

AGENDA

SPARTANBURG SANITARY SEWER DISTRICT COMMISSION

REGULAR MEETING

MEETING PLACE: 200 Commerce Street

Tuesday, March 24, 2020, 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. ROLL CALL

_____ Commissioner Barnes	_____ Commissioner Blanton
_____ Commissioner Horton	_____ Commissioner Littlejohn
_____ Commissioner Montgomery	_____ Commissioner Viney
_____ Mayor White	

3. RESOLUTION FOR AN ELECTRONIC MEETING

**A RESOLUTION TO CONFIRM, ACKNOWLEDGE AND AUTHORIZE
OPERATING PROCEDURES FOR THE SPARTANBURG SANITARY
SEWER COMMISSION CONCERNING ELECTRONIC
COMMUNICATION**

WHEREAS, the Spartanburg Sanitary Sewer District Commission (the "*Commission*"), the governing body of the Spartanburg Sanitary Sewer District, South Carolina, desires to confirm, acknowledge and authorize operating procedures concerning electronic communication for Commission meetings and related matters;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION:

Section 1. The Commission hereby confirms, acknowledges and authorizes members of the Commission to remotely participate in voting and operational procedures by telephone or other means of electronic communication provided that each participating member of the Commission

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can hear the other Commission members when speaking and that the provisions of the South Carolina Freedom of Information Act are complied with. For avoidance of doubt, any member of the Commission participating in a meeting remotely shall be considered present for purposes of a quorum. Provisions shall be made for the public to be able to participate in public meetings and public hearings. The Commission ratifies any previous actions which may have been taken by members of the Commission in accordance with the above.

ADOPTED THIS 24 DAY OF MARCH, 2020.

Management recommends Commission approval of the Resolution for an Electronic Meeting.

4. APPROVAL OF MINUTES OF REGULAR MEETING OF FEBRUARY 25, 2020

5. COVID-19 REPORT

Management will provide the Commission with an update.

6. MONTHLY FINANCIAL REPORT

Newt Pressley will present a financial summary of SSSD expenditures and revenues for the eight-month period ending February 29, 2020.

7. HEALTH AND DENTAL INSURANCE RENEWAL

Management proposes no design plan recommendations for the upcoming health and dental insurance plan year that is effective May 1, 2020. The upcoming plan year provides for no changes to employee contributions.

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2020 - 2021 Per Pay Period Contribution	Consumer Choice Plus Medical Plan	Consumer Choice Medical Plan	Basic Medical Plan	Dental Plan
Employee Only	\$ 47	\$ 36	\$ 15	\$ 7
Employee plus child	\$ 61	\$ 50	\$ 28	\$ 10
Employee plus children (2 or more)	\$ 91	\$ 70	\$ 33	\$ 12
Family	\$ 118	\$ 93	\$ 48	\$ 14

Management recommends that the Commission approve the Spartanburg Water Health and Dental Insurance Plan that will become effective May 1, 2020.

8. WORKERS COMPENSATION INSURANCE RENEWAL

Spartanburg Water’s workers compensation insurance renews on April 1, 2020. USI Insurance Services served as our agent in requesting quotes for the 2020 renewal. Selective, our current carrier, submitted a renewal quote of \$134,159. USI also requested quotes from Berkshire Hathaway, Amerisure, and Key Risk; each of these companies declined to submit a quote.

Management recommends remaining with Selective as our workers compensation carrier. The allocation between companies is \$33,539.75 for SSSD and \$100,619.25 for SWS.

9. PREVENTATIVE MAINTENANCE AGREEMENT (PMA) – LABWORKS LIMS (SSSD)

LABWORKS LIMS (Laboratory Information Management System) is a database system used to assign identification codes and store/retrieve data for laboratory samples. In addition, this system generates both regulatory and process control reports for samples associated with Safe Drinking Water Act (SDWA) and Clean Water Act (CWA) programs. LABWORKS has quoted

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a 12-month preventive maintenance and software support plan for this system that includes license, software and documentation updates; toll free support/troubleshooting number; telephone help desk; email support; remote technical support sessions; escalation process; and access to LABWORKS webinars and workshops. LABWORKS is the sole source of these products and services.

The total cost of this agreement is \$23,352. Funding will be provided through the Laboratory Services operating budget, with costs shared 50% between SSSD and SWS. The cost to SSSD is \$11,676.

10. PROFESSIONAL SERVICES – SCDOT COUNTRY CLUB ROAD IMPROVEMENTS WATER AND SEWER RELOCATIONS

The SCDOT has begun a project to improve the Country Club Road Corridor. The proposed improvements include partial road realignment, sidewalk, storm drainage improvements, and the addition of a shared use path along the road. The proposed improvements could facilitate the need for the relocation of existing utilities.

Staff recently requested a proposal from Summit Engineering Group of Spartanburg, SC to assist with the identification of conflicts, development of water and sewer relocation plans for the conflicts, coordination with the SCDOT, and necessary permitting. They are currently providing similar services for the water and sewer relocations on the SCDOT's I-85 Widening Project.

Management recommends the approval of a professional services contract with Summit Engineering Group based on their hourly rate schedule with a not to exceed amount of \$30,000 for SSSD and \$40,000 for SWS for a total of \$70,000.

11. PROFESSIONAL SERVICES – SKYLYN HALL PUMP STATION ELIMINATION PROJECT

The Spartanburg Water Engineering Department has an on-going effort to identify wastewater pump stations that might be eliminated by gravity sewer extensions projects. During the review of the sewer plans for the new District 7 High School on East Main Street, staff found such an opportunity

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with regard to the Skylyn Hall Pump Station. This pump station was constructed in 1985 to serve the Skylyn Hall Assisted Living Facility. During closeout of the sewer project serving the new High School, a sewer easement was acquired, at no cost, across the District 7 property. This easement covered the majority of the route for a future sewer line that could eliminate the Skylyn Hall Pump Station.

Staff contacted two local engineering firms who had successfully completed similar projects for Spartanburg Water: Blackwood Associates, Inc., and Summit Engineering Group, Inc. Site visits were held with both firms and fee proposals requested.

The following fee proposals were submitted by the two consulting firms:

Blackwood Associates, Inc. Spartanburg, SC	\$36,800
Summit Engineering Group, Inc. Spartanburg, SC	\$80,000

In addition to being significantly lower in cost, the proposal submitted by Blackwood Associates, Inc., was found to be the most advantageous to the Commission because Blackwood Associates, Inc., has an extensive knowledge of the site and utilities, including the topographic survey and much of the wetlands delineation surveys done earlier.

This project will include the design and construction of a gravity sewer extension approximately 2,200 linear feet in length. In addition to the existing easement across the District 7 property, two additional easements will be required, along with a permit to cross the Norfolk-Southern railroad right-of-way. The preliminary estimate for construction of this project is \$375,000.

Management recommends entering into a professional services agreement for the Skylyn Hall Pump Station Elimination Project with Blackwood Associates, Inc., to complete the engineering design, and to provide permitting, limited construction management and inspection, and right-of-way and easement plat preparation services for a not-to-exceed cost of \$36,800. This project will be funded with capital funds.

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**12. NOTIFICATION OF ENACTMENT OF EMERGENCY PROCUREMENT –
WASTEWATER COLLECTION SYSTEM FLOOD DAMAGE TO AERIAL
CROSSINGS**

On February 6-7, 2020, approximately 5.5 inches of rainfall fell resulting in flooding of the Sewer District's service area causing significant damage within the wastewater collection system. During this extreme rainfall event debris, being transported by flooding water within the Fairforest Creek, caught two aerial sewer line creek crossings causing extensive damage to a sewer manhole located off Norris Court and completely collapsing an aerial crossing near W. Victoria Road. In addition, an aerial creek crossing located at Countryside Mobile Home Park was severely compromised due to the loss of piers supporting the pipeline. Norris Court and W. Victoria Road are located within the city limits of Spartanburg and Countryside Mobile Home Park is located southwest of Spartanburg off E. Blackstock Road.

Due to the need for immediate response, staff initiated three Emergency Procurement Requests to retain services of pre-qualified contractors to make the necessary emergency repairs.

The Emergency Procurement Requests authorized North American Pipeline Management, Inc., (NAPM) to repair the sewer manhole located off Norris Court for \$24,050; Double R Utilities to replace the aerial creek crossing and preform creek bank stabilization near W. Victoria Road for \$83,053; and Double R Utilities to clear trees, replace the aerial creek crossing and replace piers as needed to support the pipeline at Countryside Mobile Home Park for \$90,813.

The total cost for repair resulting from flood damage at the three above locations - \$197,916.

The above is provided as information to the Commission.

13. OWNERSHIP AGREEMENT – S. SHAMROCK AVENUE

Bill Robinson proposes to construct approximately 200 linear feet of 8-inch gravity sewer line to provide service to four lots along South Shamrock Avenue in Landrum. The sewer line will connect to the existing SSSD

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infrastructure. The domestic waste will be treated at the Page Creek 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 Bill Robinson. 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.

14. OWNERSHIP AGREEMENT – SUMMERLIN SUBDIVISION

South Tyger Properties, LLC proposes to construct approximately 1,655 linear feet of 8-inch gravity sewer line to provide service to 53 residential lots in Summerlin Subdivision located on Victor Hill Road. The sewer line will connect to the existing SSSD infrastructure. The domestic waste will be treated at the South Tyger 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 South Tyger 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.

15. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS