

MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, September 25, 2018, at 2:45 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 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 Newt Pressley opened with a prayer.

2. PUBLIC COMMENT

Mr. Lynch introduced Janet Teichman and stated that she would have two minutes to address the Commission.

Ms. Teichman introduced herself as the Facilities Manager for Moore Sewer Inc., a collection transportation company of wastewater for Linville Hills and Madera Village. Ms. Teichman stated her concern is the financial strain the charge for wastewater treatment is causing customers. She stated that since August 2003 the average wastewater charge for each customer has been between 5 and 10 dollars per month, but that since April 2018 the average wastewater charge has been \$23 per month. Moore Sewer has been informed that there will be another increase January 19, 2019. Ms. Teichman respectfully requested that the January 19, 2019, increase not be implemented.

Mr. Lynch thanked Ms. Teichman for her comment.

3. APPROVAL OF MINUTES OF REGULAR MEETING OF AUGUST 28, 2018

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

4. MONTHLY FINANCIAL REPORT

Newt Pressley presented a financial summary of SSSD expenditures and revenues for the two-month period ending August 31, 2018. An explanation was provided for the favorable and unfavorable budget variances.

The above was provided as information to the Commission.

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5. 2019 RETIREE SUPPLEMENTAL INSURANCE

Current Spartanburg Water retirees who are 65 and over are covered on a Medicare Supplement Insurance Plan provided by United American that includes prescription coverage. The plan renews in January 2019, and the renewal rates are shown below, this represents a 5.7% increase. Spartanburg Water requested additional quotes for the supplemental insurance plan.

United American Insurance Company	\$185,484
Hartford	\$188,210
Transamerica	\$189,564

Management recommended approval of the lowest bid United American Insurance Company as the provider of over 65 retiree Medicare supplemental benefits effective January 1, 2019. The approximate cost for each company is \$55,645.20 (SSSD) and \$129,838.80 (SWS).

Mr. Littlejohn asked how many retirees are covered. Bobby Walden noted that there are 35 SWS and 15 SSSD retirees covered.

Mr. Montgomery moved and Mr. Littlejohn seconded the motion to approve management’s recommendation of the lowest bid, United American Insurance Company as the provider of over 65 retiree Medicare supplemental benefits effective January 1, 2019. The motion passed unanimously.

6. 2019 HEALTH INSURANCE AGENT/BROKER RENEWAL

Since October 2009, Steinberg and Associates has been acting as Spartanburg Water’s consultant/broker of record for health, dental, disability, and voluntary life plans. (This includes vision, prescription drug cards, and reinsurance as applicable).

During these past several years, the value of having Steinberg & Associates as our agent has been demonstrated by their attention to details that resulted in savings and significant reimbursement to the company from our re-insurer. Their knowledge and oversight provides the expertise needed in the complicated medical insurance industry.

Steinberg and Associates submitted a renewal proposal for their professional services of \$30,000 for the 2019 calendar year. This represents no increase in cost from the previous year.

Management recommended renewing the agent/broker agreement with Steinberg and Associates. The allocation between companies is \$7,500 for SSSD and \$22,500 for SWS.

Ms. Barnes moved and Ms. Viney seconded the motion to approve management’s recommendation of renewing the agent/broker agreement with Steinberg and Associates. The motion passed unanimously.

7. PROPOSALS FOR EMPLOYEE UNIFORM RENTAL PROGRAM

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Proposals were received on August 9, 2018, from suppliers that have the ability to furnish and maintain employee uniforms for the Spartanburg Water System and Spartanburg Sanitary Sewer District. The solicitation for proposals asked for prospective suppliers to supply expertise in employee uniform programs including design, implementation, delivery and pickup, uniform tracking, laundry services, and replacement for all Spartanburg Water uniform wearing employees. As part of the solicitation, prospective suppliers were also asked to provide a proposal to furnish and maintain building floor mats for SWS and SSSD facilities. Participating suppliers were required to have a service center within 75 miles of the city limits of Spartanburg in Spartanburg County.

An evaluation team made up of staff from various departments was formed to receive input from the employees about the uniforms provided. Members of this team provided input and evaluated the proposals from participating suppliers. The evaluation criteria consisted of six areas and required the supplier to demonstrate their ability to provide cost; approach and strategy; transition and service schedule; technical competency; MWBE utilization; and Community Benefit Program. Each proposal was evaluated using a weighted score matrix, with the successful supplier being selected for the highest proposal.

Invitations were placed in local media and forwarded to prospective suppliers. A cost tabulation of the responses is listed below. The costs are represented in annual totals, based on the structure of the current uniform program and an initial twelve month term with two optional renewal terms.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Aramark Duncan, SC	\$53,400.81
Cintas Spartanburg, SC	\$64,926.16
Unifirst Simpsonville, SC	NO BID

Management recommended an award be granted to Cintas at an annual cost of \$64,926.16 based on their highest scoring proposal. Funding will be provided from Operating Funds and allocated between SSSD (\$16,880.80) and SWS (\$48,045.36).

Remsen Parrish, Purchasing Manager, reviewed the evaluation of the proposals for the employee uniform rental program. Mr. Parrish noted that staff conducted site tours, contacted multiple references, and believed that Cintas would provide an overall better value and service.

Mr. Blanton moved and Ms. Barnes seconded the motion to approve management's recommendation that an award be granted to Cintas at an annual cost of \$64,926.16 based on their highest scoring proposal. The motion passed unanimously.

8. UNARMED SECURITY GUARD SERVICES

Proposals were received on August 1, 2018, from qualified firms to provide unarmed security guard services. The scope of services includes site visits at specified locations and the inspection of critical assets at designated areas. The firms are required to furnish uniformed guards and logoed vehicles with the applicable technology to electronically document the completion of each site visit. Guards will also address and respond to any special needs as they occur.

Proposals were solicited from suppliers requiring them to address submittal requirements pertinent to the scope of services. These requirements were scored as part of the evaluation criteria by a five person evaluation team. Requirements included the firm’s approach; warranty and risk mitigation; organization and experience; MWBE utilization; Community Benefit Program; and cost.

Invitations were forwarded to prospective contractors and advertised in the local media. A tabulation of the annual costs are listed below.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Chief Security Services Greenville, SC	\$84,818.67
Allied Universal Security Services, LLC Greenville, SC	\$101,803.03
CMA Services, Inc. Hartsville, SC	\$104,350.10
DSI Security Services Charlotte, NC	NO RESPONSE

Management recommended an award to Allied Universal Security Services, LLC with a cost of \$101,803.03 based on their highest scoring proposal.

Funding will be provided from Operating Funds and allocated between SSSD (\$20,487.86) and SWS (\$81,315.17).

Remsen Parrish provided a brief overview of the unarmed security guard services, including current tasks and previous providers. Mr. Parrish stated that in review of the responses, the evaluation committee believed that Allied Universal has the technology and labor force currently available to best meet the needs of SSSD. Allied also has experience servicing clients with multiple different facilities spread throughout the county.

Mr. Blanton moved and Mr. Littlejohn seconded the motion to approve management’s recommendation that an award be granted to Allied Universal Security Services, LLC with a cost of \$101,803.03 based on their highest scoring proposal. The motion passed unanimously.

9. REPLACEMENT OF VEHICLES AND EQUIPMENT FOR FY 2019

Staff has evaluated the SSSD vehicle and equipment fleet for replacement needs for FY 2019. Of the items considered, ten items have been selected for replacement. All vehicles and equipment selected meet the established depreciation replacement criteria, having in excess of 125,000 miles, being in service for 10 years, or are experiencing excessive repair needs and down time. Performance history is also factored into the recommendation.

Management proposed the following replacements for FY 2019:

- #518 – 2010 Dodge Dakota PU
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- #RLM 14 – 2011 Exmark Zero turn mower
- #714 - 2009 Ford F250 4WD, Open Body Service Truck
- #726 – 2009 Ford F250 4WD, Open Body Service Truck
- #751 – 2001 GMC 8500 Dump Truck
- #715 – 2009 Dodge 3500 Sprinter Van
- #539 – 2008 Peterbilt Pumper Truck
- #PGD 01 – 1989 Onan Portable Generator
- #PGD 7 – 1996 John Deere Portable Generator

Total Budget: \$809,000

Where possible, vehicle and equipment replacement purchases will be completed through the South Carolina Materials Management Office Contracts. Applicable local dealers will be given an opportunity to meet the State Contract pricing.

Alternative fuel vehicle replacements will be evaluated based on application and the availability of electric/gasoline hybrids.

Management recommended approval of the vehicle and equipment replacement schedule to be funded from the depreciation fund.

Mr. Montgomery moved and Ms. Barnes seconded the motion to approve management's recommendation to approve the vehicle and equipment replacement schedule for FY 2019. The motion passed unanimously.

10. RECEIPT OF BIDS – EVANS MOBILE HOME PARK PUMP STATION ELIMINATION SEWER PROJECT PHASE 2

Bids were received on September 13, 2018, for the Evans Mobile Home Park Pump Station Elimination Sewer Project Phase 2. This project will complete the 1,250 linear feet extension of an 8-inch gravity sewer line from an existing manhole on Wadsworth Drive, proceeding along Lundquist Drive and continuing through easements to the pump station site. This project will allow the elimination of the pump station serving the Evans Mobile Home Park. This pump station was initially placed in service in 2001 and was acquired by the Sewer District in 2008 as part of the Spartanburg City Sewer System. The first phase of this project was previously constructed as a public-private partnership with the developer of the Weststone Townhomes. The developer's contractor installed the initial ±350 linear feet

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of gravity sewer in an easement that was obtained from the developer at no cost to the District.

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 & Heating, Inc. Spartanburg, SC	\$270,721
North American Pipeline Management, Inc. Marietta, GA	\$288,704
Greenstone Construction, LLC Seneca, SC	\$305,335
Bradley Contracting, Inc. Inman, SC	NO BID
Engineer's Estimate	\$248,463

Management recommended awarding the contract to the lowest responsive bidder, C.J. Compton Plumbing & Heating, Inc., of Spartanburg, SC for the amount of \$270,721. This project will be funded by capital funds.

Gene Jackson stated that this project will eliminate a previous City of Spartanburg pump station that was scheduled to be upgraded. SSSD was able to work with adjacent property owners to obtain rights-of-ways and partnered with Weststone Townhomes development project to extend a gravity line in order to eliminate the pump station.

Mr. Montgomery moved and Mr. Littlejohn seconded the motion to approve management's recommendation and award the contract to the lowest responsive bidder, C.J. Compton Plumbing & Heating, Inc. The motion passed unanimously.

11. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS

- A.** Bobby Walden provided an update to the Commission regarding recent hurricane preparations.
- B.** Chad Lawson provided a brief update on the new class of Water Matters that begins tonight, September 25.
- C.** Ms. Schneider noted that the WEFTEC Conference is September 29 – October 3.
- D.** Ms. Schneider informed the Commission that Spartanburg Water Week is October 1-5. During this time staff is recognized for their contributions to Spartanburg Water customers and the community. This year's theme is Great People Great Water.

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- E.** Ms. Schneider stated that the Urban League Spartanburg Humanitarian Awards Dinner will be held on October 11 at the Spartanburg Marriott beginning at 6:00 p.m.
- F.** Ms. Schneider noted that Flu Shots will be provided on October 17 from 7:15-9:15 a.m. at C&D and from 10:00 a.m. until noon in Human Resources. Please sign up if you plan to attend. If these times are not convenient for you, please let Trish know and will help arrange for you to receive your flu shot at a local CVS Pharmacy.
- G.** Ms. Schneider noted that the next SSSD Commission meeting will be held on October 23 at 2:15 p.m.
- H.** Ms. Schneider stated that the United Way Campaign Celebration is scheduled for October 25 at the C&D Complex from 11:00 a.m. until 2:00 p.m. This year's theme is Driven to Give.
- I.** Ms. Schneider stated that November 6 is Election Day.

Meeting adjourned at 3:25 p.m.

G. Newton Pressley
Secretary-Treasurer

tbh