

## MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, May 26, 2015, 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 Bilanchone 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 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 Ms. West opened with a prayer.

### **2. APPROVAL OF MINUTES OF WORK SESSION MEETING OF APRIL 28, 2015 AND REGULAR MEETING OF APRIL 28, 2015**

Mayor White 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 10-month period ending April 30, 2015. An explanation was provided for the favorable and unfavorable budget variances.

The above was provided as information to the Commission.

### **4. PUBLIC HEARING FOR PROPOSED FY 2015-2016 OPERATING BUDGET**

A public hearing was held by the Commission to allow input regarding the proposed FY 2015-2016 operating budget.

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Ms. Bilanchone moved and Mr. Montgomery seconded the motion to open the public hearing regarding the proposed FY 2015-2016 operating budget. The motion passed unanimously.

There were no members of the public present.

Ms. Bilanchone moved and Mr. Montgomery seconded the motion to close the public hearing. The motion passed unanimously.

**5. DISCUSSION/APPROVAL OF PROPOSED FY 2015-2016 OPERATING BUDGET**

Management requested approval of the proposed FY 2015-2016 operating budget.

As a follow-up to the work session, management provided additional information to the Commission regarding Base Charges and Volumetric Charges.

Ms. Barnes moved and Mr. Blanton seconded the motion to approve the User Charge Schedule for FY 2016. The Commission selected the option with the bimonthly Base Charge of \$4.75 for the 5/8" meter size. The motion passed unanimously.

The proposed three year schedule of Industrial Surcharge and Service Charge rates for FY 16, FY 17, and FY 18 was provided to the Commission, with the first step to go into effect on July 1, 2015. Ms. Barnes moved and Ms. Bilanchone seconded the motion to approve the first step of the proposed schedule. The motion passed unanimously.

Management provided the Commission with a revised Revenue Budget schedule. There is no change to the total Revenue Budget, only the revision of a few line items to more accurately reflect current revenue. Management requested Commission approval of the Revenue Budget schedule with the adjusted line items. Ms. Bilanchone moved and Mr. Littlejohn seconded the motion to approve the Revenue Budget schedule with the adjusted line items. The motion passed unanimously.

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Management shared with the Commission a summary sheet of Bond Refunding Transactions. This summary reflects the savings and confirms the length of borrowing was not extended. This was provided to the Commission as information.

Ms. Bilanchone moved and Ms. Barnes seconded the motion to approve the proposed FY 2015-2016 operating budget. The motion passed unanimously.

**6. PREVENTATIVE MAINTENANCE AGREEMENT FOR LABORATORY SERVICES**

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 manufacturer, who is the sole source of the laboratory service.

**A. Perkin Elmer (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 Clean Water Act (CWA) and the Safe Drinking Water Act (SDWA) programs. Perkin Elmer has quoted an annual PMA for services described above for a total cost of \$20,943.

The total cost for the renewal of this annual Preventive Maintenance Agreement is \$20,943. 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 LIMS Preventive Maintenance Agreement for an amount not to exceed \$10,472.

Mr. Montgomery moved and Mr. Littlejohn seconded the motion to approve management's recommendation to renew the Perkin Elmer LIMS Preventive Maintenance Agreement for an amount not to exceed \$10,472. The motion passed unanimously.

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**7. RIGHT-OF-WAY MOWING AND MAINTENANCE BID**

Bids were received on April 28, 2015, for contractor services to furnish labor and equipment to mow and maintain SSSD collection right-of-ways. The solicitation for bids requires the successful contractor to mow and maintain 200 miles of right-of-way once annually for a 1-year term. SSSD reserves the right to extend this contract annually for two additional 12-month terms.

A tabulation of the responses is listed below:

Phillips Lawn Care* Gaffney, SC	\$78,600
South East Mowing, LLC Blountville, TN	\$82,000
Quality Inspection Services, Inc. Pacolet, SC	\$93,800
Lovin Contracting Company, LLC Robbinsville, NC	\$98,000
Landscape Accents, LLC Laurens, SC	\$104,800

*\*Phillips Lawn Care is an MWBE vendor*

Management recommended an award to Phillips Lawn Care, based on their low bid of \$393 per mile, with the annual contract amount not to exceed \$78,600.

The Right-of-Way contract represents a potential three year commitment with a total value of \$235,800.

The project will be funded from the SSSD operating budget.

Mayor White moved and Ms. Bilanchone seconded the motion to approve management's recommendation to award the bid to the lowest responsive

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bidder, Phillips Lawn Care, for an amount not to exceed \$78,600 annually. The motion passed unanimously.

**8. COLLECTION SYSTEM LINE RIGHT-OF-WAY CLEARING**

During the April 2015 meeting, the Commission approved an award to NaturChem, Inc., for the removal of trees and clearing of vegetation from approximately 13,600 linear feet of sewer right-of-way within the City of Spartanburg.

Prior to awarding the contract, NaturChem, Inc., retracted their bid for the project resulting in the loss of their bid bond. Management recommended granting an award to the next low bidder, Graham County Land Company in the amount of \$134,912. An updated tabulation of the bids is listed below.

Graham County Land Company Robbinsville, NC	\$134,912
South East Mowing, LLC Blountville, TN	\$198,653
D.S. Utilities, Inc. Little Mountain, SC	\$221,735
NaturChem, Inc. Lexington, SC	Bid Retracted

This project will be funded by SSSD collection system rehabilitation funds.

Mr. Blanton moved and Ms. Bilancone seconded the motion to approve management’s recommendation to award the bid to the next lowest responsive bidder, Graham County Land Company, in the amount of \$134,912. The motion passed unanimously.

**9. OWNERSHIP AGREEMENT – THE OAKS AT WOODFIN RIDGE SEWER PROJECT**

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Newman & Sims Development, Inc., proposes to construct approximately 2406 linear feet of 8-inch gravity sewer line to provide sewer service to The Oaks at Woodfin Ridge subdivision. The sewer line will connect to the District's existing infrastructure in the adjacent Woodfin Ridge subdivision on Lake Bowen Dam 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 Newman & Sims Development, 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 requested that the Commission appoint an Audit Committee. Mr. Lynch reminded the Commission that it was determined last year that the committee would consist of two SSSD Commissioners and one CPW Commissioner. All Commissioners reaffirmed that. The Chairman, Mr. Lynch, asked if Ms. Barnes, Mr. Blanton, and Mr. Littlejohn would agree to participate on the Committee and all three said yes.

Meeting adjourned at 2:46 p.m.

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G. Newton Pressley  
Secretary-Treasurer