

MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, October 25, 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. Littlejohn, Lynch, Montgomery, and White. Mr. Blanton 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 opened with a prayer.

2. APPROVAL OF MINUTES OF REGULAR MEETING OF SEPTEMBER 27, 2016

Ms. Barnes moved and Mr. Littlejohn 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 three-month period ending September 30, 2016. An explanation was provided for the favorable and unfavorable budget variances.

Mr. Pressley presented and explained the Capital Project Funds Report. This new financial report will be provided to the Commission on a quarterly basis.

The above was provided as information to the Commission.

4. PROPOSED REVISIONS TO THE SPARTANBURG SANITARY SEWER DISTRICT SEWER USE RULES AND REGULATIONS

Management reviewed the recommended revisions to the SSSD Sewer Use Rules and Regulations. These revisions include:

- A. **Sanitary Sewer Use Rules and Regulations** – Implementation of procedures to enforce handling of portable toilet waste and commercial/industrial septic tanks.
 - i. Section 1.3.10, Changed the name of the section to “Sampling Monitoring Point and Flow Monitoring Equipment” rather than “Sampling”. This section was modified to clarify requirements for Industrial Users Monitoring and flow monitoring equipment.
 - ii. Section 11.7 Rebate of Charges for Treatment of Waste Originating from Septic Tanks. The word “*holding tank*” was

removed from this section and changed to allow the District to provide the Commission approved rebate to property owners. The Commission approved rebate will be provided in the Fee Schedule.

Section	Old Wording	New Wording
1.3.10 Sampling Monitoring Point & Effluent Flow Monitoring Equipment	The District may require any user to construct and maintain a sampling monitoring point at a location approved by the District so that a representative sample may be collected of the user's wastewater discharge. Said – monitoring point shall be located so as to be readily accessible to District personnel and shall be constructed in compliance with District specifications for a sampling monitoring point. The sampling monitoring point will normally be located on the user's premises, but the District may allow the monitoring point to be constructed or an existing monitoring point to be modified in the public right-of-way in certain cases when an on-site location would be impractical. In all cases, the sampling location shall be designed, installed, and maintained to provide a safe and secure area for District personnel to conduct sampling and monitoring activities.	The District may require any user to provide and operate at the user's own expense, monitoring facilities to allow inspection, sampling, and flow measurement of the sewer or and/or internal drainage systems. The District may also require any user to construct and maintain an open-channel sampling monitoring point or sampling manhole at a location approved by the District so that a representative sample may be collected of the user's wastewater discharge. The District may require significant industrial user's to install open channel flow monitoring equipment to measure total or process flows. The monitoring location and equipment shall be located so as to be readily accessible to District personnel and shall be constructed in compliance with District specifications. The sampling monitoring point will normally be located on the user's premises, but the District may allow the monitoring point to be constructed or an existing monitoring point to be modified in the public right-of-way in certain cases when an on-site location would be impractical as long as it will not be obstructed by landscaping or parked vehicles. In all cases, the sampling location and flow monitoring equipment shall be designed, installed and maintained to provide a safe and secure area for District personnel to conduct sampling and monitoring activities. Sampling and flow monitoring equipment must be approved by the Industrial Pretreatment Program prior to installation
11.7 Rebate of Charges for Treatment of Waste Originating from Septic Tanks	The District shall rebate the holding tank waste charge to property owners living within the District's Boundaries.....	The District shall provide the Commission approved rebate to property owners living within the District's boundaries....

iii. Job titles were corrected throughout the document.

B. Enforcement Response Guide (ERG)

The Enforcement Response Guide is part of the Sewer Use Rules and Regulations and provides a guidance model to sewer users about how the ordinance will be enforced.

i. The ERG has been updated to include correct job titles and to add job titles of staff that have been added in recent years (Industrial Pretreatment Technician and Grease Control Program Technician).

Staff will solicit feedback from septic tank/portable toilet/ grease trap waste haulers and industrial customers on these changes and provide the Commission with an update.

C. Grease and Septage Fee Update Proposal

Management briefed the Commission. Ms. Schneider stated with the PCB incident, management has seen the need to make sure SSSD is capturing those costs. Management has made a capital investment in the grease and septage program with the grease receiving station and other upgrades made.

Management will provide rates as well as information received from the stakeholders in December.

The above was provided as information to the Commission.

5. SPARTANBURG WATER JOINS PARTNERSHIP FOR CLEAN WATER

The Partnership for Clean Water was established as a parallel program to the Partnership for Safe Water, which has successfully helped hundreds of drinking water treatment plants and distribution systems optimize performance for more than 20 years. Spartanburg Water has announced its participation as a Charter Member of the Partnership for Clean Water, a new voluntary initiative that seeks to help wastewater utilities optimize the operations, performance, and efficiency of their treatment facilities.

Developed by the American Water Works Association, in collaboration with other industry organizations, the Partnership for Clean Water is a global optimization and recognition program for wastewater utilities, launched in 2016. The Partnership for Clean Water program includes completion of a comprehensive review of wastewater treatment plant operations and performance, according to a proven optimization process. There is an annual fee of \$1,000 to be members of the program.

By joining the program and utilizing the program's tactical tools and guidance, Spartanburg Water will be able to document its current performance and evaluate improvements in effluent water quality, while also quantifying improvements in process efficiencies including power and chemical savings.

Participation as a Partnership for Clean Water Charter Member identifies Spartanburg Water as a part of a select group of utilities that has made a commitment to improve wastewater treatment performance using the rigorous self-assessment and optimization process. As members of the Partnership for Clean Water, utilities make a pledge to their communities to continually improve operational efficiency and water quality performance. Spartanburg Water looks forward to providing customers with continuous updates on their Partnership for Clean Water progress and achievements.

The above was provided as information to the Commission.

Spartanburg Sanitary Sewer District Commission – Regular Meeting, October 25, 2016

6. BEN'S CREEK SEWER EVALUATION PROJECT

As part of the Spartanburg Sanitary Sewer District's mission, a conceptual plan has been prepared to provide wastewater service to the currently unsewered areas of the District bordered approximately by Hwy 101 on the west, Hwy 417 on the south, and Reidville and Lightwood Knot roads on the north and northeast. The current plan was based on very general estimates of wastewater flows. While predictions of future population and land utilization are available from the Spartanburg County Planning Department, the accuracy of this information can be impacted significantly by market and economic conditions.

A two phased approach had initially been developed during which the largest drainage basins were identified in this area, and appropriate gravity sewer routing was determined for these basins. The initial phase addressed the area along Hwy 101, which historically had seen growth related to the expansion of the BMW facilities to the north. The later phase(s) would address those areas more to the interior of the overall boundary noted above.

The recent announcement by Michelin to establish a distribution center on approximately 460 acres along Hwy 101 has provided the driver to evaluate the work already completed by the District and to pursue a more-detailed study of the current and future wastewater service needs of the overall area.

Management requested Constantine Engineering, Inc., (CEI) to provide a proposal for a more detailed study due to their familiarity with the area and SSSD's facilities. CEI has submitted a detailed Scope of Services and quote for the following:

- Evaluate the District's current plan to serve this Area
- Evaluate the Ultimate "Build-Out" Sewer Service Needs of the Area
- Establish Population and Sewer Flow Projections of the Area
- Evaluate Alternatives for Sewer Service Area Expansion
- Provide a Technical Memorandum which will include findings, evaluations, and recommendations including calculations (cost estimates) and drawings.

CEI has submitted a quote of \$35,000 for the work outlined above.

Management recommended that the Commission authorize the Chief Executive Officer to approve the Professional Services Agreement with CEI for a not to exceed amount of \$35,000. This project will be funded by capital funds.

Gene Jackson explained the need to acquire outside engineering services for evaluating the area for sewer service expansion and alternatives.

Mr. Montgomery moved and Mr. Littlejohn seconded the motion to approve management's recommendation to approve the Professional Services Agreement with CEI for a not to exceed amount of \$35,000. The motion passed unanimously.

Spartanburg Sanitary Sewer District Commission – Regular Meeting, October 25, 2016

7. SEWER MODEL UPDATE AND MASTER PLAN DEVELOPMENT PROJECT

The current sewer system hydraulic model was completed and delivered in December 2013 as part of the Sewer Model Development and Capacity Assessment Report by Brown and Caldwell (B&C). It is necessary to update the model to reflect recent sewer system improvements and to correct inconsistencies that have been discovered. The updated model can then be used to develop the Sewer Master Plan which will be used to identify, prioritize, and provide budgeting guidance for Capital Improvement Projects (CIP's) in the future.

Pursuant to their current Master Agreement for Ongoing Consulting and Engineering Services, B&C has submitted a scope of services and quote for their Task Order #4 that will include the following phased effort:

- Sewer Flow Evaluation: B&C will update their recommendations for permanent flow monitor locations. Additional monitors will be installed by SSSD staff prior to a 30-day flow monitoring period during which B&C will evaluate the current data quality and make recommendations for future model calibration by SSSD.
- Hydraulic Model Update: In addition to adjustments to reflect work done after the previous model calibration, the current effort will include adjustments to pipe sizes, manhole elevations, pump station controls, and the incorporation of more-recent regional rainfall data that has become available.
- System Evaluation: Using the model revised as described above, B&C will perform an updated evaluation of the existing sewer system's hydraulic capacity for both existing and future flow conditions.
- CIP Development and Prioritization: B&C will develop conceptual plans for up to 10 projects designed to resolve system capacity limitations and compile the projects into a Sewer Master Plan. The Master Plan will include the identification of CIP alternatives, evaluation of alternatives, and project prioritization and scheduling.
- Report: B&C will deliver a Master Plan report to summarize any model updates and document the resulting CIP's.

Brown & Caldwell has submitted a quote of \$93,787 for the work outlined above.

Management recommended that the Commission authorize the Chief Executive Officer to approve Brown & Caldwell's Task Order #4, not to exceed the amount of \$93,787. This project will be funded by capital funds.

Mr. Jackson stated there was no sewer system modeling before 2009. After 2009, staff started studying and modeling the Lawson Fork and Fairforest drainage basins and completed that study in 2012. Then, staff started and completed a study and modeling on the Lower North Tyger River basin. Staff would like to make some improvements to the models for future growth.

Mr. Montgomery moved and Mr. Littlejohn seconded the motion to approve management's recommendation to approve Brown & Caldwell's Task Order #4, not to exceed the amount of \$93,787. This project will be funded by capital funds. The motion passed unanimously.

8. OWNERSHIP AGREEMENT – SPRINGS OF GRACE LUTHERAN CHURCH

Springs of Grace Lutheran Church proposes to construct approximately 30 linear feet of 8-inch gravity sewer line to provide service to the Springs of Grace Lutheran Church located at 5491 Holden Road. The sewer line will connect to the existing Holden Drive Pump Station. The domestic waste will be treated at the Fairforest Reclaimed Water Treatment Facility.

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 Springs of Grace Lutheran Church. 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.

9. OWNERSHIP AGREEMENT – SC HWY 296 AND SC HWY 290 SEWER EXTENSION

7-Eleven, Inc., proposes to construct approximately 47 linear feet of 8-inch gravity sewer line to provide service to the 7-Eleven located at the intersection of SC Hwy 296 and SC Hwy 290. The sewer line will connect to the District's existing infrastructure. The domestic waste will be treated at the South Tyger River Reclaimed Water Treatment Facility.

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 7-Eleven, 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.

10. OWNERSHIP AGREEMENT – QUIKTRIP CORPORATION

QuikTrip Corporation proposes to construct approximately 2986 linear feet of 8-inch gravity sewer line to provide service to QT #1128 located at 9620 Asheville Highway. The sewer line will connect to the existing sanitary sewer line along Greene Creek. The domestic waste will be treated at the Fairforest Reclaimed Water Treatment Facility.

Spartanburg Sanitary Sewer District Commission – Regular Meeting, October 25, 2016

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 QuikTrip Corporation. 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. OWNERSHIP AGREEMENT – WILSON FARMS OFF-SITE SEWER EXTENSION PROJECT

Mark III Properties, Inc., proposes to construct approximately 421 linear feet of 8-inch gravity sewer line through the Sapphire Pointe Phase II Subdivision to provide service to the proposed adjacent Wilson Farms Subdivision (The on-site sewer will be submitted under a separate Ownership Agreement). The sewer line will connect to the District's existing infrastructure. The domestic waste will be treated at the District's South Tyger Reclaimed Water Treatment Facility.

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 Mark III 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.

12. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS

- A.** Spartanburg Water received the Utility of the Future of Today Award. Regina Cousar and Ken Tuck accepted this award at WEFTEC in September. Spartanburg Water is one of 61 utilities worldwide that was recognized for performance and innovation at its wastewater facilities.
- B.** The RXcycle Event was held Saturday, October 21. There was a total of 272 pounds of unused, unwanted and expired prescription drugs turned in for disposal. Ms. Schneider thanked staff and other partners for participating in the RXcycle.
- C.** The Water Matters field trip was held on Saturday, October 21. The tour started at the Fairforest Wastewater Treatment Plant, then R.B. Simms and finished at the Lake Blalock dam. The tour lasted four hours and the participants were very pleased.

Spartanburg Sanitary Sewer District Commission – Regular Meeting, October 25, 2016

- D.** Ms. Schneider invited the Commission to the United Way End of Campaign Celebration on Thursday, October 27, at C&D between 11:00-2:00 p.m. Currently, employees have pledged \$55,000, which is \$3,000 over the goal.
- E.** Ms. Schneider provided the Commission with a list of upcoming events.
- F.** Water Matters class is tonight. A graduation luncheon will be held on November 15. More information will be provided when confirmed.
- G.** The Veteran's Recognition luncheon will be held November 10 at the American Legion at Duncan Park for Veteran employees and retirees. The Commission is invited to attend.
- H.** Spartanburg Water is the presenting sponsor of the Inclusion Awards Banquet to be held November 10 at the Spartanburg Marriott. The reception begins at 5:30 p.m. and dinner starts at 6:30 p.m.
- I.** The dedication of the fountain in honor of Linda Bilanchone's service as a Commissioner for 24 years will be held at 10:00 a.m. on November 11. Light refreshments will be provided.
- J.** Ms. Schneider informed the Commission that the sewer Audit Committee will be requested to meet with the Auditor during the week of November 14. Management will help coordinate this meeting.
- K.** The Annual Christmas luncheon for administrative staff and Commissioners will be held on December 14. More information will be provided when confirmed.

Meeting adjourned at 2:58 p.m.

G. Newton Pressley
Secretary-Treasurer