

## MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 301 South Avenue, Spartanburg, SC, August 25, 2020, at 2:00 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 Viney and Messrs. Blanton, Horton, Littlejohn, 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 in the lobby and on the Spartanburg Water website, and copies mailed to local and nearby news media, at least 24 hours prior to this meeting.

### 1. PRAYER

Mr. Blanton called the meeting to order and Mr. Horton opened with a prayer.

### 2. PROCUREMENT PROTEST HEARING

Mr. Blanton stated the Commission will hear an appeal to the Chief Executive Officer's decision to deny the protest brought by Leete Generators regarding the bid award dated April 6, 2020, for two portable generators. Since the protestor is not present, the appeal will be decided based on written record that the Commission has received and reviewed.

### 3. EXECUTIVE SESSION

Mr. Horton moved and Ms. Barnes seconded the motion to enter into executive session to receive legal advice and for purposes of discussing related contractual issues concerning the bid protest at 2:03 p.m. The motion passed unanimously.

Mr. Blanton called the meeting back to order at 2:22 p.m. and stated that the Commission received legal advice and no action was taken during the executive session.

### 4. MOTION ON DECISION TO GRANT OR DENY APPEAL

Mr. Horton moved and Mr. Littlejohn seconded the motion to deny the Leete Generators appeal regarding the bid for two portable generators awarded on April 6, 2020. The motion passed unanimously.

Mr. Blanton stated that the Commission received legal counsel to provide the decision to the protestor, Leete Generators.

Ms. Viney noted that there were a few comments to note. As to what happened in 2019, and to be sure that doesn't happen again. It was pointed out in the summary that we did a disservice to ourselves and our procurement process by doing that. Also, there is a need to tighten up our requests. I'm not certain that any of the bidders knew that we were looking

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for, more importantly that we were looking for back-up generators; not that we needed additional hours. We need to tighten up some details.

Ms. Schneider stated that staff would take those comments and incorporate them into the procurement process.

Mr. Blanton thanked Ms. Viney for the comments and confirmed that we would proceed with those.

**5. APPROVAL OF MINUTES OF REGULAR MEETING OF JUNE 23, 2020**

Ms. Barnes moved and Mayor White seconded the motion to approve the minutes as written. The motion passed unanimously.

**6. MONTHLY FINANCIAL REPORT**

Newt Pressley presented a financial summary of SSSD expenditures and revenues for the twelve-month period ending June 30, 2020, and the one-month period ending July 31, 2020. An explanation was provided for the favorable and unfavorable budget variances.

Mr. Pressley provided an update on the Customer Assistance Program. Due to the impact of COVID-19 on customer financial hardships, Spartanburg Water added various temporary options to the Customer Assistance Program. These included the following: reduced non-payment fee for one month; an additional account hold, or payment extension of a past due balance for 7 days; temporary payment arrangements over 2 to 3 monthly payments; increased financial assistance through our Good Neighbor Program, which the Commission authorized a contribution from SSSD (\$7,500) and SWS (\$7,500).

From June 29 - August 18, Spartanburg Water assisted customers through 480 account holds and 279 payment arrangements. Approximately 80 customers received financial assistance through the Good Neighbor Program and other community agencies. This financial assistance included 43 customers assisted by the Good Neighbor Program totaling approximately \$10,000.

The above was provided as information to the Commission.

**7. AERATION BASIN CLEANING SERVICES**

Proposals were received on July 21, 2020, for basin cleaning services of Aeration Basin 1 at the A. Manning Lynch Wastewater Treatment Facility. The scope of work calls for the contractor to dewater the aeration basin and remove all sludge, debris, and sediment from the basin. Disposal of the material will be handled by SSSD. The basin is being cleaned in preparation for inspection and diffuser replacement.

The proposals were evaluated using a weighted scoring matrix. The matrix rated the contractor based on (1) experience; (2) project approach; (3) references; (4) MWBE utilization; (5) Community Benefit Program, and (6)

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cost. The evaluation and scoring of the proposals were conducted by an evaluation committee.

The request for proposal (RFP) was advertised in the local media and forwarded to prospective vendors. A mandatory pre-bid meeting and site visit were held at the treatment facility. The solicitation drew responses from two bidders. A cost tabulation of the responses is listed below:

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Greenstone Construction Seneca, SC	\$60,100
Advanced Environmental Options Spartanburg, SC	\$83,134

The highest scoring proposal was submitted by Greenstone Construction. Based on the results of their response and matrix score, management recommended an award be granted to Greenstone Construction at a total cost of \$60,100. Funding will be provided by the SSSD operating budget.

Remsen Parrish provided an overview of the Aeration Basin Cleaning Services agenda item.

Mr. Montgomery moved and Mr. Horton seconded the motion to approve management’s recommendation that an award be granted to Greenstone Construction. The motion passed unanimously.

**8. PURCHASE OF A DISCRETE ANALYZER AND WORKSTATION**

Proposals were received on June 9, 2020, for the purchase of a discrete analyzer and workstation. The purchase includes the analyzer, installation, all required software, warranty, and training. The analyzer selected is an automated system that will allow our laboratory to more efficiently perform many of the manual analyses required by NPDES permits, including several analyses for which we are currently dependent on outside laboratory services. Analyses specified in the request for proposal (RFP) include United States Environmental Protection Agency (USEPA) approved methods for nitrate, nitrite, total Kjeldahl nitrogen (TKN), ammonia, ortho-phosphate, total phosphorus, cyanide, and phenols.

The proposals were evaluated using a weighted scoring matrix. The matrix rated the supplier based on (1) technology approach; (2) warranty, training, and service; (3) experience; (4) cost information; (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 local media and forwarded to prospective vendors. The solicitation drew four responses from bidders. A cost tabulation of the responses is listed below:

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<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Seal Analytical, Inc. – Option 1 Mequon, WI	\$42,399
Thermo Fisher West Palm Beach, FL	\$46,189
Seal Analytical, Inc. – Option 2 Mequon, WI	\$46,449
Skalar, Inc. Buford, GA	\$48,300

The highest scoring proposal was submitted by Seal Analytical, Inc. (Option 1). Based on the results of their response and matrix score, management recommended an award be granted to the Seal Analytical, Inc. (Option 1) at a total cost of \$42,399. Funding will be provided by SSSD operating carry over funds.

Remsen Parrish provided an overview of the agenda item for the purchase of a Discrete Analyzer and Workstation.

Mr. Horton moved and Mayor White seconded the motion to approve management’s recommendation that an award be granted to the Seal Analytical, Inc. (Option 1) at a total cost of \$42,399. The motion passed unanimously.

**9. COVID-19 REPORT**

Ms. Schneider stated that the COVID-19 update for July and August includes Governor McMaster’s Executive Orders since June 24, 2020 – 6 Executive Orders, these are all 15 day extensions of the State of Emergency and the temporary restrictions regarding alcoholic beverages at restaurants and bars – 11:00 PM – 10:00 AM alcohol service prohibition rules and bars. Governor McMaster also initiated additional emergency measures and consolidated previous orders to require face covering, hygiene, and social distancing. Staff has continued to monitor park capacity at the lakes.

Management actively tracks daily positive case and death numbers in Spartanburg County. Average daily case rates were: 8.3 in April, 10.6 in May, 33 in June, 67.3 in July, and 45.5 in August. Spartanburg County has had 4,691 positive cases and 120 deaths.

Management has a case evaluation process. In early May of 2020, an Assessment Team was formed to assess COVID-19 related cases within Spartanburg Water. The 5-person team is made up of the Directors of Water, Wastewater, C&D, and IT, and the HR Manager. The purpose of the team was to bring consistency in case management across all of Spartanburg Water. The team utilizes CDC and DHEC guidance and Spartanburg water practices to navigate each case.

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COVID – 19 Update – Number of Employees Impacted Since June 24  
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Number of Employees Impacted Since June 24

Covid Positive Tests	Covid-Negative Tests	Total Employees Tested	Spouses/ Contacts Tested	Quarantine (Exposure Or Sickness)	Tests Currently Pending
2	10	12	8	27	1

The quarantine number includes employees tested with symptoms and exposures to family or contacts tested. The quarantine number includes employees tested with symptoms and exposures to family or contacts tested.

As we have moved forward, we have seen more household potential exposure cases. These involve extended quarantine times in the event, the person in their household is positive for COVID-19. Ongoing conversations with Spartanburg Regional personnel to obtain guidance for some CDC, DHEC, and Spartanburg Regional protocols to improve our contact tracing process.

In addition, through FEMA, Spartanburg Water received 27 infrared non-touch thermometers which have been distributed throughout the company. The C&D facility just started a trial use of these thermometers. Spartanburg Water received 200 cloth masks through South Carolina Rural Water and 5000 cloth masks through FEMA. One of the things that management is working through is the hot temperatures and mask use.

Scheduling and shift adjustments within departments to lessen contact have been made. Most departments have at least some staff on four 10-hour days, four 9-hour and one 4-hour days, etc. This has allowed for a broader service level coverage and better engagement with our staff.

Staff reassignments such as our recruiter, Asha McMillian, was relocated to C&D to support staff. This provides an enhanced focus on workforce development, including identification and documentation of training discrepancies in the Team Member to Team Leader progression path. Ms. McMillian has provided alternatives and recommendations for addressing the gaps identified.

Engineering controls – either permanent or temporary (e.g. Plexiglas partitions in main office lobby, Engineering, Lake Offices, and C&D) have been put in place. Also, more signage has been added to remind employees about masks, occupancies, hygiene, and social distancing. More guidance has been sent out around case investigations and payroll policies in accordance with the Family First Coronavirus Response Act (FFCRA), particularly for working parents who are juggling school schedules. We continue to attend virtual events and webinars that are COVID-19 related (e.g. NACWA, WATERISAC, WEF, etc.). Licensure and Certification training has continued, on schedule, using web based training through water/wastewater support agencies, consultants, and vendors. Since all of

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our business travel has been suspended, it has become necessary to seek a variety of sources to ensure that our staff maintain their licenses and certifications to perform their assigned duties.

Mr. Littlejohn asked if Spartanburg Water is participating in any collaborative work with REWA and Clemson regarding COVID-19 testing of wastewater, and if not, should it be. Ms. Schneider stated that SSSD is not participating in the testing trials. The purpose of many of the trial is to identify community spread. If the wastewater treatment facility is located near a facility treating COVID-19, then it is going to test higher. The zip code reference is a better source for the identification of the spread of COVID-19 throughout the community. Management is monitoring this, and if the trials change, SSSD can change this decision.

Mr. Blanton stated staff is to be commended for all of the extra efforts and time spent on COVID-19.

Ms. Schneider agreed that staff has taken on a lot of extra tasks to keep everyone safe and the facilities operating. One example of these tasks is the assessment group has to determine if the employee is exposed at work. If so, that becomes a reportable issue to OSHA for recordkeeping. Staff has done their job without interruption along with all of the COVID-19 task requirements.

The above was provided as information to the Commission.

**10. NOTIFICATION OF ENACTMENT OF EMERGENCY PROCUREMENT – LIBERTY STREET APARTMENTS SITE SEWER MAIN DAMAGE**

The above site is located between E. Daniel Morgan Avenue and Silver Hill Street. On July 29, 2020, Spartanburg Water discovered that a contractor had installed an aggregate pier through an 8-inch clay sewer main running through this site. This resulted in a blockage of the line that could not be cleared. The depth of this line (17 feet) exceeded Spartanburg Water's capability to repair. In order to maintain sewer service within the impacted area, staff initiated and received management approval to execute an Emergency Procurement Request to retain the services of a qualified contractor.

In consideration of the condition of the clay pipe, the depth of the line, and the pending development project, a decision was made to have approximately 80 feet of line adjacent to the repair location replaced with ductile iron pipe.

Three contractors were contacted and asked for an immediate proposal and quote. Two contractors submitted comparable proposals and quotes. P.A.R. Grading was one of the two contractors who submitted a quote and was already on the site working for the developer and concurrently performing work on another section of the same sewer line for the District.

P.A.R. Grading was selected and awarded the work based on a quote of \$39,500.00.

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Funding for this emergency repair was provided through the SSSD Collection System Rehab Fund.

Management is seeking reimbursement for this cost from the responsible contractor.

The above was provided as information to the Commission.

**11. SUMMARY CHANGE ORDER – FAIRFOREST BASIN LARGE LINE CLEANING AND CCTV PHASE 3**

The Fairforest Basin large Line Cleaning and CCTV Phase 3 Project is complete. Hydrostructures cleaned and inspected approximately 8,369 LF of large diameter pipeline of varying sizes along a tributary to Fairforest Creek from Whispering Pines Apartments to W. Main Street and along Vanderbilt Road.

The District included a clause in the contract that allowed an increase in the scope of work up to 25% at the same unit price as the original bid without negotiation. The contractor, Hydrostructures, was receptive to increasing the contract scope honoring the original unit price.

Based on the contract clause, the District increased the scope of the project. Staff prepared a change order in the amount of \$10,934.78 for the cleaning and inspection of an additional 1204 LF of 24-inch diameter pipeline. The decision to execute the Change Order while the contractor was on-site avoided mobilization fees.

Original Contract Price	\$97,771.25
Change Order No. 1 – Additional 1200 LF Line Cleaning & CCTV Inspection	\$10,934.78
Revised Contract Price (final)	\$108,706.03

The change order was executed on behalf of the Commission based on procurement guidelines.

Approximately 5.98 tons of debris was removed from the Fairforest Interceptor and hauled to the landfill for disposal.

Bobby Walden provided the Commission with an update on the Summary Change Order – Fairforest Basin Large Line Cleaning and CCTV Phase 3 agenda item.

The above was provided as information to the Commission.

**12. PARTNERSHIP WITH THE SPARTANBURG COUNTY FOUNDATION**

Spartanburg Water has been invited to participate in the creation of the Robert Hett Chapman III Center for Philanthropy. This project was announced in November 2018 and will be the first center for philanthropy in the state of South Carolina. It will be a collaboration space for nonprofits, donors, and the community.

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Spartanburg Water has the opportunity to partner with the Spartanburg County Foundation and invest in the community by providing funds for a pergola, which would create an outdoor room for meetings and community gatherings.

The cost for the pergola and installation is \$46,000. The cost would be shared 50-50 by SSSD and SWS for the amount of \$23,000 each. These funds would come from the operating budget. Management recommended the Commission approve \$23,000 towards the pergola at the Robert Hett Chapman III Philanthropy Center.

Ms. Schneider stated that she recently met with Mr. Troy Hanna, President of the Spartanburg County Foundation regarding the Robert Hett Chapman III Center for Philanthropy, along with water and sewer issues. Spartanburg Water was presented the opportunity to be a partner in this new center by creating an outdoor room for community meetings through the donation of a pergola.

Ms. Barnes asked if this would include seating. Ms. Schneider stated that the seating would be provided through a different donor.

Ms. Viney stated this pergola was already part of their plan that they were seeking a partnership donation for. Ms. Schneider stated yes. They were trying to look at other options, and a fountain had already been contributed. Ms. Schneider stated that at other times, native plant landscaping has been provided, but that was not a need in this situation.

Mr. Littlejohn asked if there is anything uniquely pertinent to water in this pergola structure. Ms. Schneider stated there is not. It is simply a structure that will allow a meeting space in the community. Ms. Schneider stated that placing Choose Tap fountains inside the Center has been discussed, but as far as something uniquely water or wastewater pertaining to the pergola, there is nothing. Ms. Schneider stated that Spartanburg Water can choose not to participate, or find something more water and sewer related.

Mr. Littlejohn stated he believes we should contribute to the Robert Hett Chapman III Center for Philanthropy, but it should be something that speaks to the importance of water and sewer.

Mr. Horton said how did we choose this entity. Mr. Montgomery stated they asked Spartanburg Water. Mr. Horton stated he knows the YMCA has lost 30% of their membership and is hurting. If you want to help out an entity hurting, that would be a good place to start.

Ms. Viney stated she asked if they could consider having permeable pavers under the pergola, and that would speak to who we are. A plaque about the importance of it could be displayed. Ms. Viney said she believes as Mr. Littlejohn does, that Spartanburg Water should contribute but it should be something that speaks of the importance of what Spartanburg Water provides.

Ms. Schneider stated that she could meet with Mr. Hanna and discuss other options that would be more applicable to the importance of water and sewer.



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Mr. Littlejohn noted that even if the decision is made to stay with the pergola, maybe include a plaque that speaks to historical information about water and sewer.

Ms. Barnes asked if there are Xeriscape landscaping opportunities available. Ms. Schneider stated that she wasn't sure, but could ask.

Ms. Schneider asked if the Commission had a preference for an inside or outside opportunity to support Robert Hett Chapman III Center for Philanthropy. The Commission agreed that inside plumbing opportunities may be an option.

The Commission would like Ms. Schneider to look into available options that are more applicable to the mission of Spartanburg Water for water and sewer.

**13. PREVENTIVE MAINTENANCE AGREEMENT (PMA) – PERKIN ELMER OPTIMA ICP-OES SYSTEM**

This system is used to analyze wastewater samples for the Clean Water Act (CWA) programs and support of plant operations. Perkin Elmer has quoted an annual PMA for this system for a total cost of \$21,304.

Funding will be provided through the Laboratory Services operating budget.

Management recommended the approval of the renewal of the Perkin Elmer Preventive Maintenance Agreement for an amount not to exceed \$21,304.

Ms. Barnes moved and Mayor White seconded the motion to approve management's recommendation for the renewal of the Perkin Elmer Preventive Maintenance Agreement. The motion passed unanimously.

**14. SEWER RIGHTS-OF-WAY CLEARING LAWSON FORK HIGH HAZARD TREES**

Bids were received on August 4, 2020, for the contract clearing of 24 trees deemed "high hazard" to the two aerial pipelines into the Lawson Fork regional pump station. The scope of work calls for the contractor to take down the trees and clear debris from within limits of the sewer rights-of-way.

Six of the 24 trees are on adjacent properties; the property owners have given their permission to remove these trees. All debris may be left on the property owned by Spartanburg Sanitary Sewer District outside the cleared right-of-ways. The contractor has the option to remove the trees from the property if they want the wood.

The Request for Proposals (RFP) was distributed to ten interested contractors, nine contractors attended the mandatory pre-bid meeting and three provided proposals. A tabulation of the responses is listed below:

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<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Durham Timber, Inc. Pacolet, SC	\$19,500
Epperson Tree Saluda, NC	\$21,000
C&S Nature Works Boiling Springs, SC	\$84,915

Management recommended an award be granted to Durham Timber, Inc., of Pacolet, SC based on their responsiveness and bid of \$19,500. Funding will be provided through the SSSD collection system rehab funds.

Bobby Walden provided the Commission with an overview of the Sewer Rights-of-Way Clearing Lawson Fork High Hazard Trees agenda item. The clearing of 24 trees deemed high hazard to the two aerial pipelines into the Lawson Fork regional pump station are in need of removal. Six of the 24 trees are on adjacent properties; the property owners have given their permission to remove these trees.

Mr. Littlejohn moved and Mayor White seconded the motion to approve management’s recommendation that an award be granted to Durham Timber, Inc. The motion passed unanimously.

**15. REPLACEMENT OF VEHICLES AND EQUIPMENT FOR FY 2021**

Staff has evaluated the SSSD vehicle and equipment fleet for replacement needs for FY 2021. Of the items considered, ten items have been selected for replacement. All vehicles and equipment selected meet the established depreciation criteria, having in excess of 125,000 miles, being in service for 10 years, or are experiencing excessive repair needs and down time. Performance history is also factored into the recommendation.

Management proposed the following replacements for FY 2021:

- 2006 Kubota R520S Front Loader
- 2011 Ford F350 service truck w/crane
- 1996 Ottawa Yard Truck
- 2010 Dodge Dakota 4WD
- 2016 John Deere Utility Vehicle
- 1993 Generac Stationary Generator
- 2003 Goodwin 6” Dewatering Pump
- 1991 Mechanical Sewer Line Cleaning System
- 2000 Hudson Equipment Transport Trailer
- 1998 Winco Portable Generator

Total budget: \$610,000

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Where possible, vehicle and equipment replacement purchases will be completed through the South Carolina Materials Management Office Contracts. Applicable local dealers will be given the opportunity to meet the State Contract pricing.

Alternative fuel vehicle replacements will be evaluated based on application and the availability of gasoline/electric hybrids.

Management recommended approval of the vehicle and equipment replacement schedule to be funded from the depreciation fund.

Ms. Barnes moved and Mr. Horton seconded the motion to approve management's recommendation for the approval of the vehicle and equipment replacement schedule to be funded from the depreciation fund. The motion passed unanimously.

**16. REQUEST FOR ANNEXATION – ANDREY KOBAK**

Andrey Kobak has requested annexation of approximately 11.42 acres of property located on parcel 3-27-00-022.00. The property is adjacent to the District boundaries and can be annexed by 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 sub-districts, and annex the property effective November 23, 2020.

**Resolution of Annexation  
Adopted by Spartanburg Sanitary Sewer District Commission  
On August 25, 2020**

WHEREAS, Andrey Kobak, owner of a 11.42 acre tract, more or less, adjacent to the existing Sewer District boundary line, and located off of Dairy Ridge Road on parcel 3-27-00-022.00 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 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.

Gene Jackson provided the Commission with an overview of the Request for Annexation – Andrey Kobak.

Mayor White moved and Ms. Barnes seconded the motion to approve management's recommendation and approve the annexation of approximately 11.42 acres of property located on parcel 3-27-00-022.00. The motion passed unanimously.

## **17. EXECUTIVE SESSION**

Mayor White moved and Mr. Montgomery seconded the motion to enter into executive session to discuss personnel matters at 3:20 p.m. The motion passed unanimously.

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Mr. Montgomery moved and Mr. Horton seconded the motion to come out of executive session at 3:49 p.m. and note that no action was taken. The motion passed unanimously.

Ms. Viney stated that during the executive session the Commission discussed the Chief Executive Officer's evaluation for the past year. As you all know there has been an opportunity to provide input over the last month. The Commission also reviewed the other Chief Executive Officer's of sewer and water around the State. Some are individual companies and some are dual, just as Spartanburg Water is. Spartanburg Water's Chief Executive Officer manages two major utilities.

Ms. Viney moved and Mr. Montgomery seconded the motion to increase the Chief Executive Officer's salary by 11%. The motion passed unanimously.

Ms. Schneider thanked the Commission and stated that Mr. Blanton and Mr. Montgomery provided good feedback and information when they met, and she appreciated the comments.

**18. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS**

- A. Mr. Blanton noted that the Sewer Audit Committee met with the auditor via teleconference on August 10. The meeting went well, and the audit is in process.
- B. Ms. Schneider stated the quarterly United Way Project was Stuff the Bus and Spartanburg Water employees partnered with the United Way of the Piedmont to provide school supplies for local area school age children. Supplies collected included items such as backpacks, pencils, crayons, markers, notebooks, and even child sized face masks. These supplies help make sure children have the supplies they need for a successful school year.
- C. Ms. Schneider noted that the United Way Campaign will be held differently this year. Newt Pressley stated that the 2021 United Way Campaign for Spartanburg Water kicks off today, August 25. Regular employee group meetings will not be able to be held. the Volunteer Coordinator and Communications staff have put together a campaign strategy that will reach out to employees using video, email, board notices, and direct letter. In lieu of the end of campaign luncheon, all participating employees with a minimum donation of \$65 will receive a Fuddrucker's gift card.
- D. Ms. Schneider reminded the Commission that the Chamber of Commerce Reveal Event will be a virtual event and is scheduled for September 1 from 11:30-1:00 p.m.
- E. Ms. Schneider noted that the WEFTEC Connect Virtual Event is scheduled for October 3-7. Please let Trish know if you would like to be registered.

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- F.** Ms. Schneider informed the Commission that the ACE Conference normally scheduled in June has been rescheduled as The AWWA Connections Virtual Summit and will be held on September 23-24. Please let Trish know if you would like to be registered
- G.** Ms. Schneider stated that the 2020 Water Matters Virtual Citizens' Academy will take place on four Thursdays in October – October 8, 15, 22, and 29 at 6:30 p.m. The virtual classes will take place on Zoom, with each lasting 45 minutes. Both water and sewer topics will be covered by Spartanburg Water presenters, with opportunities for live Q&A at the end of each class. Registration is open and available on the Spartanburg Water website:  
<https://www.spartanburgwater.org/watermattersvirtual>
- H.** Ms. Schneider noted that the Employee Shred Day will be held on October 16. More information will be provided.
- I.** Ms. Schneider informed the Commission that due to the current safety protocol in place due to COVID-19, Spartanburg Water is not offering onsite flu shots this year. The flu shot is provided at no cost for employees, spouses and/or dependents over 16 years of age covered on our health insurance with no copay at many provider locations.
- J.** Ms. Schneider noted that due to safety protocols currently in place, Spartanburg Water will not be offering on site blood donations at our facilities, at this time. We previously have used Blood Connection to administer these blood drives. The Blood Connection is located at 270 North Grove Medical Park Dr., Spartanburg, SC 29303. To schedule an appointment to donate, call 864-641-6013.

Meeting adjourned at 3:56 p.m.

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G. Newton Pressley  
Secretary-Treasurer

tbh