

MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, January 26, 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, Horton, Littlejohn, Montgomery, and Rice. 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 Ms. Viney opened with a prayer.

2. ELECTION OF OFFICERS

Mr. Blanton moved and Ms. Barnes seconded the motion to nominate Mr. Montgomery as Chair. The motion passed unanimously.

Mr. Montgomery moved and Mr. Littlejohn seconded the motion to nominate Mr. Blanton as Vice Chair. The motion passed unanimously.

3. APPROVAL OF MINUTES OF REGULAR MEETING OF DECEMBER 6, 2022

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

4. WEASC BLUE RIDGE FOOTHILLS DISTRICT AWARDS

Rick Jolley stated that at the WEASC/Blue Ridge Foot Hills District annual awards ceremony held on January 19, 2023, three Spartanburg Water employees received awards. Mr. Jolley introduced the award recipients and reviewed the recognition of their award.

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.

The Commission congratulated these employee’s and thanked them for their service to Spartanburg Water.

The above was provided as information to the Commission.

5. MONTHLY FINANCIAL REPORT

Newt Pressley presented 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. An explanation was provided for the favorable and unfavorable budget variances.

The above was provided as information to the Commission.

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

The Commission agreed to change the March meeting date to March 21, 2023.

Ms. Barnes moved and Mr. Littlejohn seconded the motion to approve the proposed 2023 Commission meeting schedule with the March meeting date changed to March 21, 2023. The motion passed unanimously.

7. 2022 ANNUAL RECRUITING REPORT

Mr. Boyle stated that management will begin to provide an annual recruiting report to the Commission.

Hariette Stinson, Human Resources Manager, presented the 2022 Annual Recruiting Report to the Commission. This report included an assessment of the adequacy of Spartanburg Water policies on hiring, retention, promotion, and any recommendation for correcting deficiencies that are identified.

Ms. Stinson reviewed the recruitment cycle. This included recruitment sources and the selection process. Spartanburg Water filled or backfilled 141 vacancies in calendar year 2022. This is 45.6% of the beginning of the year headcount of 309. Statistical data including, gender, race, department, position, pay grade, and turnover rates were reviewed.

Mr. Boyle stated the recruiting and turnover situation is water and wastewater utility wide, not just specific to Spartanburg Water. The Compensation Study will provide information on wages, but other things will need to be considered also, such as morale and benefits.

The above was provided as information to the Commission.

8. RESOLUTION REVIEW

Management provided 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:

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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.
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 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

Mr. Boyle reviewed the updates made to the Resolution, including the addition of number 5, regarding 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.

Mr. Willard recommended rewording this to read up to \$25,000 for additional clarity.

Mr. Willard also noted that under item number 1, the statement “or by legal counsel working for the Commission”, is not necessary. Upon further discussion, Gene Jackson provided examples of working with contractors that use their own attorney and request word changes, etc. Management then submits it to legal counsel to confirm that the requested change is acceptable. This discussion confirmed that all legal counsel is prior to presentation or execution on behalf of the Commission.

Mr. Willard asked Mr. Boyle if \$25,000 is enough for the contracts for professional services to be executed at the discretion of the Chief Executive Officer. Mr. Boyle stated it is a good amount to start with and can be adjusted if necessary.

Mr. Montgomery stated that the only amendment to the Resolution is under item number 5 to replace not to exceed with up to.

Mr. Blanton moved and Mr. Littlejohn seconded the motion to approve management’s recommendation to approve the 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, adopted this 26th day of January, 2023. The motion passed unanimously.

9. PROCUREMENT POLICY UPDATE

Management requested 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.

Ms. Barnes asked if competitive bidding was removed with this policy update. Mr. Boyle stated that competitive bidding is not included in professional services contracts.

Ms. Barnes moved and Mr. Littlejohn seconded the motion to approve recommended updates to the Procurement Policy based on the Resolution adopted by the Commission under agenda item number 9. The motion passed unanimously.

10. SEWER EXTENSION POLICY REVIEW

Management provided 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
- 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:

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

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:

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- a. For projects with estimated construction costs up to and including \$250,000, project capacity fees must generate at least 25% of estimated project costs.
 - b. For projects with estimated construction costs exceeding \$250,000, project capacity fees must generate at least 35% of estimated project costs.
 - c. 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.

Sewer Extension Policy Revision, January 26, 2023

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

Mr. Boyle reviewed the updates to the Sewer Extension Policy, including separating the Fees and Rates from the Policy to TABLE A.

Ms. Viney asked for clarification of various capacity fees and District participation of construction costs regarding developer projects for the drainage basin approach.

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Gene Jackson noted that prior to the December 17, 1996, the policy in place allowed developers to get back the costs of offsite sewer extensions based on the amount of capacity fees they paid for their development. That policy also included payback charges that were difficult to manage, and it was only for home builders, not commercial builders. The Commission considered these previous things when updating and adopting the December 17, 1996, Sewer Extension Policy. Therefore, the Drainage Basin Approach Options were put in place for the District to participate in these construction costs.

Ms. Viney asked who is benefiting from these benefits, SSSD or the developer, or is it equal. Mr. Jackson stated developers are putting in extensions that are not only for their development, but also for future development. SSSD is participating knowing that the future development will bring funding back to the District.

Ms. Barnes requested a formatting correction under III. EXTENSIONS OF OR FROM SSSD SEWER LINES, Section B Developer Projects, Item 2, the sub-categories should be alphabetical not numerical. This will be amended.

Mr. Littlejohn moved and Mr. Blanton seconded the motion to approve management’s recommended amendments to the Sewer Extension Policy adopted by the Commission on December 17, 1996. The motion passed unanimously.

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 recommended 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.

Remsen Parrish provided the Commission with an overview of the Engineering Parking Lot Paving Project agenda item.

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Ms. Barnes moved and Mr. Blanton seconded the motion approve management’s recommendation to award the bid to Bird Paving for the contract price of \$27,405.40. The motion passed unanimously.

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.

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 recommended the approval of an award to Forest Edge for the contract price of \$108,000. Funding will be provided by the SSSD operational budget.

Mr. Littlejohn moved and Mayor Rice seconded the motion to approve management’s recommendation to award the bid to Forest Ridge for the contract price of \$108,000. The motion passed unanimously.

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.

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).

Guy Boyle stated that management would like for “Find Great People” (FGP) to perform a limited Engagement Audit of the Human Resources Department and Operations, specifically regarding Human Resources. Currently, the Human Resources department is more involved in recruiting than Human Resources, by no fault of staff. This assessment will help determine alignment of Human Resources staff and ensure a focus on specific goals. The FGP office in Greenville, SC, will be coordinating this assessment, which would not include the office Leah Blanton works with.

Mayor Rice moved and Mr. Littlejohn seconded the motion to approve management’s recommendation to enter into professional consulting agreement with Find Great People to perform a limited Engagement Audit of the Human Resources Department and Operations as well as, a Human Resource Team Assessment. Mr. Blanton abstained from voting. The motion passed.

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. Management 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.

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Management 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.

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.

Guy Boyle provided the Commission with an overview of the Professional Services for Lobbying Support on Wastewater and Water Legislation agenda item. Mr. Boyle noted that the costs remain the same as last year, but the contract has been re-written to be for one year the a 30-day notice of termination.

Mr. Littlejohn asked for an example of legislation that is being considered that would negatively impact Spartanburg Water. Mr. Boyle provided a few examples and offered to provide a link from The Tallon Group that the Commission could access and review.

Mr. Blanton moved and Ms. Viney seconded the motion to approve management's recommendation to retain The Tallon Group for 2023 to assist with lobbying efforts. The motion passed unanimously.

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.

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Proposals were received from the following firms:

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

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 recommended 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.

Bobby Walden provided the Commission with an overview of the Betty Green Creek Sewer Line Improvements – Award of Engineering Services Contract agenda item.

Ms. Barnes moved and Mr. Littlejohn seconded the motion to approve management’s recommendation to award the bid to KCI Technologies, Inc., for the not-to-exceed amount of \$80,000. The motion passed unanimously.

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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Gene Jackson provided the Commission with an overview of the Bens Creek Phase 1B – Summary Change Order information.

Mr. Littlejohn asked if management would know about situations like the gas main being in the area. Gene Jackson stated management would have some information, but maybe not complete details. For example, how large or deep the line is. This was a large gas line and due to blasting rock, management agreed to have the protection during installation, including rock blasting.

Ms. Viney asked if there is a targeted completion date for Bens Creek project. Mr. Jackson stated that Bens Creek has been an area of focus and is a multi-year project. It is in the District's drainage basin. Mr. Jackson reviewed the project phases of Bens Creek and noted that Phase III will be funded with ARPA funds from Spartanburg County. The required dates for ARPA funding for Phase III is to be under contract by December 2024 and completed by December 2026.

The above was 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 was 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 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 was 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 was 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.

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

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Commission on May 29, 1990, this agreement has been executed on behalf of the Commission by the Chief Executive Officer.

The above was provided as information to the Commission.

21. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS

- A. Mr. Boyle stated that the Commission would be updated quarterly on ARPA funding. Mr. Boyle and Gene Jackson are working diligently on the next phases of Meadows Creek.
- B. Mr. Boyle informed the Commission that after realizing South Carolina didn't have a Water Professional's Day set aside to recognize Professionals in the Water, Wastewater, and Storm Water industry, he reached out to Eddie Tallon and several legislators to work on Spartanburg Water's behalf to pass a bill that would recognize Water Professionals. Mr. Boyle received confirmation today that a Bill, sponsored by Representative Max Hyde, has passed in the House and is on the way to the Senate. Upon approval, the SC Code of Laws will be amended and Water Professional's Day will become part of the State Law. After which, every year the first Monday in March will be recognized as Water Professional's Day for water, sewer, and storm water professionals.
- C. Mr. Boyle reminded the Commission that management is expecting preliminary data and reporting within the next few weeks from CBIZ regarding the compensation study. Management will bring recommendations to the Commission in coming months based on this study.
- D. Mr. Boyle noted that Spartanburg County will hold a public meeting for CDBG Grants on February 3. SSSD applied for CDBG and the larger request of \$250,000 is for sewer work in the Arcadia area.
- E. Mr. Boyle stated that the concealed weapon signs have been updated.
- F. Mr. Boyle informed the Commission that with the recent freeze warnings there was an increase in call volume and some line breaks. Crews and Customer Service staff did an incredible job taking care of our customers.
- G. Mr. Boyle reminded the Commission that State Ethics need to be filed before the March 31, 2023, deadline.
- H. Mr. Boyle stated that the United Way of the Piedmont's African American Leadership Society will present the inaugural Legacy Gala at USC Upstate on February 3. Please let Trish know if you would like to attend.
- I. Mr. Boyle informed the Commission of a recent gas main that was struck while crews were repairing a line leak. The gas line wasn't properly identified, and management has reviewed and addressed this as a learning and safety experience.

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Meeting adjourned at 3:45 p.m.

G. Newton Pressley
Secretary-Treasurer

tbh