

MINUTES

Spartanburg Sanitary Sewer District Commission, Work Session Meeting, held at 200 Commerce Street, Spartanburg, SC, April 27, 2018, at 11:00 a.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 work session 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.

This work session was held to discuss the proposed FY 2018-2019 budget.

G. Newton Pressley
Secretary-Treasurer

tbh

MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, April 27, 2018, at 1:00 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 Mr. Blanton opened with a prayer.

2. APPROVAL OF MINUTES OF REGULAR MEETING OF MARCH 27, 2018

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

3. 2017 S.C. CHAMBER OF COMMERCE COMMENDATIONS OF EXCELLENCE SAFETY AWARDS

Eleven Spartanburg Water departments/sections qualified for presentation of Commendation of Excellence Safety Program Awards for their 2017 safety performance at the annual S.C. Chamber of Commerce Safety Awards Luncheon. On March 30, 2018, in Columbia, SC, the S.C. Chamber of Commerce awarded Commendation of Excellence Safety Program Certificates to the following:

- Administration
- Customer Service
- Drinking Water Treatment
- Engineering
- Human Resources
- Information Technology
- Laboratory Services
- Purchasing
- Reclaimed Water Treatment
- Spartanburg Water Maintenance
- Watershed Management

Ms. Schneider stated this award recognizes eleven Spartanburg Water departments/sections that qualified for this award. Bobby Walden noted that these awards were received for zero recordable incident/accidents for 2017. The Commission congratulated management and staff on this achievement.

Spartanburg Sanitary Sewer District Commission – Regular Meeting, April 27, 2018

4. MONTHLY FINANCIAL REPORT

Newt Pressley presented a financial summary of SSSD expenditures and revenues for the nine-month period ending March 31, 2018. 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.

5. SEWER MAINLINE REHABILITATION AND CREEK CROSSINGS REQUEST FOR QUALIFICATIONS

Qualifications were received on March 6, 2018, in response to a Request for Qualifications (RFQ) that will allow SSSD to compile a list of pre-qualified contractors to rehabilitate or repair collection system mainlines and creek crossings for repair. There are a number of areas where collection system lines and/or line crossings that span creeks and tributaries are in need of repair due to age or storm damage. The pre-qualified contractors will be called upon to submit competitive bids when the rehabilitation or repair work is scheduled by the Collection and Distribution Department. This alternative delivery method will expedite the competitive bidding process and allow construction work to be completed in a proactive manner.

Responses were received from six contractors. Each of the respondents were scored based on the following criteria: (1) Qualifications, prior experience (2) Technical competency, project approach, strategy, and innovation (3) MWBE utilization; (4) Community Benefit Program.

After careful evaluation, management recommended approval of each of the following respondents as pre-qualified contractors that SSSD will use to rehabilitate or repair collection system lines and creek crossings.

Moorehead Construction
Belton, SC

Dillard Excavating Company, Inc.
Pelzer, SC

Double R. Utilities, Inc.
Gaffney, SC

Long and Sons Utility Company, LLC
Simpsonville, SC

North American Pipeline Management, Inc.
Marietta, GA

Harper Corporation
Greenville, SC

Spartanburg Sanitary Sewer District Commission – Regular Meeting, April 27, 2018

Bids will be solicited from each of the six pre-qualified contractors on an as-needed basis for a period not to exceed 24 months. Funding is available from the sewer collection rehabilitation funds.

The Commission accepted management’s recommendation.

6. RIGHT-OF-WAY MOWING AND MAINTENANCE BID

Bids were received on April 3, 2018, for contractor services to furnish labor and equipment to mow and maintain Spartanburg Sanitary Sewer District Collection System right-of-ways. Ten companies attended the pre-bid conference. The solicitation for bids requires the successful contractor to mow and maintain two hundred miles of right-of-way once annually for a one-year term. Spartanburg Sanitary Sewer District reserves the right to extend this contract annually for two additional 12-month terms.

A tabulation of the responses is listed below:

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Forestry Unlimited, LLC Moore, SC	\$78,000
Phillips Lawn Care Gaffney, SC	\$78,000
Patterson Forest and Land Clearing Campobello, SC	\$80,800
Landscape Accents, LLC Laurens, SC	\$93,600

Management recommended an award to Forestry Unlimited, LLC, based on their low bid of \$390 per mile and their business residing in Spartanburg County as the tie breaker from the Procurement Policy and Procedure, with the annual contract amount not to exceed \$78,000.

The right-of-way contract represents a potential three-year commitment with a total value of \$234,000. The project will be funded from the SSSD operating budget.

Mr. Littlejohn moved and Mr. Montgomery seconded the motion to approve management’s recommendation to award the bid to Forestry Unlimited, LLC. The motion passed unanimously.

7. PREVENTATIVE MAINTENANCE AGREEMENT FOR LABORATORY SERVICES – PERKIN ELMER ICPMS SYSTEM

Laboratory Services maintains Preventative Maintenance Agreements (PMA’s) for select laboratory instruments and software programs. The proposed contract is an annual agreement and includes service for routine preventative maintenance, troubleshooting, repairs (parts and labor), software support, certain upgrades, and priority emergency repair service.

Spartanburg Sanitary Sewer District Commission – Regular Meeting, April 27, 2018

The PMA is provided by the manufacturer, who is the sole source of the laboratory service.

A. 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 services as described above for a total cost of \$23,952.

The total cost for the renewal for the ICPMS is \$23,952. 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 \$11,976.

Ms. Barnes moved and Mr. Montgomery seconded the motion to approve management's recommendation for renewal of the Perkin Elmer Preventative Maintenance Agreement. The motion passed unanimously.

8. PREVENTATIVE MAINTENANCE AGREEMENT FOR LABORATORY SERVICES – LABWORKS LIMS

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

A. LABWORKS (Laboratory Information Management System) LIMS

This database system is used to assign identification codes and store/retrieve data for samples. In addition, this system generates both regulatory and process control reports for samples associated with the Safe Drinking Water Act (SDWA) and the Clean Water Act (CWA) programs. LABWORKS has quoted an annual PMA for services described above for a total cost of \$23,316.

The total cost for the renewal of this annual Preventive Maintenance Agreement is \$23,316. 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 LABWORKS LIMS Preventive Maintenance Agreement for an amount not to exceed \$11,658.

Mayor White moved and Ms. Barnes seconded the motion to approve management's recommendation for renewal of the LABWORKS LIMS Preventative Maintenance Agreements. The motion passed unanimously.

9. OWNERSHIP AGREEMENT – APPLE VALLEY INDUSTRIAL SITE

Spartanburg Industrial Owner, LLC proposes to construct approximately 1,760 linear feet of 8-inch gravity sewer line to provide service to the Apple Valley Industrial Site located on Apple Valley Road. The sewer line will connect to the existing Spartanburg Water infrastructure. The domestic waste will be treated at the South Tyger River 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 Industrial Owner, 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.

10. OWNERSHIP AGREEMENT – WESTSTONE TOWNHOMES

South Tyger Properties, LLC proposes to construct approximately 2,273 linear feet of 8-inch gravity sewer line to provide service to 120 townhomes located at Wadsworth Road and Melody Forest Lane. The sewer line will connect to the existing Spartanburg Water infrastructure. The domestic waste will be treated at the Fairforest Reclaimed Water Treatment Facility. SSSD will participate in the sewer construction 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 South Tyger Properties, 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. EXECUTIVE SESSION

The Commission went into Executive Session to receive information on a legal matter at 1:15 p.m and came out of Executive Session at 1:36 p.m.

Mr. Lynch stated the Commission received information of the Polychlorinated Biphenyls (PCB) lawsuit and has one decision that needs to be made.

Spartanburg Sanitary Sewer District Commission – Regular Meeting, April 27, 2018

Ms. Viney moved and Ms. Barnes seconded a motion to form a committee consisting of the SSSD Chair, SWS Chair, and the Spartanburg Water CEO to handle all issues related to the PCB lawsuit, in hopes of a quick resolution. The motion passed unanimously.

12. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS

- A. Ms. Schneider noted that the CRIT is scheduled for this afternoon and the Choose Tap Program will be there.
- B. Ms. Schneider stated that the annual Employee Shred Day was earlier today.
- C. Ms. Schneider informed the Commission that the Prescription Drug Take Back event is scheduled for April 28. This is in partnership with the City of Spartanburg.
- D. Ms. Schneider mentioned that the Upstate Employer Network's 58th Annual Meeting will be held on May 11 at USC Upstate beginning at 7:29 a.m.
- E. Ms. Schneider invited the Commission to the Industrial Users Recognition Luncheon scheduled for May 16 at City Range beginning at 12:00 noon.
- F. Ms. Schneider noted that the next Commission meeting will be held on May 22 and will include the Public Hearing.
- G. Ms. Schneider stated that the Chamber of Commerce Annual Celebration will be held on May 22.
- H. Ms. Schneider reminded the Commission that the first Paddle Fest for 2018 will be held on Saturday, May 22 beginning at 9:00 a.m.
- I. Ms. Schneider mentioned that Boating Education Classes will be held on May 5 and June 23.

Meeting adjourned at 11:42 a.m.

G. Newton Pressley
Secretary-Treasurer

tbh