committee members be appointed for the upcoming fiscal year. Mr. Lynch appointed Ms. Viney, Mr. Blanton and himself to serve on the Audit Committee. Mr. Pressley noted that Trish Heatherington will contact the Audit Committee to set up a meeting with the auditor in June.

- B.** Mr. Pressley introduced David Crosby, 2016 Volunteer Coordinator, to the Commissioners. Mr. Crosby reported on the Day of Service that consisted of five sites, Hub City Farmers Market, Hope Center for Children, Upstate Family Resource Center, Soup Kitchen and Total Ministries. A total of 92 employees, family members, and friends provided community service for these non-profits. Mr. Pressley also noted that Mr. Crosby will be coordinating the upcoming United Way Campaign.

Meeting adjourned at 2:28 p.m.

G. Newton Pressley
Secretary-Treasurer

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