

MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, April 23, 2020, 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 White. No one was absent.

The meeting was opened with the following statement:

This is a regular meeting of the Spartanburg Sanitary Sewer District Commission. Written notice of the date, time, and place for this meeting, along with the agenda, has been posted in the lobby and on the Spartanburg Water website, and copies mailed to local and nearby news media, at least 24 hours prior to this meeting.

1. PRAYER

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

Mr. Blanton stated that the SSSD Commission meeting is being held via teleconference to meet the recent Federal and State guidelines for social distancing and the size of a public gathering.

2. ROLL CALL

- | | |
|---------------------------|---------------------------|
| ✓ Commissioner Barnes | ✓ Commissioner Blanton |
| ✓ Commissioner Horton | ✓ Commissioner Littlejohn |
| ✓ Commissioner Montgomery | ✓ Commissioner Viney |
| ✓ Mayor White | |

All Commissioners were present on the phone for the teleconference meeting.

3. APPROVAL OF MINUTES OF REGULAR MEETING OF MARCH 24, 2020

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

4. COVID-19 REPORT

Ms. Schneider stated that she would like to provide an update to the Commission on the status of Spartanburg Water regarding COVID-19. Management is daily monitoring the Covid-19 cases in Spartanburg County and SC. Daily monitoring of CDC and other regulatory guidance for health, employee and environmental impacts. Almost weekly calls with other water utilities around SC on best practices and other changes. The Governor issued the order to close schools to be effective 03/16/20. Staff has been working the Continuity Business Plan since early February. Rick Jolley is leading this effort and having virtual weekly COVID-19 meetings since mid-March. Letters were sent to Senator Graham and Representative Timmons to include the water sector in Coronavirus Legislation.

Spartanburg Sanitary Sewer District Commission – Regular Meeting, April 23, 2020

Management determined staff assignments and essential employees for both Letters of Authorization and County Administered Identifications in the event of a Stay at Home order that did occur on 04/06/20. Letters of Authorization were distributed on 3/30/2020 to all employees and to key suppliers. Currently, the only impact has been for a tank being constructed for the R.B. Simms plant. Spartanburg Water received the notice, switched suppliers, and the job is still on track. We continue to distribute staff to remote locations, working from home, and staggered shifts to reduce contact among staff. VPN access was expanded and staff began utilizing the Telspan conference call system and Zoom accounts were set up. IT developed a guidance document on the various technologies for remote meetings and expanding the usage for our technology.

Families First Coronavirus Response Act went into effect on 04/01/20. This expanded paid leave and FMLA for certain conditions. External hires were frozen unless it is a specialized position. Daily sick leave reports were instituted to track and evaluate attendance and COVID-19 response. Guidance Documents were established and communicated to staff in regards to reaction to sickness to employees or in their household and communicating with work through their supervisor. Guidance for high risk individuals and potential exposure guideline for travel, health care provider, questionnaires, etc. Employee COVID-19 exposure checklists and handling it in the workplace. PPE evaluation for proper use, proper cleaning, and disposed of properly. Training and distribution of additional PPE to prevent transmission of COVID-19. Separation of staff, elimination of most meetings, workers go directly to their vehicles, etc. Budget Work Sessions were rescheduled for May 26 and 27. Budget assumptions are being reviewed in light of operating and economy changes due to Covid-19.

Management is tracking all COVID-19 expenses to include extra equipment and extra staff time for a possible future reimbursement through FEMA or other legislation. Correspondence was sent to Senator Graham and Representative Timmons to include provisions to address Water System Revenue Assistance, Aid to Low-Income Ratepayers and Payroll Tax credit eligibility for Water Systems. These are part of an initiative by our industry organizations. Review of other plans and procedures from other utilities for best practices with Covid-19; some of the other utilities in Seattle, NYC, and other locations have had experiences that we are learning and incorporating into our activities. Management continues to look at ancillary processes and support that may affect our operations indirectly (i.e. post office, fuel shortages, supplier impacts, etc.) Continued monitoring of our contractors that are working closely in the field with our employees and ensuring safe construction practices by our contractors is continuing to be monitored. The Governor opened boat ramps back up on 04/17/20. Lake Blalock and Lake Bowen ramps opened at noon, but the parks remain closed for picnics, recreation, restrooms, etc.

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 nine-month period ending March 31, 2020. An explanation was provided for the favorable and unfavorable budget variances.

Mr. Pressley provided an update on the Series 2020 refunding bonds, which the Commission approved by resolution at the February meeting. David Cheatwood of First Tryon financial advisors has processed the refunding with a \$4.5 Million present value savings, or 11.1%, and a cash flow savings of \$350,000-\$360,000 annually.

The above was provided as information to the Commission.

6. BID FOR SSSD GENERATOR PREVENTATIVE MAINTENANCE AND SERVICES

Sealed bids for the preventative maintenance and service of diesel generators were received on February 25, 2020. The Spartanburg Sanitary Sewer District owns 34 diesel generators which are located throughout Spartanburg County. These generators vary in size, style, and manufacturer. The successful vendor is responsible for providing labor, supervision, materials, equipment, transportation, and services necessary to provide preventative maintenance services for the generators, load bank testing, and to provide repair and maintenance services on an as need basis.

The scope of work requires the vendor to follow a predetermined maintenance schedule where each generator is serviced annually using a detailed inspection and preventative maintenance checklist; 24/7 emergency response; monthly reporting on services completed; and a warranty for services and parts. The scope of work also requires the generators to be load bank tested once every three years or as required by code.

Bids were received from four service providers. A tabulation of the bids is listed below. The cost information provided reflects a three year schedule in order to include the staggered costs for load bank testing each generator.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Cummins, Inc. Spartanburg, SC	\$94,246
Blanchard Power Systems Greenville, SC	\$112,962
Nixon Power Services Charlotte, NC	\$120,795
W.W. Williams West Columbia, SC	\$121,040

Management recommended the contract be awarded to the lowest responsible bidder, Cummins, Inc., at a total contract cost of \$94,246.

Funding will be provided from a combination of SSSD operating funds. Mayor White moved and Ms. Barnes seconded the motion to approve management's recommendation to award the contract to the lowest responsible bidder, Cummins, Inc. The motion passed unanimously.

7. CHAPLAINCY PROGRAM

Spartanburg Water has offered an Employee Assistance Program (EAP) to our staff and their families to support them with issues that could adversely affect their work and personal lives. In the current program, employees request assistance and are assigned a counselor to work with for a limited number of visits (8) per issue. Due to the consolidation by the current provider and the relocation to Columbia, the provider has struggled to find counselors that are available during non-traditional business hours. Spartanburg Water seeks to provide a more comprehensive and timely care support, so a team was put together to research other support options. Various options to the current employee assistance program were evaluated and a Chaplaincy program was identified.

A Chaplaincy program would enhance a positive organizational culture by providing regular on-site care support for employees and their families. A nondenominational Chaplaincy program provides a personal connection between the employee and Chaplain and offers the same range of support and referrals to additional resources for both employees and their families.

SWS would have two chaplains, a male and female, assigned to our company providing biweekly onsite support at each of our locations around the county to become acquainted with our staff. The staff could also access a Chaplain directly 24/7 through a downloadable online application. Some areas that a Chaplain provides support with are:

- Balancing work and family
- Dealing with loss or sickness
- Managing conflict, anger or stresses
- Personal finances
- Developing communication skills
- Blended families

Management recommended Marketplace Chaplains as our company employee care service based on the wider range of services offered. The cost of the program will be funded from the Human Resources operating budget and allocated \$6,062 to Spartanburg Sanitary Sewer district and \$17,254 to Spartanburg Water.

Ms. Schneider stated that Spartanburg Water has provided employees with the Employee Assistance Program for many years. Recently, due to the consolidation by the current provider and the relocation to Columbia, the provider has struggled to find counselors that are available during non-traditional business hours. Spartanburg Water seeks to provide a more comprehensive and timely care support, so a team was put together to research other support options. Various options were evaluated and a Chaplaincy program was identified.

Spartanburg Sanitary Sewer District Commission – Regular Meeting, April 23, 2020

Mr. Blanton asked how services were monitored. Ms. Schneider provided a recent example of calling for service after hours, and no assistance was available.

Ms. Barnes asked what the cost comparison was and confirmed that communication between the service provider and employee is confidential. Ms. Schneider said the cost comparison was approximately a \$6,000 increase and confirmed that all services are confidential.

Mr. Littlejohn asked if the Chaplains providing service have received training and if they are insured. Mr. Pressley stated that Marketplace hires experienced providers as well as provides their own classroom training; which includes mentoring, testing, and crisis training.

Ms. Viney moved and Ms. Barnes seconded the motion to approve management’s recommendation to use Marketplace Chaplains as the Spartanburg Water employee’s care service provider. The motion passed unanimously.

8. NOTIFICATION OF ENACTMENT OF EMERGENCY PROCUREMENT – OWENS STREET GRAVITY SEWER MAIN REPAIR

On March 27, 2020, staff discovered that a section of the 8" concrete sewer line between Owens Street and George Street in the Duncan Park area had deteriorated to a point-of-failure and was blocking all flow within the line. Immediate measures were taken to control the flow by setting up bypass-pumping. A complete evaluation/survey was conducted on the condition of the approximately 300 LF of concrete line within this section of the system. Based on the conditions discovered, the decision was made to replace the entire section of line.

Due to the need for immediate response, the use of by-pass pumping to maintain sewer service, and safety concerns associated with the depth of the existing line, staff drafted a scope-of-work, initiated an Emergency Procurement Request, and received approval to retain services from one of the pre-qualified contractors. The scope-of-work outlined the replacement of 282 LF of 8" concrete gravity sewer line with 8" PVC, clearing, erosion control, replacement of one manhole, restoration of four sewer services, asphalt paving, and grassing.

Staff received quotes from three pre-qualified contractors to complete the work.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>	<u>PROPOSED DATE</u>
Payne McGinn & Cummins Travelers Rest, SC	\$108,998	May 11, 2020
Double R Utilities Gaffney, SC	\$163,020	April 2, 2020
McClam & Associates Little Mountain, SC	\$225,874	April 13, 2020

Spartanburg Sanitary Sewer District Commission – Regular Meeting, April 23, 2020

Double R Utilities Inc., was the pre-qualified contractor selected based on their availability to begin the project in an expedient manner at a cost of \$163,020. The project was funded from the SSSD collection system rehab fund.

Bobby Walden provided the Commission with an overview of the Emergency Procurement – Owens Street Gravity Sewer Main Repair.

The above was provided as information to the Commission.

9. NOTIFICATION OF ENACTMENT OF EMERGENCY PROCUREMENT – SHORESBROOK INTERCEPTOR REPAIR

During the extreme rainfall event in February, the creek bank along Cub Branch eroded from the flooding waters exposing and washing-out a section the 12" Shoresbrook Interceptor Sewer Gravity Main. This failure occurred along Cub Branch approximately 600' upstream from the North Tyger River. Staff made a temporary emergency repair to reconnect the sewer line to eliminate the discharge of sewer into the creek. However, the erosion caused from the flooding along this section of pipeline created a reverse grade that would require the pipeline to be removed and replaced, or to be relocated to achieve the desired grade to ensure the District could maintain a properly functioning gravity sewer line. In addition, the existing pipeline remained exposed and if an additional heavy rain event occurred, the pipeline would most likely fail.

Based on the conditions and the likelihood of failure, staff initiated an Emergency Procurement Request and received approval to retain services from one of the pre-qualified contractors to relocate approximately 175 LF of 12" SDR26 pipeline, install one standard manhole, make both reconnections, and to repair and perform erosion control along the creek bank.

Three pre-qualified sewer contractors visited the site with staff and provided quotes. Dillard Excavating Co. provided the lowest quote of \$87,520 and could mobilize quickly to the site. Dillard Excavating was selected to make the repairs as identified within the scope of work. The project was funded from the SSSD collection system rehab fund.

Bobby Walden provided the Commission with an overview of the Emergency Procurement – Shoresbrook Interceptor Repair. This is the fourth repair project due to damages that occurred from the storms in February.

Mr. Walden stated that the total cost for the four projects is \$285,436.

Ms. Viney asked if FEMA or another entity would provide reimbursement for these costs. Ms. Schneider stated that these costs are included in the request for reimbursement from FEMA. Mr. Pressley stated that staff is participating in the continuation of steps with the FEMA contact and will continue to pursue reimbursement of these costs.

The above was provided as information to the Commission.

10. LAWSON FORK FACILITY IMPROVEMENTS PROJECT – CHANGE ORDER #1

The Lawson Fork Facility Improvements Project was developed following a detailed evaluation of the facility by the engineers at Goldie Associates, Inc. The recommended improvements included equipment replacement and rehabilitation at the headworks of the facility (Phase 1) and the need to address the deterioration of the concrete wetwell at the transfer pump station (Phase 2).

As part of their earlier work, Goldie Associates had obtained quotes from three contractors to perform the specialized Phase 2 concrete rehabilitation and lining work at the transfer pump station.

<u>SPECIALTY CONCRETE REHABILITATION COMPANIES</u>	<u>AMOUNT OF QUOTE</u>
Dun-Right Services, Inc. Florence, SC	\$237,602
Southern Painting and Maintenance Specialists, Inc. Greenville, SC	\$294,084
Everlast Rehab Milltown, WI	\$483,000

In addition to the specialized concrete work, there would be additional support needed including bypass pumping around a portion of the pump station wetwell. Initial cost estimates indicated that Phase 1 work at the headworks would need to be completed first, followed by the Phase 2 work at the pump station in a subsequent budget year.

Phase 1 of this project was publicly bid, awarded to Greenstone Construction, LLC in September 2019, and this work is currently underway.

A major part of the Phase 1 work is the need to install bypass pumping equipment to divert the influent flow around the headworks, while concrete rehabilitation and equipment replacement is underway. Staff realized that the bypass pumping equipment needed for Phase 1 was essentially the same as that needed for Phase 2, except for the location of the bypass. There appeared to be a cost-savings opportunity possible by issuing a Change Order to Greenstone Construction to add the Phase 2 work to their scope and include the relocation of the bypass equipment after Phase 1 was completed.

Dun-Right Services agreed to hold their previous low quote and operate as a subcontractor under the District's current contract with Greenstone Construction. Staff has negotiated a Change Order with Greenstone Construction for \$308,908.12 to administer all other work needed for Phase 2.

The proposed financial summary of the project is as follows:

Original Contract Price	\$ 779,350.00
Change Order #1	<u>\$ 308,908.12</u>
Revised Contract Price	\$1,088,258.12

Management recommended approval of Change Order #1 to the contract with Greenstone Construction, LLC of Seneca, SC, for the amount of \$308,908.12. This project will be funded by capital funds.

Ms. Schneider reviewed the Change Order to the contract with Greenstone Construction, LLC regarding the Lawson Fork Facility Improvements Project.

Ms. Barnes asked if the bid from Dun-Right Services, Inc., is for \$237,602 and the change order is for \$308,908.12, does that mean that Greenstone Construction, LLC is charging \$71,306.12 to be the primary contractor, and why.

Mr. Walden noted that the bypass pumping and equipment was a specialty task and it wasn't uncommon to sub-contract that work out.

Ms. Barnes stated that she did not expect any problems, but if there were problems with the work completed by Dun-Right, would Greenstone Construction, LLC be responsible for that. Ms. Schneider stated that Greenstone Construction LLC would be the responsible party.

Ms. Viney moved and Mr. Littlejohn seconded the motion to approve management's recommendation of the Change Order #1 for the Lawson Fork Facility Improvements Project in the amount of \$308,908.12. The motion passed unanimously.

11. 2019 ECONOMIC DEVELOPMENT REPORT

This report represents the economic development activity by Spartanburg Water during the 2019 calendar year.

Ms. Schneider noted that management normally reports economic development activity by Spartanburg Water during the calendar year rather than fiscal year due to availability of information by sources and it is shared with the Commission in February. Information wasn't complete for February and management felt it was best not to try to present on the first conference call for a Commission meeting in March.

Ms. Schneider shared highlights from a report provided to the Commission. For every dollar the SSSD spends, equals \$26 in economic investment. In 2019 there were projects and expansions that equaled to \$117 Million invested in the SSSD service area. There were 39 new development projects that included 18.5 miles of sewer line, 503 new manholes, and sewer service to 3,005 lots. This will have a future revenue impact of \$1.4 Million annually.

Spartanburg Sanitary Sewer District Commission – Regular Meeting, April 23, 2020

Ms. Schneider noted on the SWS highlights that for every dollar that the Commission of Public Works spends, equals \$13 in economic investment. In 2019 there were projects and expansions that equaled to \$69 Million invested in the water service area. There were 51 new projects, 9.2 miles of water line, 45 new fire hydrants, 20 fire services, and water service for 2,066 lots. There were five new participation projects that include five new fire hydrants and water service for 63 lots. This will have a future revenue impact of \$1 Million annually.

These are great returns on investment for the SSSD and the CPW. Spartanburg is projected to grow 20% by 2040. The maps provided show where growth is taking place. The additional information is provided regarding various economic growth for Spartanburg.

The above was provided as information to the Commission.

12. OWNERSHIP AGREEMENT – DILLON VILLAGE

Dillon Village Development, LLC proposes to construct approximately 2,032 linear feet of 8-inch gravity sewer line to provide service to 77 lots in Dillon Village Subdivision located off of Dillon Drive. 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 Dillon Village Development, 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.

13. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS

- A. Ms. Schneider reminded the Commission that the SSSD Budget Work Session will be held on May 26 from 10:30 a.m. until noon. The regular SSSD meeting will be held via teleconference at 2:15 p.m.
- B. Ms. Schneider stated there are some upcoming webinar events and information will be emailed to the Commission for review of their participation.

Meeting adjourned at 3:27 p.m.

G. Newton Pressley
Secretary-Treasurer