

AGENDA

SPARTANBURG SANITARY SEWER DISTRICT COMMISSION

REGULAR MEETING

MEETING PLACE: 200 Commerce Street

Tuesday, August 25, 2015, 2:15 p.m.

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 have been forwarded to local and nearby news media (including 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, WOLT-FM Radio, Tribune Times, and the Times Examiner) at least 24 hours prior to this meeting.

- 1. PRAYER**
- 2. APPROVAL OF MINUTES OF REGULAR MEETING OF JUNE 23, 2015**
- 3. MONTHLY FINANCIAL REPORT**

Newt Pressley will present a financial summary of SSSD expenditures and revenues for the 12-month period ending June 30, 2015, and the one-month period ending July 31, 2015.

- 4. AMERICAN RED CROSS LIFE SAVING AWARD – JIMMY BOBO**

Libby Lynskey with the American Red Cross will present the American Red Cross Life Saving Award of Merit to Jimmy Bobo.

- 5. NACWA FACILITY PEAK PERFORMANCE AWARDS**

In July 2015, Spartanburg Water received eight Peak Performance Awards from the National Association of Clean Water Agencies (NACWA).

NACWA'S Peak Performance Awards recognize member agency facilities for outstanding compliance of their National Pollutant Discharge Elimination System (NPDES) permit limits. This recognition program consists of three categories – Platinum, Gold, and Silver.

AGENDA – Spartanburg Sanitary Sewer District Commission, Regular Meeting
Tuesday, August 25, 2015

- *Platinum Awards: Lower North Tyger River – Platinum 9*

Platinum 9 Awards recognize 100% compliance with NPDES permits over nine consecutive years.

- *Gold Awards: Clifton-Converse, Cowpens, Fairforest, Fingerville, Pacolet Mills, and Page Creek*

Gold Awards recognize facilities that have achieved 100% compliance with their NPDES permit for an entire calendar year.

- *Silver Awards: South Tyger River*

Silver Awards recognize facilities that have received no more than five NPDES permit violations per calendar year.

6. SSSD AUDIT COMMITTEE UPDATE

Ms. Barnes will brief the Commission on the SSSD Audit Committee initial meeting with Alan Robinson, of Cherry Bekaert.

7. 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 & Associates submitted a renewal proposal for their professional services of \$30,000 for the 2016 calendar year.

**AGENDA – Spartanburg Sanitary Sewer District Commission, Regular Meeting
Tuesday, August 25, 2015**

Management recommends renewing the agent/broker agreement with Steinberg and Associates. The allocation between companies is \$22,200 for SWS and \$7,800 for SSSD.

8. PROPOSALS FOR EMPLOYEE UNIFORM RENTAL PROGRAM

Proposals were received on August 5, 2015, from suppliers that have the ability to furnish and maintain employee uniforms for Spartanburg Sanitary Sewer District (SSSD). 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 SSSD 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 SSSD facilities. The evaluation criteria consisted of six areas and required the supplier to demonstrate their ability to provide (1) an approach and strategy, which required the supplier to outline how they plan to meet the objectives of the organization’s needs; (2) technical competency, to include the location of their facilities and technology that can enhance the quality of services; (3) MWBE utilization, whether they are a certified MWBE or use MWBE partners, (4) a Community Benefit Program, the proposal of a program that is beneficial to the community that resides in the SSSD service area that the responding firm will implement, sponsor, and support; (5) an implementation schedule; and (6) cost. Each proposal was evaluated using a weighted scoring matrix, with the successful supplier being selected for the highest scoring 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>
Cintas Spartanburg, SC	\$13,241
Unifirst Simpsonville, SC	\$12,958

**AGENDA – Spartanburg Sanitary Sewer District Commission, Regular Meeting
Tuesday, August 25, 2015**

Aramark
Spartanburg, SC

No Bid

Management recommends an award be granted to Cintas at an annual cost of \$13,241 based on their proposal scoring the highest in terms of approach, technical competency, and schedule. Funding will be provided from SSSD operating funds.

9. RECEIPT OF BIDS – SOUTH PINE STREET SEWER RELOCATION PROJECT

Bids were received on August 11, 2015, for the relocation of approximately 260 linear feet of a former City of Spartanburg 8-inch gravity sewer line that is in danger of being undermined by the continued erosion of an adjacent creek bank. The project will relocate the existing vitrified clay pipe (VCP) in a new location a safe distance from the creek bank.

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

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
L-J, Inc. Columbia, SC	\$ 76,426.00
C.J. Compton Plumbing Spartanburg, SC	\$ 87,796.50
Double R. Utilities, Inc. Gaffney, SC	\$ 120,395.38
North American Pipeline Management Marietta, GA	\$148,944.50
Moorhead Construction Belton, SC	No Bid
Davis Grading Shelby, NC	No Bid

**AGENDA – Spartanburg Sanitary Sewer District Commission, Regular Meeting
Tuesday, August 25, 2015**

Management recommends awarding the bid to the lowest responsive bidder, L-J, Incorporated of Columbia, SC for the amount of \$76,426.00. The engineering estimate for this project was \$94,125.00. The project is funded by SSSD Capital funds.

10. OWNERSHIP AGREEMENT – BECKNELL’S ADDITION AT WINGO CORPORATE PARK SEWER PROJECT

Becknell Investors 2007, LLC, proposes to construct approximately 1675 linear feet of 8-inch gravity sewer line to provide sewer service to the Becknell’s Addition at Wingo Corporate Park project, located near the intersection of New Cut Road and North Blackstock Road in Spartanburg. The domestic waste will be treated at the Lower North 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 Becknell Investors 2007, 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.

11. OWNERSHIP AGREEMENT – BRIDLE PATH PHASE II SEWER PROJECT

Bridle Path Subdivision, LLC, proposes to construct approximately 1200 linear feet of 8-inch gravity sewer line to provide sewer service to the Bridle Path Phase II Subdivision. 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 Bridle Path Subdivision, LLC. Under the terms of the resolution adopted by

**AGENDA – Spartanburg Sanitary Sewer District Commission, Regular Meeting
Tuesday, August 25, 2015**

the Commission on May 29, 1990, this agreement has been executed on behalf of the Commission by the Chief Executive Officer.

12. OWNERSHIP AGREEMENT – MYERS PARK SUBDIVISION SEWER PROJECT

Mark III Properties, Inc., proposes to construct approximately 7305 linear feet of 8-inch gravity sewer line to provide sewer service to the Myers Park Subdivision. 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 Mark III Properties. 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.

**13. OWNERSHIP AGREEMENT – FLATWOOD INDUSTRIAL DRIVE
WASTEWATER IMPROVEMENTS**

Flatwoods Farms I, LLC, proposes to construct approximately 3150 linear feet of 8-inch gravity sewer line, 3885 linear feet of 6-inch sewer force main and a pump station to provide sewer service to serve the proposed Flatwood Industrial Park. 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 gravity sewer line, pump station, and force main 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, pump station, and force main to the District has been reviewed by the District's attorney and executed by Flatwood Farms I, LLC. Under the terms of the resolution adopted by the Commission on May 29, 1990, this

**AGENDA – Spartanburg Sanitary Sewer District Commission, Regular Meeting
Tuesday, August 25, 2015**

agreement has been executed on behalf of the Commission by the Chief Executive Officer.

14. OWNERSHIP AGREEMENT – SPARTANBURG COUNTY SCHOOL DISTRICT TWO – NEW SHOALLY CREEK ELEMENTARY SCHOOL

Spartanburg County School District 2 proposes to construct approximately 656 linear feet of 8-inch gravity sewer line to provide sewer service to the new Shoally Creek Elementary School located on Parris Bridge Road. 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 Spartanburg County School District 2. 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.

15. EXECUTIVE SESSION

The Commission will meet to discuss employment matters.

16. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS