

AGENDA

SPARTANBURG SANITARY SEWER DISTRICT COMMISSION

REGULAR MEETING

**MEETING PLACE: 301 South Avenue
Spartanburg, SC 29306**

Tuesday, March 23, 2021, 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. APPROVAL OF MINUTES OF REGULAR MEETING OF FEBRUARY 23, 2021**
- 3. ONESPARTANBURG**

Allen Smith, CEO of the Spartanburg Chamber of Commerce, will provide the Commission with an update on OneSpartanburg.

- 4. MONTHLY FINANCIAL REPORT**

Newt Pressley will present a financial summary of SSSD expenditures and revenues for the eight-month period ending February 28, 2021.

- 5. HEALTH AND DENTAL INSURANCE RENEWAL**

Management proposes the following design plan recommendations for the upcoming health insurance plan year that is effective May 1, 2021.

AGENDA – Spartanburg Sanitary Sewer District Commission, Regular Meeting
Tuesday, March 23, 2021

These recommendations include the following:

- **Vision benefit:** increase benefit from \$500 to \$600
- **Chiropractic benefit:** Raise maximum from \$1,000 to \$1,200
- **Tobacco surcharge:** increase from \$25 to \$30 biweekly
- **Dental Plan**-increase dental maximum from \$1,500 to \$2,000

These recommendations will be in effect with no changes to the employee contributions:

| 2021 - 2022 Per Pay Period Contribution | Consumer Choice Plus Medical Plan | Consumer Choice Medical Plan | Basic Medical Plan | Dental Plan |
|--|--|---|-----------------------------------|------------------------|
| Employee Only | \$ 47 | \$ 36 | \$ 15 | \$ 7 |
| Employee plus child | \$ 61 | \$ 50 | \$ 28 | \$ 10 |
| Employee plus children (2 or more) | \$ 91 | \$ 70 | \$ 33 | \$ 12 |
| Family | \$ 118 | \$ 93 | \$ 48 | \$ 14 |

Management recommends that the Commission approve the above mentioned design changes to the Spartanburg Water Health Insurance Plan that will become effective May 1, 2021.

6. WORKERS' COMPENSATION INSURANCE RENEWAL

Spartanburg Water's Workers' Compensation insurance renews annually on April 1. For the 2021 renewal, staff received proposals from McGriff Insurance Services and USI Insurance Services. As agents, these firms are able to obtain quotes from a number of insurance carriers on behalf of Spartanburg Water. USI Insurance Services is the current agent for Spartanburg Water and the Workers' Compensation policy is written through Selective as the carrier. The premium for the 2020 renewal was \$134,159.

AGENDA – Spartanburg Sanitary Sewer District Commission, Regular Meeting
Tuesday, March 23, 2021

The results of the proposals received are tabulated below:

Acting Agent: McGriff Insurance Services

| <i>Insurance Carrier</i> | <i>Annual Premium</i> |
|--------------------------|-----------------------|
| Amerisure | \$101,171 |
| Eastern Alliance | \$103,597 |
| Summit | \$133,806 |

Acting Agent: USI Insurance Carriers

| <i>Insurance Carrier</i> | <i>Annual Premium</i> |
|--------------------------|-----------------------|
| Selective | \$122,612 |
| Encova Insurance | \$116,838 |

Based on the proposals received, management recommends approval of the proposal submitted by McGriff Insurance Services and binding coverage with Amerisure as the carrier for the Workers' Compensation insurance.

The Workers' Compensation premium will be allocated as follows:
\$24,281.04 for SSSD and \$76,889.96 for SWS.

7. CUSTOMER SERVICE CALL CENTER REPORT

Management monitors the Customer Service call center response performance by tracking various Key Performance Indicators. C.J. Armour, Customer Service Manager, will present a report to the Commission that explains our strategic processes and shares our call center tracking statistics.

8. CUSTOMER TRANSACTIONAL SURVEY SERVICES

In recent years, Spartanburg Water has conducted transactional surveys by phone to measure the performance of the main Customer Service group. A minimum of 50 customers that contacted Spartanburg Water customer service were selected at random each month and surveyed by an outside firm.

Conducting surveys by telephone has become more challenging in recent years. There are less landline connections and an increasing tendency for customers to not answer a call from an unknown telephone number. In a

**AGENDA – Spartanburg Sanitary Sewer District Commission, Regular Meeting
Tuesday, March 23, 2021**

strategic effort to move to a digital survey platform and to reduce the timeframe between customer interaction and survey results, management requested proposals and pricing from three feedback management platforms. Each platform provides the ability to distribute surveys via text and/or email in real-time. They each provide different levels of reporting, user interfaces, and alerts regarding possible customer service issues. Below is a tabulation of the annual costs proposed:

| <u>BIDDER</u> | <u>AMOUNT OF BID</u> |
|-------------------------------|-----------------------------|
| Qualtrics XM Provo, UT | \$6,000 |
| Medallia San Francisco, CA | \$10,000 |
| SurveyMonkey San Mateo, CA | \$10,000 |

Based on the pricing submitted, reference checks, and evaluation of the services provided, management recommends an award to Qualtrics in the amount of \$6,000 per year. The contract will be for an initial 12-month term with the option to renew for two additional 12-month terms. Funding will be provided by the operating budget and split equally between the Spartanburg Sanitary Sewer District and Spartanburg Water System.

9. FAIRFOREST BASIN AT I-26 & I-85 SEWER SYSTEM EVALUATION STUDY (SSES)

Proposals were received March 11, 2021, for the Fairforest Basin at I-26 & I-85 Sewer System Evaluation Study (SSES). The SSES will include smoke testing, manhole inspections, line cleaning and CCTV inspections of approximately 33,880 LF of gravity sewer pipelines and 150 manholes. The contractor will provide inspection reports, photographs and videos of their findings for the purpose of identifying primary areas of concern and prioritize future sewer system improvements within the basin.

AGENDA – Spartanburg Sanitary Sewer District Commission, Regular Meeting
Tuesday, March 23, 2021

Interested contractors were requested to provide proposals that included information on company history, project team, project approach, previous experience, current workload, financial and insurance information, MWBE utilization and community benefit program. The proposals were evaluated using a weighted scoring matrix. The matrix rated the submitted proposals on (1) Approach and Strategy, (2) Technical Competency and Experience, (3) Schedule, (4) Cost, (5) MWBE Utilization and (6) Community Benefit Program. The evaluation and scoring of the proposals were conducted by an evaluation committee.

The Request for Proposal (RFP) was advertised in the Spartanburg Herald Journal, South Carolina Business Opportunities (SCBO) and posted on the Spartanburg Water website Current Opportunities page. Thirty-six interested contractors requested proposal information packages. Six proposals were submitted and evaluated. Proposals received are as follows:

| <u>BIDDER</u> | <u>AMOUNT OF BID</u> |
|--|-----------------------------|
| EnviroWaste Services Group, Inc. Miami, FL | \$93,368.00 |
| Hydrostructures, P.A. Cayce, SC | \$108,782.00 |
| Southeast Pipe Survey, Inc. Patterson, GA | \$125,911.50 |
| Tri-State Utilities, Inc. Chesapeake, VA | \$153,550.00 |
| Bio-Nomic Services, Inc. Belmont, NC | \$184,762.60 |
| Compliance EnviroSystems, LLC Baton Rouge, LA | \$200,146.00 |

**AGENDA – Spartanburg Sanitary Sewer District Commission, Regular Meeting
Tuesday, March 23, 2021**

The highest scoring proposal and lowest price was submitted by EnviroWaste Services Group, Inc. Based on the results of their response and the matrix score, management recommends the award of the contract for the Fairforest Basin at I-26 & I-85 Sewer System Evaluation Study to EnviroWaste Services Group, Inc. of Miami, Florida in the amount of \$93,368.00. The project will be funded by the capital fund.

10. REEDY CREEK OUTFALL BASIN SEWER SYSTEM EVALUATION STUDY (SSES)

Proposals were received March 11, 2021, for the Reedy Creek Outfall Basin Sewer System Evaluation Study (SSES). The SSES will include smoke testing, manhole inspections, line cleaning and CCTV inspections of approximately 29,500 LF of gravity sewer pipelines and 133 manholes. The contractor will provide inspection reports, photographs and videos of their findings for the purpose of identifying primary areas of concern and prioritize future sewer system improvements within the basin.

Interested contractors were requested to provide proposals that included information on company history, project team, project approach, previous experience, current workload, financial and insurance information, MWBE utilization and community benefit program. The proposals were evaluated using a weighted scoring matrix. The matrix rated the submitted proposals on (1) Approach and Strategy, (2) Technical Competency and Experience, (3) Schedule, (4) Cost, (5) MWBE Utilization and (6) Community Benefit Program. The evaluation and scoring of the proposals were conducted by an evaluation committee.

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| <u>BIDDER</u> | <u>AMOUNT OF BID</u> |
|---|-----------------------------|
| EnviroWaste Services Group, Inc. Miami, FL | \$81,800.00 |

AGENDA – Spartanburg Sanitary Sewer District Commission, Regular Meeting
Tuesday, March 23, 2021

| | |
|--|--------------|
| Hydrostructures, P.A. Cayce, SC | \$ 95,305.00 |
| Southeast Pipe Survey, Inc. Patterson, GA | \$110,344.35 |
| Tri-State Utilities, Inc. Chesapeake, VA | \$134,575.00 |
| Bio-Nomic Services, Inc. Belmont, NC | \$161,692.50 |
| Compliance EnviroSystems, LLC Baton Rouge, LA | \$204,245.00 |

The highest scoring proposal and lowest price was submitted by EnviroWaste Services Group, Inc. Based on the results of their response and the matrix score, management recommends the award of the contract for the Reedy Creek Outfall Basin Sewer System Evaluation Study to EnviroWaste Services Group, Inc., of Miami, Florida in the amount of \$81,800.00. The project will be funded by the capital fund.

11. LAWSON FORK FACILITY IMPROVEMENTS PROJECT – SUMMARY CHANGE ORDER

The Lawson Fork Facility Improvements Project is complete. This project included the following maintenance and improvements to the existing facilities at the Lawson Fork WWTF completed by Greenstone Construction:

- Rehabilitation of the headworks concrete influent channels and replacement of the existing mechanical bar screens and solids-handling equipment;
- Removal and closeout of the existing grit system including associated piping and structural channel rehabilitation and improvements;
- Modifications to the wastewater holding capacity at the transfer pump station using the facility's available concrete structures;
- Rehabilitation of the concrete and installation of a corrosion-proof coating on the interior of the Lawson Fork Transfer Pump Station wetwell;

AGENDA – Spartanburg Sanitary Sewer District Commission, Regular Meeting
Tuesday, March 23, 2021

- Replacement of approximately 140 linear feet of badly corroded 36" ductile iron pipe at the headworks.

Change order No. 1 - was an increase in the contract price of \$308,908.12 to pay for the rehabilitation of the interior concrete and installation of a corrosion-proof coating at the Lawson Fork Transfer Pump Station wetwell.

Change order No. 2 - was an increase in the contract price of \$160,161.00 to pay for the replacement of ± 140 linear feet of corroded 36" ductile iron pipe at the headworks.

Change Order No. 3 (summary) was a net increase of \$26,208.70 in the contract price for adjustment to the unit quantities as based on the actual work done, and miscellaneous additional work that was needed during execution of the original contract.

These change orders were executed as per current District policy.

The Financial summary of the project construction is as follows:

| | |
|--|---------------------|
| Original Contract Price - | \$ 797,350.00 |
| Change Order No.1- | \$ 308,908.12 |
| Change Order No.2 - | \$ 160,161.00 |
| Change Order No.3 (Summary) - additions and deductions to unit quantities based on actual construction and miscellaneous additional work | <u>\$ 26,208.70</u> |
| Revised Contract Price | \$1,292,627.82 |

The above is provided as information to the Commission.

12. REQUEST FOR ANNEXATION – ROLAND J. P. ZIMMER

Roland J. P. Zimmer has requested annexation of approximately 6.38 acres of property located off of Dewberry Road on parcel 3-07-00-033.01. The

**AGENDA – Spartanburg Sanitary Sewer District Commission, Regular Meeting
Tuesday, March 23, 2021**

property is adjacent to the District boundaries and can be annexed by Commission under authority granted in its enabling legislation.

Management recommends the Commission approve the annexation request, adopt a resolution giving 90 days' notice to sub-districts, and annex the property effective June 21, 2021.

**Resolution of Annexation
Adopted by Spartanburg Sanitary Sewer District Commission
On March 23, 2021**

WHEREAS, Roland J.P. Zimmer, owner of a 6.38 acre tract, more or less, adjacent to the existing Sewer District boundary line, and located off of Dewberry Road on parcel 3-07-00-033.01 and more particularly shown on the site location map attached hereto as exhibit "A" has petitioned for annexation of this area comprising the aforementioned tract to the Spartanburg Sanitary Sewer District ("the District"); and

WHEREAS, the petition of the property owner has been accepted by the Commission after finding (a) that the petition was submitted by the property owner of an area in Spartanburg County on a petition form provided by the District, (b) that the petition was signed by the property owner within such area proposed to be annexed, (c) that there was attached to the petition a map made on a scale as required by the District, made by a registered licensed surveyor showing, in detail the boundary of the area proposed to be annexed and that all other requirements of the applicable law had been met, and

WHEREAS, the Commission, after having given due consideration to all matters pertaining to the proposed annexation of such area including but not limited to health hazards, the feasibility of installation and maintenance of a sewer system and cost factors, has determined that such an area should be annexed to the District, and

WHEREAS, in reaching its decision to annex such area, the Commission has taken into consideration the additional waste contributed to the system by such area and present and future

AGENDA – Spartanburg Sanitary Sewer District Commission, Regular Meeting
Tuesday, March 23, 2021

expansion of interceptor lines and disposal facilities needed to accommodate and service such area, and it has determined that such consideration does not indicate a probable need for expansion to take care of the sewage needs of such area, and,

WHEREAS, the Commission finds that it should now give written notice of ninety (90) days to the governing body of each of the sub-districts of the District.

NOW, THEREFORE, BE IT RESOLVED that the District Commission hereby confirms and ratifies the determinations and findings set out hereinabove, and

BE IT FURTHER RESOLVED that the aforesaid petition be, and it hereby is, accepted by the Commission, and

BE IT FURTHER RESOLVED that the area owned by the aforesaid property owner shown on the map attached to the petition, be annexed to the District effective at the expiration of the ninety (90) days written notice to be given to the governing body of each sub-district of the Spartanburg Sanitary Sewer District, and

BE IT FURTHER RESOLVED that the Commission will give written notice of ninety (90) days to the governing body of each of the sub-districts of the District of the acceptance of the aforesaid petition and of the decision of the Commission to annex the property shown on the above described map.

BE IT FURTHER RESOLVED that when the annexation becomes effective notice of such annexation shall be given to the County Treasurer, The County Auditor and the County Health Officer.

13. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS