

## **AGENDA**

### **SPARTANBURG SANITARY SEWER DISTRICT COMMISSION**

#### **REGULAR MEETING**

**MEETING PLACE: 200 Commerce Street**

**Tuesday, December 6, 2022, 2:15 p.m.**

This is a regular meeting of the Spartanburg Sanitary Sewer District Commission. Written notice of the date, time, and place for this meeting, along with the agenda, has been posted in the lobby and on the Spartanburg Water website, and copies have been forwarded to local and nearby news media (including Spartanburg Herald-Journal, The Spartan Weekly, Greenville News, The Greer Citizen, Hometown News, WSPA-TV 7, WYFF-TV 4, WLOS-TV 13, WHNS Fox Carolina, WORD News Radio, WOLT-FM Radio, Tribune Times, and the Times Examiner) at least 24 hours prior to this meeting.

- 1. PRAYER**
- 2. ELECTION OF OFFICERS**
- 3. APPROVAL OF MINUTES OF REGULAR MEETING OF OCTOBER 25, 2022**
- 4. MONTHLY FINANCIAL REPORT**

Newt Pressley will present a financial summary of SSSD expenditures and revenues for the four-month period ending October 31, 2022.

- 5. ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR FISCAL YEAR ENDING JUNE 30, 2022**

Halliday, Schwartz & Company will review the Annual Comprehensive Financial Report and communication letter for SSSD.

- 6. MWBE PROGRAM REPORT**

Management will provide a 2022 report on the MWBE Program.

- 7. COMMUNITY BENEFIT PROGRAM REPORT**

Management will provide a 2022 report on the Community Benefit Program.

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**8. PROPOSED 2023 COMMISSION MEETING SCHEDULE**

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

**9. WATERSHED ECOLOGY CENTER GRANT PROPOSAL**

The Watershed Ecology Center's mission is to encourage watershed awareness through education, experience, and community outreach with an emphasis in the study of organisms living in the area encompassed by a watershed. All of the Watershed Ecology Center's educational programming meets state standards and incorporates hands-on learning activities.

The Watershed Ecology Center's annual goal for 2023 is to reach 23,000 K-8 students through watershed based educational programming. In addition, the Watershed Ecology Center will be hosting a summer camp for students aged 7-12 at the USC Upstate Campus.

The Watershed Ecology Center promotes other programs related to watershed awareness in the upper regions of the Pacolet River Watershed such as the Adopt-A-Stream program, a credentialed citizens monitoring network.

Building on the success of their Teacher Assistance Program, the Watershed Ecology Center will continue to facilitate existing teacher success in the classroom by providing tools to incorporate both more hands on education of science and math and further enhance their teacher education program in elementary schools by assisting with training of "pre-service" elementary teachers.

Management recommends the approval of targeted funding for the aforementioned K-8 educational programs and watershed based program initiatives offered by the Watershed Ecology Center in the amount of

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\$23,000, with an equal allocation of \$11,500 of the funding from SSSD and \$11,500 of the funding from SWS.

Funding will be allocated from SSSD and SWS operating funds.

**10. PAL (PLAY. ADVOCATE. LIVE WELL.) GRANT PROPOSAL**

The mission of PAL (Play. Advocate. Live Well.) advances active living, promotes eating healthy and fosters health equity. The focus and goal of PAL is to improve health and wellness throughout Spartanburg County by creating an environment and culture that fosters physical activity and healthy eating through an equity lens. PAL identifies itself as a small nonprofit working to enact large scale change.

One of PAL's strategic plan intentions is to advance active living by connecting/completing the Daniel Morgan Trail System. PAL's request for watershed grant funding is focused directly on removing invasive plant species from the trails of the Daniel Morgan Trail System. Their Trails Stewardship Program, hosted in partnership with the Trees Coalition, consists of seven invasive species removal sessions each year. Invasive species are especially problematic within watersheds where they crowd out native plant species and alter ecosystem habitats, ultimately impacting water quality and the natural environment.

The specific request is for hand tools and educational sessions to train volunteers in the proper removal of targeted invasive plant species from the watershed.

Management recommends the approval of targeted funding for invasive species management and education offered by PAL in the amount of \$3,843.10, with an equal allocation of \$1,921.55 of the funding from SSSD and \$1,921.55 of the funding from SWS.

Funding will be allocated from SSSD and SWS operating funds.

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**11. WINDSOR FOREST PUMP STATION FORCE MAIN UPGRADE – ADDITIONAL ENGINEERING SERVICES**

The SSSD Commission approved the award of the contract, Task Order #6, for professional engineering services to WK Dickson, of Greenville, SC, on September 2, 2021 in the amount of \$90,500. The Scope of Engineering Services for this Task Order was to design an increase in size and extension of the existing Windsor Forest Pump Station Force Main.

During review of the design documents, SSSD staff identified multiple design alternatives for consideration associated with the rerouting of the force main from the original proposed route. WK Dickson was tasked with modifying the original design to incorporate these alternatives. To complete the additional services scope, Amendment #1 to Task Order #6 was approved in the amount of \$9,200 in March 2022.

The design was complete and the project was in the construction permitting process when the District received plans for an additional 189-lot subdivision flow to be discharged into the Windsor Forest Pump Station.

A preliminary engineering evaluation of the system, indicates that while the proposed force main upgrade/design can accommodate the increase in flow, the existing pumps and wet-well at the Windsor Forest Pump Station are undersized to adequately handle the additional flow from the new subdivision.

Additional engineering services associated with the upgrade/design of the existing pump station and wet-well are outside the current scope of services.

Staff approached WK Dickson and requested a quote for an in-depth evaluation of the Windsor Forest Pump Station and force main's ability to handle future growth. Additional engineering services include: redesign of the pump station and wet-well; development of final plans and specifications; an opinion of probable cost; permitting and bidding assistance. WK Dickson provided a quote, Amendment #2, in the amount of \$36,000.

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Original Task Order# 6		\$90,500
Amendment #1	Additional surveying and engineering design services to reroute force main from the original proposed route	\$ 9,200
Amendment #2	System evaluation, pump station and wet-well upgrade design, opinion of probable cost permitting and bidding assistance	\$36,000
Revised Task Order # 6 (Total)		\$135,700

Staff recommends the Commission authorize the Chief Executive Officer to execute the proposed Amendment #2 to the Contract for Services Task Order #6 with WK Dickson, of Greenville, SC for the Windsor Forest Pump Station Force Main project for the not-to-exceed amount of \$135,700.

The engineering services will be funded from SSSD capital funds.

**12. CINDER BRANCH PUMP STATION AND FORCE MAIN – PROFESSIONAL SERVICES**

On February 22, 2022, Commission approved the award of a professional services contract to Goldie Associates, Inc., to assist in evaluating options to handle the significant growth in the Clifton-Converse Sewer Basin; to identify the best short and long-term solutions; and to prepare a Preliminary Engineering Report.

In the PER, Goldie Associates identified a new pump station on Cinder Branch Creek and a force main to the Lawson Fork Transfer Pump Station, as the most advantageous option for handling the increased flows expected at the Clifton Converse Wastewater Treatment Facility. The new pump station and force main would intercept flow from the existing Cinder Branch trunk line along with several proposed developments out of the Clifton Converse Basin to the A. Manning Lynch WWTF, which is a larger treatment facility with available capacity. The estimated construction costs for the new pump station and force main is \$6,137,000.

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Professional services are necessary to develop plans and specifications, obtain permits, prepare contract documents, bid the project and assist with construction management and start-up of the project. Goldie Associates submitted the following proposal for the above-mentioned scope of services:

**Project Cost:**

• Design and Survey	\$323,000
• Bid Phase and Construction Management	\$258,000
• Allowance for geotechnical work	<u>\$ 10,000</u>
Subtotal	\$591,000

**Miscellaneous Items:**

• Easement Negotiation (not to exceed)	\$ 17,000
• Easement Plats (2 @ \$4,000)	<u>\$ 8,000</u>
Subtotal	\$ 25,000
Total	\$616,000

Management recommends the approval of a professional services contract with Goldie Associates, Inc., in the amount of \$616,000 for the project costs listed above including the miscellaneous items. This project will be funded from SSSD capital funds.

**13. REQUEST FOR ANNEXATION – EAST COAST HOLDINGS, LLC**

East Coast Holdings, LLC has requested annexation of approximately 67.53 acres of property located off of Bible Church Road on parcel 2-37-00-014.00. The property is adjacent to the District boundaries and can be annexed by Commission under authority granted in its enabling legislation.

Management recommends the Commission approve the annexation request, adopt a resolution giving 90 days' notice to subdistricts, and annex the property effective March 6, 2023.

**Resolution of Annexation  
Adopted by Spartanburg Sanitary Sewer District Commission  
On December 6, 2022**

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WHEREAS, East Coast Holdings, LLC, owner of a 67.53-acre tract, more or less, adjacent to the existing Sewer District boundary line, and located off of Bible Church Road on parcel 2-37-00-014.00 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, 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.

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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.

**14. OWNERSHIP AGREEMENT – BLACKSTOCK COMMERCE CENTER**

Bird Dog Development-Casual Drive, LLC proposes to construct approximately 2,140 linear feet of 8-inch gravity sewer line to provide service to two commercial lots in the Blackstock Commerce Center located off of Casual Drive. 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.



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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 Bird Dog Development-Casual Drive, LLC. Under the terms of the resolution adopted by the Commission on May 29, 1990, this agreement has been executed on behalf of the Commission by the Chief Executive Officer.

The above is provided as information to the Commission.

**15. OWNERSHIP AGREEMENT – CHESTNUT SPRINGS**

Double Bridge Holdings, LLC proposes to construct approximately 4,296 linear feet of 8-inch gravity sewer line; 1,818 linear feet of 4-inch sewer force main; and one pump station to provide service to 220 residential lots in Chestnut Springs located north of the intersection of Double Bridge Road and Giles Heights Road in Boiling Springs. 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 Double Bridge Holdings, LLC. Under the terms of the resolution adopted by the Commission on May 29, 1990, this agreement has been executed on behalf of the Commission by the Chief Executive Officer.

The above is provided as information to the Commission.

**16. OWNERSHIP AGREEMENT – CLARK ROAD COMMERCIAL PHASE 2**

LML Properties, LLC proposes to construct approximately 475 linear feet of 8-inch gravity sewer line to provide service to four commercial lots in Clark Road Commercial Phase 2 located on SC Highway 9 at the intersection of Clark 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. The developer will bear all costs.

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The line will be constructed according to District-approved plans and specifications, with District inspection provided. The owner will provide all necessary right-of-way and easement agreements for this project.

The form of the agreement transferring ownership of the gravity sewer to the District has been reviewed by the District’s attorney and executed by LML Properties, LLC. Under the terms of the resolution adopted by the Commission on May 29, 1990, this agreement has been executed on behalf of the Commission by the Chief Executive Officer.

The above is provided as information to the Commission.

**17. OWNERSHIP AGREEMENT – HALTON OAKS**

Lyonjay 221 Bryant Rd, LLC proposes to construct approximately 400 linear feet of 16-inch gravity sewer line; 13,200 linear feet of 8-inch gravity sewer line; 650 linear feet of 4-inch sewer force main; and one pump station to provide service to 400 residential lots in Halton Oaks located at the northwest corner of Highway 221 and Bryant 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. 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 Lyonjay 221 Bryant Rd, LLC. Under the terms of the resolution adopted by the Commission on May 29, 1990, this agreement has been executed on behalf of the Commission by the Chief Executive Officer.

The above is provided as information to the Commission.

**18. OWNERSHIP AGREEMENT – RAVENCREST**

Mark III Properties, LLC proposes to construct approximately 11,493 linear feet of 8-inch gravity sewer line to provide service to 293 residential lots in

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Ravencrest located at Canaan Road and Wingo 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 Mark III Properties, LLC. Under the terms of the resolution adopted by the Commission on May 29, 1990, this agreement has been executed on behalf of the Commission by the Chief Executive Officer.

The above is provided as information to the Commission.

**19. OWNERSHIP AGREEMENT – SPARTAN VALLEY LOGISTICS CENTER**

Spartanburg Industrial Property Owner III, LP proposes to construct approximately 3,032 linear feet of 8-inch gravity sewer line to provide service to one commercial lot in the Spartan Valley Logistics Center located off of Fairforest-Clevedale Road at Cedar Crest 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 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 Industrial Property Owner III, LP. 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.

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**20. OWNERSHIP AGREEMENT – WALNUT RIDGE**

Mark III Properties, LLC proposes to construct approximately 1,733 linear feet of 8-inch gravity sewer line to provide service to 130 residential lots in Walnut Ridge located off of Highway 9. 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 Mark III Properties, LLC. Under the terms of the resolution adopted by the Commission on May 29, 1990, this agreement has been executed on behalf of the Commission by the Chief Executive Officer.

The above is provided as information to the Commission.

**21. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS**