

MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, April 28, 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 forwarded 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 31, 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 nine-month period ending March 31, 2015. An explanation was provided for the favorable and unfavorable budget variances.

The above was provided as information to the Commission.

4. 2014 S.C. CHAMBER OF COMMERCE COMMENDATIONS OF EXCELLENCE SAFETY AWARDS

Thirteen Spartanburg Water departments and/or facilities qualified for presentation of Commendation of Excellence Safety Program Awards for their 2014 safety performance at the annual S.C. Chamber of Commerce

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Safety Awards Luncheon on March 19, 2015, in Columbia, SC. The S.C. Chamber of Commerce awarded Commendation of Excellence Safety Program Certificates for the following Spartanburg Water departments and/or facilities:

- Administration Department
- Collection & Distribution Department
- Customer Service Department
- Engineering Department
- Financial Services Department
- Human Resources Department
- Inventory Control / Fleet Services Department
- Laboratory Services Department
- Lake Blalock Facility
- Lake Bowen Facility
- Landrum Water Treatment Facility
- Myles W. Whitlock, Jr. Water Treatment Facility
- RB Simms Water Treatment Facility

In 2014, all departments and facilities of Spartanburg Water worked 456,950 hours safely and as an organization, we experienced 16 hours of safety related loss of work time. The department/facility breakdown of safely worked hours for 2014 is noted below:

- | | |
|---|-----------------------------|
| • Administration Department | 9,066 hours safely worked |
| • Collection & Distribution Department | 171,909 hours safely worked |
| • Customer Service Department | 50,909 hours safely worked |
| • Engineering Department | 28,529 hours safely worked |
| • Financial Services Department | 31,531 hours safely worked |
| • Human Resources Department | 8,247 hours safely worked |
| • Inventory Control/Fleet Services Depart | 19,574 hours safely worked |
| • Laboratory Services Department | 21,893 hours safely worked |
| • Lake Blalock Facility | 5,828 hours safely worked |
| • Lake Bowen Facility | 5,828 hours safely worked |
| • Landrum Water Treatment Facility | 9,311 hours safely worked |
| • Myles W. Whitlock, Jr. Water Facility | 1,862 hours safely worked |
| • RB Simms Water Treatment Facility | 42,231 hours safely worked |
| • Reclaimed Water Treatment Department | 49,232 hours safely worked |

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Ms. Schneider recognized Jan Dominick, Human Resources Manager, who received the award on behalf of Spartanburg Water. The Commission applauded everyone's safe work.

5. DEFOAMER/ANTIFOAM CHEMICALS

Bids were received on April 15, 2015, for water-based defoamer/antifoam products used by the Fairforest Reclaimed Water Treatment Facility. There were two separate products bid. One is for effluent mitigation from the facility to the Pacolet River Outfall and the other is for the aeration basin at the facility. All products were tested and had to be approved in order to submit an eligible bid.

The pricing submitted is for the contract term June 1, 2015 – May 31, 2016. The results of the bid are tabulated below.

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(Item 1) Effluent Defoamer Product Est Usage of 60,000-80,000lbs annually						
<u>Vendor</u>	<u>Cost per Pound (LB)</u>	<u>SC Tax</u>	<u>Delivery</u>	<u>Total</u>	<u>Delivery Lead Time (shortest number of days)</u>	<u>Delivery Lead Time (longest number of days)</u>
Environmental Specialties Inman, SC	\$0.415	Included	\$0.00	\$0.415	same day	one day
Atlantco Inman, SC	\$0.410	Included	\$0.00	\$0.410	1 day	3 days
Deeks & Co. Stone Mountain, GA	Proposed Product Not Approved					
Siovation (ICM) Cassopolis, MI	Proposed Product Not Approved					
Sterling Water Tech Columbia, TN	No Bid					
Polydyne, Inc Riceboro, GA	No Bid					

(Item 2) Basin Defoamer Product Est Usage of 20,000-40,000lbs annually						
<u>Vendor</u>	<u>Cost per Pound (LB)</u>	<u>SC Tax</u>	<u>Delivery</u>	<u>Total</u>	<u>Delivery Lead Time (shortest number of days)</u>	<u>Delivery Lead Time (longest number of days)</u>
Environmental Specialties Inman, SC	\$1.887	Included	\$0.00	\$1.887	same day	1 day
Atlantco Inman, SC	\$0.720	Included	\$0.00	\$0.720	1 day	3 days
Deeks & Co. Stone Mountain, GA	\$0.660	\$0.0396	\$0.00	\$0.6996	1 day	5 days
Siovation (ICM) Cassopolis, MI	Proposed Product Not Approved					
Sterling Water Tech Columbia, TN	No Bid					
Polydyne, Inc Riceboro, GA	No Bid					

Note: Atlantco is a certified MWBE vendor

Management recommended the effluent defoamer be awarded to Atlantco at a price of \$0.410 per pound and the basin defoamer be awarded to Deeks & Company at a price of \$0.6996 per pound. Funding will be provided through the SSSD operating budget.

Ms. Bilanchone moved and Mr. Littlejohn seconded the motion to approve management’s recommendation to award the effluent defoamer to Atlantco

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and the basin defoamer to be awarded to Deeks & Company. The motion passed unanimously.

6. EBEL COURT AND NEBO STREET SEWER LINE EXTENSION PROJECT

A. Community Development Block Grant (CDBG) Project – Ebel Court & Nebo Street

In the late 1980's, Spartanburg Sanitary Sewer District (SSSD) managed for Spartanburg County Planning a CDBG funded project, the Meadowbrook Pine Ridge Area sewer line extension, which eliminated a facultative lagoon and installed collection lines in a Low to Moderate Income (LMI) area between Highway 176 and Union Street. When the bids exceeded the construction budget, a portion of the project was deleted from the contract. That portion was approximately 3,200 LF of 8-inch gravity sewer that would extend from the Meadowbrook subdivision to Ebel Court and Nebo Street just off Union Street and serve 14 existing residences.

The residents along Ebel Court and Nebo Street have been experiencing septic tank problems for several years. In 2007 and 2008, SSSD Engineering Staff prepared and submitted CDBG applications on behalf of the Community Leaders in this neighborhood. Both times the project was denied funding. In November 2011, Spartanburg County Planning Staff contacted the SSSD Engineering Department again and asked that staff re-submit the project for the 2012 funding cycle. In February 2012, the Commission approved contributing the 10% local match of \$29,700.00, and SSSD was notified later that year that the project was funded.

As part of the local funding, SSSD agreed to provide project management services to include design, permitting, right-of-way acquisition, construction inspection, and construction contract management.

The bids for the project were opened in January 2015, and the amount of the low bid from L-J, Inc., of Columbia, SC, of \$383,587.50 exceeded the amount of available funding left in the grant by approximately \$150,000.00. Because of the dire need in the Ebel Court and Nebo Street area for sewer service, County and SSSD staff worked together to find available funds to cover the difference between the lowest bid and the funding. Both

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Spartanburg County and SSSD are proposing to share in the shortage of available project funds in a 50/50 split in order to be able to proceed in constructing the sewer line. SSSD’s contribution will be provided from the capital improvement fund.

Management recommended providing additional matching funds up to \$75,000 to the project budget.

Ms. Bilanchone moved and Mr. Littlejohn seconded the motion to approve management’s recommendation to provide additional matching funds up to \$75,000 with Spartanburg County. The motion passed unanimously.

B. Receipt of Bids – Ebel Court and Nebo Street Sewer Line Extension Project

Spartanburg County received a \$278,000 Community Development Block Grant for the installation of approximately 3,092 LF of 8-inch gravity sewer, beginning at the existing Plantation Pipeline sewer line and going cross country in a generally westerly direction to Ebel Court and Nebo Street to provide sewer service to the residents along the aforementioned streets. Spartanburg County Planning has requested the District manage the project on their behalf overseeing design and permitting, right-of-way preparation and acquisition, construction contract administration, and construction inspection. SSSD is providing the local match of funds in addition to the above listed services.

Bids were received on January 20, 2015, for construction of Ebel-Nebo sewer line.

Seven contractors received the bid documents and attended the pre-bid meeting for the project; two contractors submitted a bid. The bids were as follows:

<u>Bidder</u>	<u>Amount of Bid</u>
L-J, Inc. Columbia, SC	\$383,587.50

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Dillard Excavating Pelzer, SC	\$390,825.00
Capitol Construction and Grading LLC Chesnee, SC	No Bid
Long & Sons Utility Co. Simpsonville, SC	No Bid
Double R. Utilities, Inc. Gaffney, SC	No Bid
Bradley Contracting, Inc. Wellford, SC	No Bid
Davis Grading Shelby, NC	No Bid

Staff has certified that L-J, Inc., is the lowest qualified bidder.

Management recommended awarding the bid to the lowest responsive bidder, L-J, Inc., of Columbia, SC for the amount of \$383,587.50. The project is funded by CDBG grant funds.

Ms. Barnes moved and Mayor White seconded the motion to approve management's recommendation to award the bid to the lowest responsive bidder, L-J, Inc., for the amount of \$383,587.50. The motion passed unanimously.

7. WASTEWATER COLLECTION LINE RIGHT-OF-WAY CLEARING PROJECT

Bids were received on April 15, 2015, for the contract clearing of selected sewer collection line right-of-ways. The scope of work calls for the contractor to remove trees and clear vegetation from approximately 13,600 linear feet of sewer right-of-way within the City of Spartanburg.

The final condition of the right-of-ways will be a cleared path no less than 25 feet wide (12.5 feet on either side of the sewer line). The path will be

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covered with tree chippings or vegetated with grass. Proper erosion control measures will be employed and major earth disturbance will not be allowed.

Invitations to bid were forwarded to prospective bidders. The solicitation drew four responses. A tabulation of the responses is listed below.

<u>Bidder</u>	<u>Amount of Bid</u>
NaturChem, Inc. Lexington, SC	\$50,184
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

Management recommended an award be granted to NaturChem, Inc., based on their lowest responsive bid of \$50,184. Funding for this project will be provided through the SSSD rehabilitation funds.

Mr. Blanton moved and Mr. Littlejohn seconded the motion to approve management’s recommendation to award the bid to the lowest responsive bidder, L-J, Inc., for the amount of \$50,184. The motion passed unanimously.

8. REQUEST FOR ANNEXATION – MARY BLACK HEALTH SYSTEM, LLC

Mary Black Health System, LLC has requested annexation of three parcels off Skylyn Drive. The properties are adjacent to the District boundaries and can be annexed by Commission under authority granted in its enabling legislation.

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Management recommended the Commission approve the annexation request, adopt a resolution giving 90 days notice to subdistricts, and annex the property effective July 27, 2015.

Ms. Bilanchone moved and Mayor White seconded the motion to approve management's recommendation to approve the request for annexation by Mary Black Health System, LLC. The motion passed unanimously.

9. PROCUREMENT POLICY REVISION

Every year the Spartanburg Sanitary Sewer District Commission procures goods and services from suppliers, contractors and consultants. The District has an annual spend of approximately \$10,000,000 for operating and capital expenditures. The District would like to encourage those doing business in the Spartanburg community to further invest in the betterment of it. The addition of a Community Benefit Program to the Procurement Policy would increase the value of the District's resources with the goal of not incurring additional costs. A Community Benefit Program is very similar to the existing Minority and Women Business Policy, which encourages MWBE participation in the annual spend for goods and services.

The Community Benefit Program would be included in our procurement process and would be voluntary by those pursuing the District's business. Like the MWBE Program, a scoring matrix would be established during the procurement process to fairly evaluate each proposer's willingness to contribute towards a program or activity that benefits the community within the District's service area.

Some examples of types of community benefit initiatives that could be an outcome from this program include:

- Providing a donation or in-kind support for Science, Technology, Engineering, Arts, and Mathematics (STEAM) education initiatives at a local school.
- Providing volunteers to support community clean-up of creeks, streams or lakes.

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- Supporting programs that encourage the development of local blueways or trails and provides recreational opportunities for local residents.
- Programs that bring the proposers staff into the community to effectively engage and promote a culture of science and engineering, such as serving as mentors to students, tutoring or making presentations in classrooms.
- Programs that “adopt a school” and provide resources and support to impacted communities.

In order to properly adopt this Community Benefit Policy, a section would need to be added to the existing Procurement Policy to incorporate this initiative. The section added would read as follows:

SECTION 26. COMMUNITY BENEFIT AGREEMENTS

Community Benefit Policy

Spartanburg Sanitary Sewer District recognizes that its mission includes not only being a good steward of the District’s resources, but it also increases the value of those resources for the benefit of the District’s surrounding community. One method by which the Spartanburg Sanitary Sewer District may use its resources to benefit its community is through the use of Community Benefit Agreements. As such, the Spartanburg Sanitary Sewer District authorizes and approves of the use of Community Benefit Agreements. The Chief Executive Officer shall develop and implement procedures and guidelines for this Community Benefit Policy consistent with this Procurement Policy.

Management recommended adding Section 26 to the SSSD Procurement Policy to allow a Community Benefit Program to be incorporated.

Ms. Schneider stated that one of the things management has seen happening with some utilities and communities around the county is the adoption of Community Benefit Agreements as part of their Procurement Policy. The intent is to be much like an MWBE process. It is a voluntary program that allows bidders to be awarded points for providing a community project of their choice. If the bidder decides to provide a community benefit

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then that would be written into the contract. Management has consulted the procurement attorney and have the documents needed. Management has also spoken with Haskell and Brown and Caldwell and even though the Community Benefit Agreement is not part of the Procurement Policy yet, they would like to be the flag ship company to do a community project. There are a number of companies that do work for Spartanburg Water and they may already have volunteers in the community and working with schools. Ms. Schneider also reminded the Commission that Crowder Construction actually made several contributions to the community while working on the Simms project. Some examples were a contribution to the local boy scouts and girl scouts. They also built a ramp at a nearby home. The Community Benefit Agreement is not meant to add cost to the project, or dictate the type of donation, but to give back to the community as they are receiving a benefit while working in the community.

Ms. Bilanchone moved and Mr. Littlejohn seconded the motion to approve management's recommendation to add Section 26 to the SSSD Procurement Policy to allow a Community Benefit Program to be incorporated. The motion passed unanimously.

10. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS

- A.** Ms. Schneider stated that Spartanburg Water participated in the Earth Day program held at the Spartanburg County Library on April 22. John Moore also participated in Jam in the Park at Duncan Park on April 26.
- B.** Ms. Schneider provided pictures and information about the Day of Service. There were approximately 100 employees and family members that provided more than 300 hours of service. Service was provided at the Safe Home Rape Crisis Center, Hope Center for Children, Upstate Family Resource Center, and the Spartanburg Soup Kitchen.
- C.** Ms. Schneider reminded the Commission about the Community Forum luncheon scheduled for May 1, 2015.

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- D. Ms. Schneider noted that the Economic Futures Group Investor Luncheon will be held on May 14 from 11:45 –1:30 p.m. at the Spartanburg Marriott.
- E. Ms. Schneider said the Upstate Employers Network Annual Meeting will be held on May 21 beginning at 7:29 a.m. at USC Upstate in the Campus Life Center Ballroom.
- F. Ms. Schneider informed the Commission that the Industrial Pre-treatment luncheon will be held on May 21 beginning at noon at Renato's.

Meeting adjourned at 2:37 p.m.

G. Newton Pressley
Secretary-Treasurer

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MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, April 28, 2015 at 11:30 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 Bilanchone 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 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 forwarded to local and nearby news media, at least 24 hours prior to this meeting.

The work session was held to discuss the proposed FY 2015-2016 budget.

G. Newton Pressley
Secretary-Treasurer

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