

## MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, February 28, 2023, 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 Viney and Messrs. Blanton, Littlejohn, Montgomery, Rice, and Willard. 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. Montgomery called the meeting to order and Mr. Blanton opened with a prayer.

### 2. APPROVAL OF MINUTES OF REGULAR MEETING OF JANUARY 26, 2023

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

### 3. MONTHLY FINANCIAL REPORT

Cam Cole presented a financial summary of SSSD expenditures and revenues for the seven-month period ending January 31, 2023. An explanation was provided for the favorable and unfavorable budget variances.

The above was provided as information to the Commission.

### 4. BIDS FOR GENERATOR PREVENTATIVE MAINTENANCE

Bids were received on January 17, 2023, to provide generator preventive maintenance services. The scope of this service requires the vendor to follow an Owner provided maintenance schedule. The schedule will indicate service location, inspection and maintenance checklist, emergency response information, and monthly reporting requirements for Spartanburg Sanitary Sewer District's 30 emergency generators. The generators will have major and minor preventative maintenance performed along with load bank testing. The major and minor preventative maintenance will be performed annually. The load bank testing will be completed once during a three-year period, or as required by code.

The request for bid was advertised in the local media and forwarded to prospective suppliers, which drew responses from two bidders. A tabulation of the bid is listed below.

The contract will be for an initial 12-month term with two optional renewal terms.

Spartanburg Sanitary Sewer District Commission – Regular Meeting, February 28, 2023

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
National Power York, SC	\$44,153 (annual service cost)
Cummins Spartanburg, SC	\$61,460 (annual service cost)

Management recommended the contract be awarded to the lowest responsible bidder, National Power, at \$44,153 for the annual maintenance and load bank testing. Funding will be provided from SSSD operating funds

Remsen Parrish provided the Commission with an overview of the Bids for Generator Preventative Maintenance agenda item.

Mr. Littlejohn moved and Mr. Blanton seconded the motion to approve management’s recommendation and award the bid to the lowest responsible bidder, National Power. The motion passed unanimously.

**5. BIDS FOR FINGERVILLE WWTP CHLORINE CONTACT CHAMBER**

Bids were received on February 2, 2023, for vendors to provide a turnkey project for a Chlorine Contact Chamber Replacement at the Fingerville Waste Water Treatment Plant.

This project is critical due to a leak between the clarifier and disinfection chambers. This issue results in higher consumption of chlorine. If the leak expands, greater usage of chlorine will occur along with potential compliance issues.

Invitation for Bids were forwarded to prospective bidders, publicized in the local media, and listed on the Spartanburg Water Website. A tabulation of the responses is below.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Greenstone Construction Greenville, SC	\$82,000
Harper Greenville, SC	NO BID
Phillips Industrial Services Corporation Goose Creek SC	NO BID

Based on the results of the bid evaluations, management recommended the approval of an award to Greenstone Construction for a total cost in the amount of \$82,000. Funding will come from the SSSD depreciation account.

Remsen Parrish provided the Commission with an overview of the Bids for Fingerville WWTP Chlorine Contact Chamber agenda item. Mr. Parrish noted that one contractor did not want to provide a complete turn-key project and another contractor indicated the project was outside of their normal scope of work.

Spartanburg Sanitary Sewer District Commission – Regular Meeting, February 28, 2023

Mr. Littlejohn moved and Mayor Rice seconded the motion to approve management’s recommendation and award the bid to Greenstone Construction. The motion passed unanimously.

**6. RECEIPT OF BIDS – SEWER RIGHT-OF-WAY CLEARING PROJECT PHASE XII**

Bids were received on February 10, 2023, for the Sewer Right-of-Way Clearing Project Phase XII. This project consists of approximately 4,200 LF of sewer right-of-way in four locations in the City of Spartanburg.

The project scope calls for the contractor to remove trees and clear vegetation from the right-of-way leaving a cleared right-of-way no less than 25 feet wide (12.5 feet either side of the sewer line). The path will be covered with chippings or re-vegetated with grass. Proper erosion control measures will be employed along the disturbed area. This clearing project will provide access for operations and maintenance.

This project was advertised January 18, 2023. The bid package was distributed to 13 contractors and two plan rooms. Seven contractors acknowledged receipt of the request. Reminder emails were sent to contractors on February 6, 2023. One contractor submitted a bid.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
C & S Nature Works	\$179,625

Management recommended awarding the contract to C & S Nature Works in the amount of \$179,625. Funding will be provided through the SSSSD collection system rehab fund.

Bobby Walden provided the Commission with an overview of the Receipt of Bids for the Sewer Right-of-Way Clearing Project Phase XII. Mr. Walden noted that the bid package was distributed to 13 contractors and two plan rooms. Seven contractors acknowledged receipt of the request. Management reached out to the contractors and most indicated they didn’t submit a bid due to schedule conflicts or because it was a small job.

Mr. Montgomery noted that this is the Edward Griffin Preserve and recommended thorough communication and postings on-site for this project.

Mr. Boyle stated that he would ask that it be added to the City Council Agenda at an upcoming meeting.

Mr. Blanton asked how many more sewer right-of-way clearing projects are expected before they are complete within the City of Spartanburg. Mr. Walden stated approximately five more.

Ms. Barnes moved and Mr. Littlejohn seconded the motion to approve management’s recommendation to award the bid to C & S Nature Works. The motion passed unanimously.

**7. TASK ORDER FOR TECHNICAL ASSISTANCE FOR OFFSITE SOLIDS PROCESSING**

Spartanburg Sanitary Sewer District Commission – Regular Meeting, February 28, 2023

In 2022, a Biosolids Masterplan was developed for the future of the biosolids operation in Wastewater Treatment. One of the short to mid-term solutions offered from the Masterplan was offsite processing of wastewater solids. Brown and Caldwell has been chosen to provide the Spartanburg Sanitary Sewer District (SSSD) with technical assistance in drafting and evaluating proposals for offsite processing of wastewater biosolids. The technical assistance will be provided by Brown and Caldwell at a cost not to exceed \$17,900. The funding for this work will come from budgeted operational costs.

Rick Jolley provided the Commission with an overview of the Task Order for Technical Assistance for Offsite Solids Processing, to include discussion of offsite versus onsite processing.

Mr. Willard asked if management has an internal process that estimates the cost of a project so that when external bids are received, management knows if those bids are in-line with expected costs, and if not is it rebid.

Rick Jolley stated management does have an estimated cost, and used the process for the Bids for Fingerville WWTP Chlorine Contact Chamber agenda item listed above as an example.

Mr. Willard asked if there is an internal policy that states at what percent over estimated costs is the project rebid. Gene Jackson stated that project costs are estimated and shown on the Capital Improvement Plan. When projects are sent out for bid, if the bids received are within the budgeted amount, they are considered. If the bids received are significantly above the budgeted amount, management reevaluates the scope of work for the project to determine the path forward. There have been occasions where the project is rebid or has been completed in-house.

Mayor Rice asked if there is a policy that states at what percentage over estimated costs does the project get rebid. Gene Jackson stated there is not, each project is individually evaluated.

The above was provided as information to the Commission.

**8. MEADOWS CREEK BASIN GRAVITY SEWER EXTENSION PROJECT, PHASES 2A AND 2B – PROFESSIONAL SERVICES**

Spartanburg County recently approved funding for Phases 1 and 2 of the District's Meadows Creek/Hwy 292 Basin Gravity Sewer Extension Project currently under design. Spartanburg County also approved Phases 2A and 2B of the District's Meadows Creek Basin Gravity Sewer Extension Project which was submitted for funding approval. The funding will come from Spartanburg County ARPA funds, which requires that a construction contract be executed by December 31, 2024, and completed by December 31, 2026. With such a compressed timeline for design, permitting, easement acquisition, and bidding, the Engineering Department requested Summit Engineering Group, Inc., to provide a proposal for professional services for Phases 2A and 2B since they are currently the consulting engineer of

Phases 1 and 2.

Phase 2A begins midway of Phase 2 and heads in a westerly direction, crossing under I-26, for approximately 16,000 linear feet. Phase 2B continues from the end of Phase 2A for an additional 9,200 linear feet. The approximate total area that can be served by these two phases is over 2,500-acres. Summit Engineering Group, Inc., submitted a proposal for a cost of \$480,000 to design, permit, prepare easement plats, and provide construction management services for Phases 2A and 2B.

Management recommended the approval of a professional services contract with Summit Engineering Group, Inc., in the lump sum amount of \$480,000 along with an hourly not-to-exceed amount of \$20,000 for assistance with acquisition of easements as needed based on the hourly rate sheet submitted. This project will be funded by the Spartanburg County ARPA funds as noted above.

Gene Jackson provided the Commission with an overview of the Meadows Creek Basin Gravity Sewer Extension Project, Phases 2A and 2B – Professional Services agreement.

Ms. Barnes moved and Mayor Rice seconded the motion to approve management's recommendation to approve a professional services contract with Summit Engineering Group, Inc. The motion passed unanimously.

#### **9. OWNERSHIP AGREEMENT – ELLISON**

Mark III Properties, LLC proposes to construct approximately 18,805 linear feet of 8-inch gravity sewer line; and 1,610 linear feet of 4-inch force main and pump station to provide service to 561 residential lots in Ellison located off of East Main Street. The sewer line will connect to the existing SSSD infrastructure. The domestic waste will be treated at the Clifton Converse 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 Mark III Properties, LLC. Under the terms of the resolution adopted by the Commission on January 26, 2023, 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. OWNERSHIP AGREEMENT – WESTBRIAR WOODS**

Stanley Martin Homes, LLC proposes to construct approximately 9,363 linear feet of 8-inch gravity sewer line to provide service to 187 residential lots in Westbriar Woods located off of New Cut Road, west of Wingo Corporate Drive. The sewer line will connect to the existing SSSD infrastructure. The domestic waste will be treated at the Lower North Tyger River Wastewater

Spartanburg Sanitary Sewer District Commission – Regular Meeting, February 28, 2023

Treatment Facility. SSSD will participate in the off-site sewer construction cost in accordance with the Sewer Extension Policy adopted January 26, 2023.

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 Stanley Martin Homes, LLC. Under the terms of the resolution adopted by the Commission on January 26, 2023, this agreement has been executed on behalf of the Commission by the Chief Executive Officer.

The above was provided as information to the Commission.

**11. OWNERSHIP AGREEMENT – WOODHAVEN**

Palmetto Trust of SC, LLC proposes to construct approximately 2,835 linear feet of 8-inch gravity sewer line to provide service to 58 residential lots in Woodhaven located off of North Blackstock Road. 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 January 26, 2023.

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 Palmetto Trust of SC, LLC. Under the terms of the resolution adopted by the Commission on January 26, 2023, this agreement has been executed on behalf of the Commission by the Chief Executive Officer.

The above was provided as information to the Commission.

**12. REQUEST FOR ANNEXATION – EASTGROUP PROPERTIES L.P.**

EastGroup Properties, L.P., has requested annexation of approximately 33.186 acres of property located off of Howell Road on parcel 5-26-00-024.03. 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 a resolution giving 90 days’ notice to sub-districts, and annex the property effective May 29, 2023.

**Resolution of Annexation  
Adopted by Spartanburg Sanitary Sewer District Commission  
On February 28, 2023**

Spartanburg Sanitary Sewer District Commission – Regular Meeting, February 28, 2023

WHEREAS, EastGroup Properties, L.P., owners of a 33.186-acre tract, more or less, adjacent to the existing Sewer District boundary line, and located off of Howell Road on parcel 5-26-00-024.03 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, the District's governing body (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 have been met, and

WHEREAS, the Commission, after having given due consideration to all relevant matters pertaining to the proposed annexation of such area as required by the District's enabling legislation, 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 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 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 Spartanburg County Treasurer, the Spartanburg County Auditor and the Spartanburg County Health Officer.

Spartanburg Sanitary Sewer District Commission – Regular Meeting, February 28, 2023

Mr. Littlejohn moved and Mr. Willard seconded the motion to approve management’s recommendation to approve the annexation request by EastGroup Properties, L.P., of approximately 33.186 acres of property located off of Howell Road on parcel 5-26-00-024.03. The motion passed unanimously.

**13. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS**

- A. Mr. Boyle noted budgets are being completed internally and work sessions will be scheduled soon. Mr. Boyle stated that staff has been very helpful with this process as Newt Pressley, Chief Financial Officer will be retiring effective March 31, 2023.
- B. Mr. Boyle informed the Commission that a recognition event for “Water Professional’s Day” State Resolution Presentation will be held on Monday, March 6 in front of the administration building beginning at 10:00 a.m. SJWD will also be in attendance, as they were important in getting delegation support. Representative Hyde and Senator Talley sponsored and pushed this legislation through.
- C. Mr. Boyle reminded the Commission that the Spartanburg Water Employee Recognition Breakfast will take place on March 7 and March 8 beginning at 8:00 a.m. at the Cleveland Park event center. If you would like to speak at the breakfast, please let Guy know so it can be added to the agenda.
- D. Mr. Boyle noted that on March 14 OneSpartanburg, Inc., will host Caffeinated Conversations – Meet the CEO of Spartanburg Water from 8:30-9:30 a.m. at the OneSpartanburg office in the Milliken Board Room located at 105 N. Pine Street.
- E. Mr. Boyle reminded the Commission that March 30, 2023, is the deadline to submit your Ethics Filing. The filing system was updated a couple of years ago, so you may want to file early in case there are any issues. If you have information for filing due to a conference attended, you should have received an email with that information. Please let Trish know if you have any questions.
- F. Mr. Boyle informed the Commission that on April 22 Spartanburg Water will sponsor a clean-up day at Lake Blalock with the Blalock Lakeside Property Owner’s Association beginning at 9:00 a.m.
- G. Mr. Boyle shared two educational videos completed by employees to assist with communication with customers. These videos discussed winterizing pipes and hydrant flushing.

Meeting adjourned at 2:50 p.m.

---

G. Newton Pressley  
Secretary-Treasurer