

MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, September 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, Littlejohn, Montgomery, Rice, and Willard. No one was absent.

The meeting was opened with the following statement:

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

1. PRAYER

Mr. Montgomery called the meeting to order and opened with a prayer.

2. APPROVAL OF MINUTES OF REGULAR MEETING OF AUGUST 22, 2023

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

3. MONTHLY FINANCIAL REPORT

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

The above was provided as information to the Commission.

4. RENEWAL OF RETIREE MEDICARE SUPPLEMENTAL INSURANCE

Spartanburg Water retirees who are 65 and over, are currently covered by a group Medicare Supplemental Insurance Plan that includes a Prescription Drug Plan coverage. The retiree Medicare Supplemental coverage is currently provided by United American Insurance Company, and the plan is up for renewal in January, 2024. Hank Steinberg, of Marsh McLennan Agency, has obtained renewal pricing from United American.

There is no change in the Medicare Supplemental Health Plan cost, but the Prescription Drug Plan coverage will increase 3.80%. The overall renewal pricing reflects a 1.85% increase in the premiums for 2024.

	Proposed 2024 Monthly Premium	Current 2023 Monthly Premium	Increase
Medicare Supplement Health Plan	\$204.00	204.00	0.00%
Prescription drug coverage	\$201.47	194.09	3.80%
Monthly Premium, per retiree	\$405.47	398.09	1.85%

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Funding for the retiree coverage is shared by Spartanburg Water (85%) and the retiree (15%), resulting in the following 2024 monthly cost allocation, per retiree:

	Monthly Cost Allocation
Spartanburg Water (85%)	\$344.65
Retiree (15%)	\$60.82
	<hr/>
	\$405.47

The annual net cost is included in the SSSD and SWS operating budgets in the Post–Employment Benefits budget line item. Management requested approval to renew over 65 retiree supplemental insurance coverage with United American.

Hariette Stinson, Human Resources Manager, provided an overview of the Renewal of the Retiree Medicare Supplemental Insurance agenda item to the Commission.

Ms. Barnes moved and Mr. Littlejohn seconded the motion to approve management’s recommendation for approval to renew over 65 retiree supplemental insurance coverage with United American. The motion passed unanimously.

5. PROCUREMENT POLICY REVISION

Management requested the Commission approve a revision to Section 20 of the Procurement Policy related to Cooperative Purchasing. The revision will allow management to utilize governmental cooperative purchasing entities to capitalize on the purchasing power of municipalities and government agencies nationwide.

CURRENT POLICY

Spartanburg Sanitary Sewer District may participate in or conduct a cooperative purchasing agreement for the procurement of any supplies, services, or construction with another government unit in accordance with an agreement between the participants. Spartanburg Sanitary Sewer District may enter into an agreement with any other public procurement unit for cooperative use of personnel, information, supplies, services, warehousing, and capital equipment in accordance with an agreement between the participants, provided such cooperative use will be advantageous to the Spartanburg Sanitary Sewer District.

RECOMMENDED CHANGE TO POLICY (IN YELLOW)

Spartanburg Sanitary Sewer District may participate in or conduct a cooperative purchasing agreement for the procurement of any supplies, services, or construction with another government unit in accordance with an agreement between the participants. Spartanburg Sanitary Sewer District may enter into an agreement with any other public procurement unit for cooperative use of personnel, information, supplies, services, warehousing, and capital equipment in accordance with an agreement between the participants, provided such cooperative use will be advantageous to the Spartanburg Sanitary Sewer District. **Spartanburg Sanitary Sewer District**

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may also procure supplies, services, or construction through Co-operative Purchasing Entities, which for purposes of this Policy means an organization or alliance of municipalities and/or other governmental bodies throughout the United States established in part to achieve economies of scale and/or innovations through group purchasing strategies, shared resources and/or centrally administered competitive procurement processes to afford value and discount pricing programs to its members.

Remsen Parrish provided an overview of the requested Procurement Policy Revision agenda item to the Commission.

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management's recommendation to revise Section 20 of the Procurement Policy related to Cooperative Purchasing, allowing management to utilize governmental cooperative purchasing entities to capitalize on the purchasing power of municipalities and government agencies nationwide. The motion passed unanimously.

6. MASTER SERVICES AGREEMENT FOR PROFESSIONAL CIVIL ENGINEERING, ENVIRONMENTAL AND REGULATORY CONSULTING SERVICES

Spartanburg Sanitary Sewer District (SSSD) recently requested a proposal from CDM Smith to provide a Master Services Agreement for professional engineering services on an as needed basis. CDM Smith specializes in a wide variety of disciplines related to the wastewater industry and SSSD has a long-standing relationship with CDM Smith.

Due to their qualifications and experience, as well as familiarity with water resource and environmental based planning, SSSD is interested in establishing a Master Services Agreement for engineering services to provide as needed support.

The proposed Master Services Agreement for professional services is based on a time and expense basis in accordance with an established schedule of fees.

Management recommended the Commission authorize the Chief Executive Officer to enter into a Master Services Agreement with CDM Smith for professional engineering services.

Rick Jolley provided an overview of the agenda item requesting a Master Services Agreement for Professional Civil Engineering, Environmental and Regulatory Consulting Services with CDM Smith.

Mr. Willard requested clarification about Master Service Agreements and on-call services, and how they are budgeted. Mr. Jolley stated that Master Service Agreements don't carry monetary value, it provides some of the required preliminary information, like insurance and fee structures.

Mr. Jolley also noted that if work is required, it would be brought back to the Commission for approval, and are typically budgeted items.

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Mr. Boyle stated SSSD has Master Service Agreements with other companies, but Master Service Agreements aren't required to do business with SSSD.

Bobby Walden stated that Master Service Agreements allow SSSD to have providers prequalified for services, which is a group of approved service providers, to send request for proposals to at a time of need.

Mr. Willard confirmed that the list consists of more than just one service provider, and management is requesting that CDM Smith is added to that group.

Ms. Viney moved and Mr. Littlejohn seconded the motion to approve management's recommendation and authorize the Chief Executive Officer to enter into a Master Services Agreement with CDM Smith for professional engineering services. The motion passed unanimously.

**7. CHESNEE WASTEWATER TREATMENT FACILITY UPGRADE PROJECT –
AWARD OF ENGINEERING CONTRACT**

The Spartanburg Sanitary Sewer District assumed ownership of the City of Chesnee's entire wastewater system in January 2022. The collection system conveys an average daily flow of 0.15 million gallons per day (MGD) of wastewater to the Chesnee Wastewater Treatment Facility (WWTF). The original treatment plant is a 0.5 MGD activated sludge facility, constructed in the 1980's, that underwent an upgrade in 1995. The plant still has most of the originally installed equipment, which has met or exceeded its operational useful life. In some cases, the equipment is no longer functioning. Since taking over the facility, the District has performed the necessary maintenance to put the facility in proper operation and compliance. However, after years of minimal or deferred maintenance, the system is in critical need of improvements.

The District solicited Statements of Qualifications from interested engineering firms for the purpose of selecting a team for the Chesnee WWTF. The District received funding for this project from the South Carolina Infrastructure Investment Program (SCIIP). This federally funded Community Impact Grant will be administered by the South Carolina Rural Infrastructure Authority (RIA) using State and Local Fiscal Recovery Funds received through the American Rescue Plan Act (ARPA).

The interested firms were requested to provide Statements of Qualifications to include proposed Project Team, Similar Project Experience, Project Approach and Schedule, along with MWBE utilization and Community Benefits Program participation. The submitted packages were evaluated by five Spartanburg Water staff members using a weighted scoring matrix on the above listed criteria. The evaluation and scoring of the proposals were conducted by the evaluation team.

The Request for Qualifications (RFQ) was distributed to 14 firms which provide the type of services requested. Four proposals were received and evaluated.

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Proposals were received from the following firms:

- Ardurra Group, North Charleston, SC
- Summit Engineering Group, Spartanburg, SC
- Weston & Sampson, Greenville, SC
- Wright-Pierce, Simpsonville, SC

The highest scoring proposal was submitted by Ardurra Group. This firm provided a more favorable project approach and schedule, proposed team and relevant project experience in their proposal than the other firms. Based on the weighted matrix score, management recommends awarding the engineering services for the Chesnee WWTF Upgrade Project to Ardurra Group in the not to exceed amount of \$998,000. This project will be funded with ARPA/SCIIP grant funds along with a minimum 25% local match from sewer capital funds. The fees paid for these engineering services will be used as part of SSSD's local match.

Gene Jackson provided the Commission with an overview of the Chesnee Wastewater Treatment Facility Upgrade Project – Award of Engineering Contract agenda item. Mr. Jackson noted that this project will be funded with ARPA/SCIIP grant funds along with a minimum 25% local match from sewer capital funds. The fees paid for these engineering services will be used as part of SSSD's local match. The estimated project cost is 14 Million, SSSD's estimated cost is 2.5 Million.

Ms. Viney asked if the requested funds are for the entire project. Gene Jackson stated that the requested funds are for hard design and total engineering needs for this project.

Mr. Boyle added that there are typically three phases of a project: Design, Engineering, and Construction. This request does not include the construction.

Mr. Willard asked about deadlines for the ARPA/SCIIP grant funds. Gene Jackson stated that the projects have to be under contract by December 2024, and completed by 2026.

Mr. Littlejohn moved and Ms. Viney seconded the motion to approve management's recommendation and award the engineering services for the Chesnee WWTF Upgrade Project to Ardurra Group in the not to exceed amount of \$998,000. The motion passed unanimously.

8. REQUEST FOR ANNEXATION – ADDITIONAL PROPERTIES WITHIN THE MEADOWS CREEK DRAINAGE BASIN

On August 22, 2023, the Commission voted to petition the Spartanburg County Council to undertake the process of annexing 742 parcels, within the Meadows Creek Drainage Basin area, into the District's boundaries. Two additional properties, parcels 2-28-00-035.00 and 2-28-00-035.01, within the drainage basin have been identified for inclusion in the petition to Spartanburg County Council.

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Management recommended the Commission include these two additional parcels in the petition to Spartanburg County Council.

Gene Jackson noted that the Commission previously voted to petition Spartanburg County Council to undertake the process of annexing 742 parcels, within the Meadows Creek Drainage Basin area, into the District's boundaries.

Mr. Jackson stated that after further internal discussion and discussion with legal Counsel, two additional properties are requested to be included in the petition to Spartanburg County Council to be annexed into the District's boundaries.

Ms. Viney moved and Mr. Littlejohn seconded the motion to approve management's recommendation to include two additional properties, parcels 2-28-00-035.00 and 2-28-00-035.01, in the petition to Spartanburg County Council, to be annexed into the District's boundaries. The motion passed unanimously.

9. OWNERSHIP AGREEMENT – EVERLY SECTIONS 4 AND 7

Mark III Properties, LLC proposes to construct approximately 4,401 linear feet of 12-inch gravity sewer line, and 9,109 linear feet of 8-inch gravity sewer line to provide service to 117 residential lots in Everly Sections 4 and 7 located off of Carolina Country Club 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 Mark III Properties, LLC. Under the terms of the resolution adopted by the Commission on January 26, 2023, this agreement has been executed on behalf of the Commission by the Chief Executive Officer.

The above was provided as information to the Commission.

10. CHIEF EXECUTIVE OFFICER REPORT

1. Mr. Boyle provided an update on COVID. There has been minimal cases and exposure among employees. The Federal Government is offering free test kits that can be ordered online.
2. Mr. Boyle congratulated Ken Tuck for being reappointed to the SC Environmental Certification Board by Governor McMaster. Mr. Tuck's term is July 1, 2023, to June 30, 2027. The Commission congratulated Mr. Tuck.

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3. Mr. Boyle stated that the \$3.00 Convenience Fee went into effect on August 24, 2023. There have been less than ten complaints forwarded to the Customer Experience Manager.
4. Mr. Boyle informed the Commission that a Mass Communication Emergency Notification System was launched a couple of weeks ago. All employees will be notified, in the event of an emergency; weather, active shooter, etc., on their business or personal cell phone.
5. Mr. Boyle reminded the Commission of the upcoming retreat scheduled for Tuesday, November 14. More information to follow.
6. Mr. Boyle stated the Spartanburg Water participated in a video with partners, SPACE and PAL. The video outlines what PAL and SPACE will be working on in the DuPree Drive area and how Spartanburg Water is participating and no clearing to take place on Beechwood Drive.
7. Mr. Boyle noted that Employee Watershed Work Days will be held on October 17-18. Employees will be at all three reservoirs picking up trash on these days.
8. Mr. Boyle reminded the Commission that the annual United Way Campaign will continue through October 6, 2023.
9. Mr. Boyle stated that the WEFTEC Conference will be held September 30 through October 4.
10. Mr. Boyle reminded the Commission of the list of upcoming events and calendar provided in their mail.

Meeting adjourned at 2:49 p.m.

Camlyn M. Cole
Secretary-Treasurer

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