

AGENDA

SPARTANBURG SANITARY SEWER DISTRICT COMMISSION

REGULAR MEETING

MEETING PLACE: 200 Commerce Street

Thursday, January 26, 2023, 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 in the lobby and on the Spartanburg Water website, 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, WORD News Radio, WOLT-FM Radio, Tribune Times, and the Times Examiner) at least 24 hours prior to this meeting.

- 1. PRAYER**
- 2. ELECTION OF OFFICERS**
- 3. APPROVAL OF MINUTES OF REGULAR MEETING OF DECEMBER 6, 2022**
- 4. WEASC BLUE RIDGE FOOTHILLS DISTRICT AWARDS**

At the WEASC/Blue Ridge Foot Hills District annual awards ceremony held on January 19, 2023, Spartanburg Water employees received three awards: Wastewater Operator of the Year, Maintenance Person of the Year, and FOG Leader of the Year.

Wastewater Operator of the Year

The Wastewater Operator of the Year award is given to operators that excel in their field. Not only do the recipients of this award set high standards and examples for others to follow, they are protectors and good stewards of the environment. Jimmy Vess retired from Spartanburg Water as a Wastewater Operator in September of 2021. After several months away, Jimmy decided to return and has excelled since his return. Not only did he return, he excelled in quickly achieving a Biological Wastewater B License and has become a mentor to other operators in the department. For Jimmy's performance and achievements in the field of wastewater, Jimmy received the Wastewater Operator of the Year Award from WEASC.

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Maintenance Person of the Year

The Maintenance Person of the Year Award is given annually to those that achieve excellence in the maintenance of water, wastewater, and collection or distribution system in South Carolina. These are the employees that keep our operations running and our infrastructure in excellent condition.

John Harris is the Maintenance Coordinator of the Wastewater Treatment Department. He has been employed with Spartanburg Water for four years. Most recently, John was recognized for his work in Jackson, Mississippi. For John’s excellent work performance in serving the District and maintaining high standards, John received the Maintenance Person of the Year Award from WEASC.

FOG (Fats, Oils, Grease) Leader of the Year

The FOG Leader of the Year Award recognizes the individual for their contribution to the protection of the environment directly related to the fats, oils, and grease (FOG) contamination. FOG when mixed with other materials causes line blockages that may cause overflows in the system. Daniel Stacy has been employed with Spartanburg Water for two years, initially as a Sampling Technician and for the past six months the Grease Program Technician. In the past six months, he has inspected over 600 grease traps and adding to the integrity of the program. For Daniel’s attention to detail and his work in protecting the collection system, he was awarded the FOG Leader of the Year Award.

5. MONTHLY FINANCIAL REPORT

Newt Pressley will present a financial summary of SSSD expenditures and revenues for the five-month period ending November 30, 2022, and the six-month period ending December 31, 2022.

6. PROPOSED 2023 COMMISSION MEETING SCHEDULE

January 26	February 28
March 28	April 25
May 23	June 27
July – No Meeting	August 22
September 26	October 24
November – No Meeting	December 5

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7. 2022 ANNUAL RECRUITING REPORT

Management will provide the Commission with a 2022 report on recruiting.

8. RESOLUTION REVIEW

Management will provide the Commission with recommended amendments to the Resolution adopted by the Commission on May 29, 1990, allowing the Chief Executive Officer to execute agreements on behalf of the Commission.

Spartanburg Sanitary Sewer District Commission
Resolution of Commission

January 26, 2023

WHEREAS, the increasing complexity of the duties and responsibilities of the Commission, coupled with an increase in the number of written agreements, contracts and other documents requiring approval by the Commission, has created a time-consuming paperwork process that can be more efficiently performed by the Commission by delegation of certain specific authority to others to execute such instruments on behalf of the District when properly authorized and directed by the Commission,

NOW, THEREFORE, BE IT RESOLVED that the Chief Executive Officer of the Spartanburg Sanitary Sewer District, as the principal administrator of the Spartanburg Sanitary Sewer District, is hereby authorized and directed to execute certain agreements, contracts and other documents, as described below, in the name of and on behalf of the Commission, and the Secretary-Treasurer of the Spartanburg Sanitary Sewer District is hereby authorized and directed to attest the same, and the Chief Executive Officer, together with the Secretary-Treasurer, are hereby further authorized and directed to deliver the executed documents on behalf of the District, as more fully described below:

1. All agreements, contracts and other documents must be on standard forms which have been previously approved for use by the Commission or by legal counsel working for the Commission.

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2. A report of the execution of such documents on behalf of the Commission by the Chief Executive Officer and Secretary-Treasurer shall be made to the Commission at the next meeting of the Commission following the execution of such documents, such report to be in such form and detail as desired by the Commission.
3. All required fees and charges as established by the Commission shall have been paid.
4. The following types of standard forms of agreements can be executed or approved under the authority set forth in this resolution:
 - a. Discharge authorization agreements for industrial wastewater discharges within the Sanitary Sewer Use Rules and Regulations of the District;
 - b. Right-of-Way and Easement Agreements granting or conveying a right-of-way or easement by the District;
 - c. Right-of-Way and Easement Agreements granting or conveying a right-of-way or easement to the District; and
 - d. Ownership Agreements for the Development and Conveyance of Sewer Mains when the applicant is paying all costs involved in such extension or reimbursement is based on established policy approved by the Commission.
5. All contracts for professional services including but not limited to architects, engineers, auditors, accountants, attorneys and consultants and all contractual fees paid for these professional services, not to exceed \$25,000, may be executed at the discretion of the Chief Executive Officer together with the Secretary-Treasurer on behalf of the District.
6. Except as authorized in Section 4 and 5 above, the Commission will extend specific authority to the Chief Executive Officer and the Secretary-Treasurer to execute agreements, contracts, and other

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documents and perform other actions on behalf of the Commission, by action specifically adopted and specially relating to a particular matter or project, as may be required in the future.

7. This resolution shall constitute official action on the part of the Commission and shall remain in full force and effect until duly repealed or amended. All resolutions or parts thereof inconsistent herewith are hereby repealed to the extent of such inconsistencies, including the Resolution adopted by the Commission on May 29, 1990.

Adopted this 26th day of January, 2023

9. PROCUREMENT POLICY UPDATE

Management will request the Commission approve recommended updates to the Procurement Policy, if aforementioned Resolution amendments are adopted.

CURRENT

All contracts for the professional services of architects, engineers, consultants, auditors, and legal counsel, and all fees paid for such professional services, must be approved by the Commissioners, but competitive bidding shall not be required for such services.

RECOMMENDED CHANGE

All contracts for professional services, including but not limited to architects, engineers, auditors, accountants, attorneys and consultants, shall be exempt from this Policy, provided, however, that any contract for a defined scope of professional services that is estimated to exceed \$25,000 must be approved by the Commissioners, but competitive bidding shall not be required for such services.

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10. SEWER EXTENSION POLICY REVIEW

Management will provide the Commission with recommended amendments to the Sewer Extension Policy adopted by the Commission on December 17, 1996.

SPARTANBURG SANITARY SEWER DISTRICT (SSSD)
SEWER COLLECTION LINE EXTENSION POLICY

I. GENERAL INFORMATION

A sewer extension is any addition or modification to the existing transmission and collection system infrastructure designed to provide service to new customers. The SSSD recognizes an obligation, when and where possible, to provide wastewater reclamation and treatment facilities and interceptors that are necessary in the treatment and transportation of wastewater. The cost of extending sewer collection lines is proportionally shared between the SSSD and the customer. Rates and fees for sewer collection line extensions and capacity fees may change over time as approved by the SSSD Commission. This policy will identify the various types of extensions and methods for cost recovery by the SSSD.

Revenue for the construction of major SSSD treatment and transportation facilities is derived from a combination of user charges and tax revenues. It shall be the policy of the SSSD Commission to fund the costs of SSSD participation in sewer line extensions, under this policy, from the construction fund, as funds are available. It is further the SSSD Commission's policy to deposit in the construction fund all capacity fees collected for use on extension projects. As the Commission deems appropriate, funds may be transferred from user charge revenues to the construction fund.

This policy covers:

- I. General Information (includes definitions and other fees)
- II. Sub-district Extensions

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III. Extensions from SSSD Lines

A. Petition/Assessment Projects

B. Developer Projects

A. Gravity Flow Requirement

The principle requiring that gravity flow collection systems tie into SSSD lines is to be followed, if possible, even if it results in the installation of additional pipeline lengths to reach the SSSD sewerage system. This practice shall be followed in lieu of pumping into the SSSD system as long as engineering design of such gravity flow is economically feasible and can meet minimum design standards.

B. Sewer Extensions

Sewer extensions are divided into three basic categories:

1. Major System Expansions - Those improvements identified in the ongoing planning process necessary to insure the growth and adequacy of the overall SSSD system. These projects are prioritized by the SSSD and funded through bonds and/or construction funds.
2. Petition/Assessment Projects - Those extensions which provide service to existing or potential individual residents and will be funded by the individual participants in the project.
3. Developer Projects - Those extensions which provide service to new developments and subdivisions and will be funded by the developer.

C. Fees

User fees are divided into several categories as listed below:

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1. Sewer Service Connection Permit & Inspection Fee - Paid by all new customers and recovers processing cost for new customer service applications, and for inspection of sewer service connection to SSSD sewer system.
2. Capacity Fees are paid by new customers and recovers a portion of the costs for the infrastructure including treatment and transportation facilities, used to provide the service to the connection.
3. Petition/Assessment Fees - Paid by new customers on projects in existing developments (see I.B.2 above) and recovers a proportionate share of cost of the new line extension.
4. Monthly Sewer Bill is based on usage and current fee structure and is paid by all SSSD customers.
5. Time Payment of Fees - Available to assist certain customers desiring service and who wish to partially defer payment.
6. Assessment - Method of recovering cost for collection system projects as defined in Act 1503 or General Law of South Carolina; may be on a front-foot basis or per-parcel basis.

II. SUBDISTRICT EXTENSIONS

Extensions of any sub-district owned sewer line will be administered by the sub-district involved. Extensions from SSSD owned lines within sub-districts will be administered by the sub-district.

III. EXTENSIONS OF OR FROM SSSD SEWER LINES

A. Petition/Assessment Projects

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1. Plans, specifications and cost estimates will be developed by SSSD Engineering Department or an SSSD approved engineering consultant.
2. Cost will be paid 100% by those desiring service.
3. Projects will be approved within the requirements of Act 1503 or the 20-year assessment provided in the General Law of South Carolina.
4. Other fees required are defined in the previous section I.C.
5. If a line is oversized for anticipated future system needs, all the cost associated with the oversized portion will be paid by SSSD.

B. Developer Projects

1. Extensions to provide service to developer projects will be designed by the developer's engineer and the proportionate construction cost paid by SSSD at the amount of the capacity fee up to 50% of the total estimated cost for the extension.
2. Drainage Basin Approach Option:
If the drainage basin in which the project is located would yield capacity fees greater than 50% of estimated construction costs, the District will participate up to 50% of estimated construction costs provided the following conditions are met:
 1. For projects with estimated construction costs up to and including \$250,000, project capacity fees must generate at least 25% of estimated project costs.

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2. For projects with estimated construction costs exceeding \$250,000, project capacity fees must generate at least 35% of estimated project costs.
3. Sewer infrastructure must be designed so that sewer is readily accessible to all contiguous drainage areas.
- 3 For the purpose of this section, commercial and residential project types are considered developer projects.
4. Developer submits site plan, including sewer line drainage structures and roadway plans and profile.
5. SSSD determines availability and sizes of mains necessary to serve the development.
6. SSSD and developer execute an agreement for installation of the required lines.
7. Developer has construction plans prepared by professional engineer and submits to SSSD for review.
8. Developer installs sewer lines at developer's expense based on SSSD approved plans and specifications.
9. If a line is oversized for anticipated future system needs, all the cost associated with the oversized portions will be paid by SSSD.
10. Other fees required are defined in the previous section I.C.
11. No pay-back charges will be established or allowed to be collected by the developer.

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TABLE A - Spartanburg Sanitary Sewer District Connection Fees and Rates
as of January 1, 2023

11. ENGINEERING PARKING LOT PAVING PROJECT

Bids were received on December 27, 2022, for milling and removing current asphalt, repaving, and restriping the parking lot of the Engineering building located at 175 N. Liberty Street.

The request for bid was advertised in local media, the Spartanburg Water website, and forwarded to prospective vendors. The solicitation drew responses from three bidders. A cost tabulation is listed below:

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Bird Paving Inman, SC	\$27,405.40
Bennett Paving Inc. Roebuck, SC	\$35,680.00
BWC Contracting Inc. Gaffney, SC	\$59,960.00

Based on the bid responses, management recommends the approval of award to Bird Paving for the contract price of \$27,405.40. Funding will be split equally between the SSSD and SWS depreciation budget.

12. RIGHT-OF-WAY MOWING AND MAINTENANCE CONTRACT

Bids were received on November 23, 2022, for the annual mowing and maintenance of 200 miles of sewer collection right-of-ways located throughout Spartanburg County and within the jurisdiction of the Spartanburg Sanitary Sewer District. The contract term is for 12 months with right of extension at the Owner’s discretion. Contract extensions will not exceed two terms in addition of the original awarded term.

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The request for bid was advertised in local media, Spartanburg Water website, and forwarded to prospective vendors. The solicitation drew responses from six bidders. A cost tabulation is listed below:

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Forest Edge Spartanburg, SC	\$108,000
Derricks Green and Clean Services Cowpens, SC	\$115,400
Farr’s Landscaping & Grading Inc. Pauline, SC	\$119,200
Landscape Accents LLC Laurens, SC	\$128,200
C & S Nature Works Boiling Springs, SC	\$148,000
Palmetto Pro Property Services, LLC Beaufort, SC	\$195,668

Based on the results of bid responses, management recommends the approval of an award to Forest Edge for the contract price of \$108,000. Funding will be provided by the SSSD operational budget.

13. PROFESSIONAL SERVICES FOR HUMAN RESOURCES ORGANIZATIONAL ASSESSMENT

A single proposal was received on January 6, 2023, from the professional consulting firm of *“Find Great People”* (FGP) to perform a limited Engagement Audit of the Human Resources Department and Operations as well as, a Human Resource Team Assessment.

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Phase 1 of the scope includes the review of existing compliance reporting requirements, Human Resource structure and operations, a Strengths and Weaknesses assessment, and a GAP Analysis. Phase II includes an HR team assessment, review of organizational objectives and alignment of the HR organization with these objectives, benchmarking and strategy analysis and goal assessment of inclusion, diversity and equity objectives of the organization. The duration of the engagement is expected to last between six-eight weeks.

The cost will be as follows:

Phase I of the Project	\$4,500
Phase II of the Project	\$5,250

The professional services contract cost will be funded by SWS and SSSD operating funds, and allocated as follows: SSSD (\$4,875) and SWS (\$4,875).

14. PROFESSIONAL SERVICES FOR LOBBYING SUPPORT ON WASTEWATER AND WATER LEGISLATION

The Tallon Group, Inc., a South Carolina Corporation engaged in Lobbying Services, was engaged by Spartanburg Water during the 2022 SC State Legislation session and to lobby on behalf of Spartanburg Water for American Rescue Plan Act (ARPA) funds during this time. Staff is requesting that The Tallon Group be retained for 2023 to assist with lobbying efforts. Additional ARPA funds are expected to be made available by the SC State Legislature during the 2023 session. In addition, there are a number of House and Senate Bills that were pre-filed in December 2022, that may negatively impact water and wastewater utilities should they prevail. The Tallon Group will be lobbying on our behalf with any legislation that has the potential to affect Spartanburg Water either positively or negatively. Tallon will also be working to advance legislation that has been recommended by Spartanburg Water regarding water professionals and recognizing the importance of water and wastewater reclamation on the economy of South Carolina to be recognized the same day every year in perpetuity, if passed.

Staff has re-written the contract with The Tallon Group to be for one year, with a 30-day notice of termination at any point in time.

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Costs are the same as 2022 and are to be billed at a rate of \$3,750 per month for SSSD and \$3,750 per month for SWS.

15. BETTY GREEN CREEK SEWER LINE IMPROVEMENTS – AWARD OF ENGINEERING SERVICES CONTRACT

The Betty Green Creek (BGC) Gravity Sewer Outfall line is located north-northeast of the City of Spartanburg. This outfall line is part of a system that conveys wastewater from the I-85/US-221 Chesnee Highway area of Spartanburg County to the Lawsons Fork Creek Interceptor line at the US-221 Bridge over Lawsons Fork Creek in Whitney.

This line was installed in 1975 and is predominately 15" vitrified clay pipe; however, at the location of the tie-in of the existing Whitney Mill Village collection system, the size of the outfall line decreases to 12" then to 8" and increases to 10" as it crosses Lawsons Fork Creek at the US-221 Bridge. The 10" section of gravity line is attached the SCDOT US-221 Bridge.

The sewer model developed for SSSD indicates limited line capacity and the potential for surcharging which will be greatly intensified by the increase in flow from proposed development.

To be able to accommodate the planned upstream growth and address the limited capacity of the existing lines, SSSD solicited proposals from qualified engineering firms to provide design, permitting, bidding support and construction administration services for the project. The invited engineering firms were requested to provide proposals to include similar previous experience, schedule, references, staffing assigned to the project and a not-to-exceed quote.

The Request for Proposal (RFP) was solicited from five engineering firms who provide the type of services requested. Three proposals were submitted, evaluated and scored by staff members using a weighted scoring matrix.

Proposals were received from the following firms:

- Weston & Sampson, Inc., Greenville, SC
- KCI Technologies, Inc., Spartanburg, SC
- Summit Engineering Group, Inc., Spartanburg, SC

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The highest scoring proposal was submitted by KCI Technologies, Inc. This firm provided a more favorable project schedule and relevant project experience in their proposal than the other firms. Based on the weighted matrix score, management recommends the award of the engineering design services for the Betty Green Creek Gravity Sewer Line Improvements Project to KCI Technologies, Inc., for the not-to-exceed amount of \$80,000. The project will be funded with collection system rehabilitation funds.

16. BENS CREEK PHASE 1B – SUMMARY CHANGE ORDER

Bens Creek Phase 1B Gravity Sewer Extension Project is complete. This is the second phase of a multi-phased project that will provide sewer service to a currently unserved area of the Sewer District. The project extended an 18" gravity sewer line approximately 3,800 linear feet, beginning near the new Bens Creek Pump Station and ending on the north side of Fowler Road.

Change Order No. 1 was a net increase of \$11,310 for the Greer Commission of Public Works to isolate and protect a gas main during installation of a section of gravity sewer main, which included rock blasting.

Change Order No. 2 (summary) was a net increase of \$288,728.50 in the contract price for adjustments to the unit quantities based on the actual work done. The cost increase was the result of an additional 2,070 cubic yards of rock removal that was necessary during the installation of the gravity sewer.

These change orders were executed as per current District policy.

The Financial summary of the project construction is as follows:

Original Contract Price	\$ 1,386,613.00
Change Order No.1- Greer CPW gas main protection during installation including rock blasting	\$ 11,310.00
Change Order No.2 (Summary) - additions to unit quantities based on actual construction	<u>\$ 288,728.50</u>
Revised Contract Price	\$ 1,686,651.50

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The above is provided as information to the Commission.

17. OWNERSHIP AGREEMENT – FAIRVIEW ON MAIN

Omnific Properties, LLC proposes to construct approximately 225 linear feet of 8-inch gravity sewer line to provide service to eight residential lots in Fairview On Main located off of North Fairview Avenue. The sewer line will connect to the existing SSSD infrastructure. The domestic waste will be treated at the A. Manning Lynch Wastewater 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 Omnific 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 is provided as information to the Commission.

18. OWNERSHIP AGREEMENT – GARRISON PLACE

Holly Drive Properties, Inc., proposes to construct approximately 1,720 linear feet of 8-inch gravity sewer line to provide service to 42 residential lots in Garrison Place located off of Valley Falls Road. The sewer line will connect to the existing SSSD infrastructure. The domestic waste will be treated at the A. Manning Lynch Wastewater Treatment Facility. SSSD will participate in the off-site 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

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Holly Drive 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 is provided as information to the Commission.

19. OWNERSHIP AGREEMENT – JOHN DODD ROAD INDUSTRIAL SEWER

Spartanburg 100, LLC proposes to construct approximately 945 linear feet of 8-inch gravity sewer line to provide service to one commercial lot in the John Dodd Road Industrial facility located off of John Dodd Road near the intersection of Interstate 26. The sewer line will connect to the existing SSSD infrastructure. The domestic waste will be treated at the A. Manning Lynch Wastewater Treatment Facility. SSSD will participate in the off-site 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 Spartanburg 100, 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 is provided as information to the Commission.

20. OWNERSHIP AGREEMENT – SC GLOBAL LOGISTICS

SC Global Logistics, LLC proposes to construct approximately 1,080 linear feet of 8-inch gravity sewer line to provide service to one commercial lot located off of Moore Duncan Highway. The sewer line will connect to the existing SSSD infrastructure. The domestic waste will be treated at the Lower North Tyger River Wastewater Treatment Facility. SSSD will participate in the off-site sewer construction cost in accordance with the Sewer Extension Policy adopted December 17, 1996.

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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 SC Global Logistics, 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 is provided as information to the Commission.

21. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS