

MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, October 24, 2017, 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, 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. Lynch called the meeting to order and opened with a prayer.

2. APPROVAL OF MINUTES OF REGULAR MEETING OF SEPTEMBER 26, 2017

Mr. Blanton moved and Ms. Barnes 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, 2017. An explanation was provided for the favorable and unfavorable budget variances.

Mr. Pressley presented and explained the quarterly Capital Project Funds Report.

The above was provided as information to the Commission.

4. LAWSON FORK LARGE LINE CLEANING AND CCTV PROJECT – PHASE 6

Proposals were received on October 9, 2017, for the contract cleaning and CCTV/Sonar inspection of 4,800 linear feet of 48-inch sewer main along Lawson Fork Creek. The project extends from Lake Forest Drive to the Lawson Fork Pump Station site. The scope of work calls for the contractor to provide cleaning, disposal, and inspection services. Removal of 100% of loose debris and 95% of hardened debris is required of the contractor. Disposal fees will be paid by the District at pre-established contract rates.

There have been no known issues with sanitary sewer overflows (SSO's) along this section of pipe; however, a capacity assessment indicates that sections of the line are shown to be capacity limited.

Proposals were solicited from contractors requiring them to address submittal requirements pertinent to the scope of work. These requirements were scored as part of the evaluation criteria by a three person evaluation

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team. Requirements included: the contractor’s approach and strategy to the project, technical competency and experience, cost, MWBE utilization, community benefit program, and work schedule.

Invitations were forwarded to prospective contractors and advertised in the local media, with three submitting proposals. A tabulation of the costs is listed below:

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Hydrostructures Pittsboro, NC	\$185,600
Bio-Nomic Services, Inc. Charlotte, NC	\$219,800
Compliance EnviroSystems (CES) Baton Rouge, LA	\$262,600

Management recommended an award to Hydrostructures with a cost of \$185,600 based on their highest scoring proposal. The project will be funded from the SSSD collection system rehab fund.

Mr. Montgomery moved and Ms. Barnes seconded the motion to approve management’s recommendation to award the bid to Hydrostructures with a cost of \$185,600 based on their highest scoring proposal. The motion passed unanimously.

5. LITTLE SHOALLY CREEK SEWER EXTENSION PROJECT SUMMARY CHANGE ORDER

The Little Shoally Creek Sewer Extension Project is complete. This project consisted of approximately 3,750 LF of 12-inch gravity sewer extending from an existing sewer main in the Ferndale Subdivision to the Ravenwood Subdivision. This project enabled the District to eliminate the Ravenwood Pump Station and will also provide the opportunity for further extensions into currently un-sewered areas of the District.

SCDHEC’s Final Approval to Place into Operation was issued on February 8, 2017. Final closeout of the project was delayed due to remaining site restoration requirements.

The Summary Change Order to the contract with L-J, Inc., reflects additions and deletions to the unit quantities based on the actual work done. The majority of the increase was due to the large amount of rock that was encountered on the project. The Summary Change Order also includes additions based on changing site conditions, and the need for additional erosion control measures identified during construction.

A financial summary is listed below:

<i>Original Construction Contract Amount:</i>	\$519,674.50
<i>Change Order No. 1 (SUMMARY)</i> net increase for adjustment to the unit quantities based on the actual work done and based on changing site conditions and the need for additional erosion control measures identified during construction.	\$32,532.87
<i>Final Contract Amount</i>	\$552,207.37

Management recommended the Commission approve the above Summary Change Order in the amount of \$32,532.87.

Gene Jackson provided the Commission with an overview of the Little Shoally Creek Sewer Extension Project.

Mr. Montgomery moved and Ms. Barnes seconded the motion to approve management’s recommendation for the Summary Change Order in the amount of \$32,532.87. The motion passed unanimously.

6. REQUEST FOR ANNEXATION – OAKLAND FARMS

Mark III Properties, Inc., has requested annexation of approximately 42.03 acres of property located at 211 Mud Creek Road, Inman, SC 29349. The property is adjacent to the District boundaries and can be annexed by Commission under authority granted in its enabling legislation.

Management recommended the Commission approve the annexation request, adopt the attached resolution giving 90 days’ notice to sub-districts, and annex the property effective January 22, 2018.

Mr. Blanton moved and Ms. Barnes seconded the motion to approve management’s recommendation of the annexation request. The motion passed unanimously.

7. OWNERSHIP AGREEMENT – GENTRY PLACE

Albert Francis Development, LLC proposes to construct approximately 641 linear feet of 8-inch gravity sewer line to provide service to 26 lots in Gentry Place located off Mabry Street. The sewer line will connect to the District’s existing infrastructure. The domestic waste will be treated at the Fairforest Reclaimed Water 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 Albert Francis Development, 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.

Mr. Lynch stated that this is a standard ownership agreement that involves him. Mr. Lynch offered to recuse himself, so that this can be discussed with the Chief Executive Officer without him present. The Commission did not feel this was necessary.

Ms. Schneider noted that this is a standard agreement that she signs on behalf of the Commission.

The above was provided as information to the Commission.

8. OWNERSHIP AGREEMENT – SPARTANBURG SCHOOL DISTRICT 7 NEW ELEMENTARY SCHOOL SEWER RELOCATION PROJECT

Spartanburg School District 7 proposes to relocate and replace approximately 1,209 linear feet of existing 6-inch gravity sewer with new 8-inch gravity sewer as part of the New Elementary School Project located on Skylyn Drive at Carney Street in Spartanburg. The relocated sewer line will connect to the District's existing infrastructure. The domestic waste will continue to be treated at the Fairforest Reclaimed Water 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 Spartanburg School District 7. 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 – TRADITIONS SUBDIVISION

Holly Drive Properties, Inc., proposes to construct approximately 2,050 linear feet of 8-inch gravity sewer line to provide service to 62 lots in the Traditions Subdivision located off Vinyard Road. The sewer line will connect to the District's existing infrastructure. The domestic waste will be treated at the Fairforest Reclaimed Water Treatment Facility. SSSD will participate in the 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 Holly Drive 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.

10. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS

- A.** Ms. Schneider stated that the United Way Campaign Celebration will be held on October 26 at the C&D location from 11:00 a.m.-2:00 p.m. Remsen Parrish, Volunteer Committee Chair, reported on the campaign efforts and noted that employees exceeded the goal of \$53,000 and have currently raised \$54,516.
- B.** Ms. Schneider invited the Commission to Water Matters Graduation Ceremony tonight, October 24, at the Spartanburg County Public Library downtown location in the Barrett room. Dinner will begin at 6:00 p.m. followed by a short graduation ceremony.
- C.** Ms. Schneider noted that four bottle refill stations were dedicated on October 19 at the Spartanburg County Public Library downtown location. This was a Choose Tap event.
- D.** Ms. Schneider reminded the Commission that Spartanburg Water is partnering with the City of Spartanburg who will hold a Prescription Drug Take Back Day on October 28 from 10:00 a.m. – 2:00 p.m. at the following locations: CVS at 87 Garner Road, The Rev. James D. Thornton Activity Center at 500 Norris Street, and the WalMart Neighborhood Market at 203 Cedar Springs Road.
- E.** Ms. Schneider asked Chad Lawson to review the Monthly Billing email notification that will be sent to the customers. Mr. Lawson noted that Newt Pressley developed a team to communicate with customers for monthly billing. This notification will be sent to the customers that have an email address on file. Mr. Pressley shared that Customer Service tracks contacts regarding monthly billing and there have been three contacts to date. Mr. Pressley reviewed the information that is being provided on the inserts and the timing of these being provided to customers.
- F.** Ms. Schneider noted that the second Great Water Healthy Lakes news letter will be distributed the first week of November. The news letter has been expanded to include Lake Blalock. Staff is committed to distributing this approximately every two months. A copy was provided to the Commission.
- G.** Ms. Schneider asked Jan Dominick, Human Resources Manager, to review the 2017 College and Career Showcase. This was for 9th graders from Cherokee, Spartanburg, and Union counties to come and view all the different careers and job opportunities that are available in this area. This event was held at Spartanburg Community College (Tyger River Campus). Approximately 20 employees participated at the event to share about different career opportunities that are available at Spartanburg Water.

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- H.** Ms. Schneider reminded the Commission about the 2017 Spartanburg Whitney M. Young, Jr. Humanitarian Award Gala that will be held at the Spartanburg Marriott on Thursday, October 26. Ms. Kay Woodward will be honored.
- I.** Ms. Schneider provided photos of damage from the recent tornado that hit the Spartanburg area. These photos are near a Spartanburg Water above ground water tank near Spartanburg Community College. The water tank was not damaged.
- J.** Ms. Schneider invited the Commission to the Veterans Day breakfast that will be held on Thursday, November 9 in the Lab Services Training Room, beginning at 7:30 a.m.
- K.** Ms. Schneider stated that Spartanburg Water partnered with Spartanburg Community College on the creation of an outdoor learning lab for the horticultural students on the installation of a water wise garden. An event to unveil and celebrate this is scheduled for November 9 from 3:00-5:00 p.m. Mr. Montgomery will speak at this event.
- L.** Ms. Schneider noted that Spartanburg Water will hold a 5K Fun Run on Saturday, November 11 at the Mary Black Rail Trail.
- M.** Ms. Schneider stated that there will be a Choose Tap event on November 14 at the Chapman Cultural Center from 6:00-8:00 p.m. Chad Lawson said the Hub City Writers Project will present A Taste of Spartanburg book launch and celebration with food samples by 15 local chefs. The Choose Tap Oasis will be featured at this event. Chilled Choose Tap, both “natural” and infused with fruit, will be featured at the bar. A promotional table will be displayed as “An Early Taste of Our Next Campaign,” with “Great Water, Great Beer” beer mugs, “Great Water, Great Coffee” coffee mugs, “Great Water, Great Wine” wineglasses, “Choose Tap” glass bottles with a new vertical logo and “Choose Tap” etched glass carafes. Guests will have a choice of one promotional item per ticket. This is a ticketed event and if Commissioners would like two tickets; please let Trish know.
- N.** Ms. Schneider invited the Commission to The Ten at the Top Celebrating Successes Forum that will be held from 11:30 a.m. until 1:30 p.m. at the Greenville Marriott on November 16. During the Brunch/Lunch, the ELEVATE UPSTATE Community Grants will be announced; recognition of Upstate companies and organizations celebrating milestone anniversaries and the Welling Award for Regional Collaboration and The Burdette Leadership Award will be presented.
- O.** Ms. Schneider noted that the SSSD Audit Committee and the SWS Audit Reviewer will be contacted to schedule the annual audit meetings. The requested dates for these meetings are November 27-30 with McAbee, Schwartz, Halliday & Company.

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- P.** Ms. Schneider reminded the Commission that the next Commission meetings will be held on Tuesday, December 5.
- Q.** Ms. Schneider informed the Commission that the Administrative office Christmas luncheon will be held on Wednesday, December 13 from 11:30 a.m. – 2:00 p.m. in the Finance Training Room.

Meeting adjourned at 2:58 p.m.

G. Newton Pressley
Secretary-Treasurer

tbh