

MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, February 24, 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.

All motions were unanimously approved unless otherwise indicated.

1. PRAYER

Mr. Lynch called the meeting to order. Ms. West previously opened with a prayer during the SSSD Work Session.

2. APPROVAL OF MINUTES OF REGULAR MEETING OF JANUARY 27, 2015

Mayor White moved and Mr. Blanton seconded the motion to approve the minutes as written.

3. MONTHLY FINANCIAL REPORT

Newt Pressley presented a financial summary of SSSD expenditures and revenues for the seven-month period ending January 31, 2015. An explanation was provided for the favorable and unfavorable budget variances.

The above was provided as information to the Commission.

4. MASTER SERVICE AGREEMENT(S) FOR ON-CALL MAINTENANCE AND GENERAL CONTRACTOR SUPPORT SERVICES

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Spartanburg Sanitary Sewer District (SSSD) recently requested Master Service Agreement proposals from qualified local construction companies specializing in sewer infrastructure, as well as treatment facility maintenance, to provide support on an emergency and on-call basis.

On occasion, SSSD encounters situations with facility and system infrastructure that are beyond the expertise or capabilities of our resources, staff or equipment. In order to provide for efficient operations and meet regulatory and customer demands, it was determined that a working relationship with contractors already familiar with our infrastructure and facilities would greatly enhance our ability to respond to situations that arise, especially when an issue is time sensitive or critical to the continued operation of our system. A Master Service Agreement with contractual terms and conditions already established provides for a framework that enables streamlined response to emergency or specialized situations.

Due to their familiarity with SSSD and expertise in the industry, both The Harper Corporation of Greenville, SC and Crowder Construction Company (with offices in Spartanburg, SC and Charlotte, NC) provided Master Service Agreement proposals for consideration.

The proposed Master Services Agreement(s) are structured under a time and materials basis allowing specific work authorizations to be executed for each specialized scope of services to be performed, when needed.

Management recommended that the Commission authorize the Chief Executive Officer to enter into agreements with both The Harper Corporation and Crowder Construction Company for on-call maintenance and general contractor support services. It is anticipated that individual work authorizations for scopes of work generated as a result of this agreement will be funded through operational funds.

Ms. Bilanchone moved and Mr. Littlejohn seconded the motion to accept management's recommendation.

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5. RECEIPT OF BIDS – COMPARK PUMP STATION REHABILITATION PROJECT

Bids were received on February 12, 2015, for the Compark Pump Station Rehabilitation Project. The existing pumps and related hardware have exceeded their useful life. This project will include the replacement of the pumps and related hardware and piping, including several safety-related improvements, and will bring the station into compliance with current Sewer District standards.

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

<u>Bidder</u>	<u>Amount of Bid</u>
Construction Resource Group Union, SC	\$162,485
Dillard Excavating Pelzer, SC	\$238,815
C J Compton Plumbing Spartanburg, SC	No Bid
Harrison & Sons Contractors Woodruff, SC	No Bid
Wateree Construction Corporation Sumter, SC	No Bid
Engineer's Estimate	\$158,000

Management recommended awarding the contract to the lowest responsive bidder, Construction Resource Group, of Union, SC for the amount of \$162,485. This project will be funded by depreciation funds.

Ms. Barnes moved and Mr. Littlejohn seconded the motion to accept management's recommendation.

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6. RECEIPT OF BIDS – BRADFORD CROSSING PUMP STATION REHABILITATION PROJECT

Bids were received on February 12, 2015, for the Bradford Crossing Pump Station Rehabilitation Project. This pump station serves the Bradford Crossing subdivision, and was initially placed in service in 1998. The existing pumps and related hardware have exceeded their useful life. This project will include the replacement of the pumps, related hardware and piping, including several safety-related improvements, which will bring the station into compliance with current Sewer District standards.

Five 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>
Construction Resource Group Union, SC	\$130,255
Harrison & Sons Contractors Woodruff, SC	\$137,245
Dillard Excavating Pelzer, SC	\$198,815
C J Compton Plumbing Spartanburg, SC	No Bid
Wateree Construction Corporation Sumter, SC	No Bid
Engineer's Estimate	\$126,000

Management recommended awarding the contract to the lowest responsive bidder, Construction Resource Group, of Union, SC for the amount of \$130,255. This project will be funded by depreciation funds.

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Mayor White moved and Mr. Littlejohn seconded the motion to accept management's recommendation.

7. REQUEST FOR ANNEXATION – NEWMAN AND SIMS DEVELOPMENT, INC.

Newman and Sims Development, Inc., has requested annexation of 0.87 acres of property located at 510 Lake Bowen Dam Road, Inman, SC. This property is adjacent to the recently-annexed Oaks at Woodfin Ridge Subdivision. The property is adjacent to the District boundaries and can be annexed by the Commission under authority granted in its enabling legislation.

Management recommended the Commission approve the annexation request, adopt the attached resolution giving 90 days' notice to subdistricts, and annex the property effective May 25, 2015.

Mr. Montgomery moved and Mayor White seconded the motion to accept management's recommendation.

8. OWNERSHIP AGREEMENT – RAINWATER SUBDIVISION

Mark III Properties, Inc., proposes to construct approximately 8,843 linear feet of 8-inch gravity sewer line to provide sewer service to the Rainwater Subdivision located off of Highway 290 near Berry Shoals Road. The sewer line will connect to the District's existing infrastructure. 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, 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.

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**9. OWNERSHIP AGREEMENT – SUNSET SUMMITS SUBDIVISION PHASE 1-A,
SECTION 1A**

LCP SLJV 2008-1 SC-1, LLC, proposes to construct approximately 180 linear feet of 8-inch gravity sewer line to provide sewer service to an additional phase of the Sunset Summits Subdivision located on Floyd Summits Boulevard. The sewer line will connect to the District's existing infrastructure. 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 LCP SLJV 2008-1 SC-1, 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. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS

- A.** Ms. Schneider noted that Spartanburg Water participated in the Bags of Love Project and had a great response from employees. Currently, Mike Clardy is the Volunteer Coordinator, and David Crosby will be the Volunteer Coordinator next year. Information about the Day of Service will be shared after the details are finalized.
- B.** Ms. Schneider reminded the Commission that the Chamber of Commerce Annual Celebration was scheduled for Thursday night at the Spartanburg Marriott.
- C.** Ms. Schneider informed the Commission that the Employee Recognition Breakfast scheduled for Thursday had been changed to Wednesday due to the threat of inclement weather.

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Meeting adjourned at 2:29 p.m.

G. Newton Pressley
Secretary-Treasurer

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