

MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, March 24, 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 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. 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 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

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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 recommended Commission approval of the Resolution for an Electronic Meeting.

Ms. Schneider stated that considering the recent developments regarding COVID-19 and the information received to have people not gather in groups in an effort to decrease the communication of the virus, Brad Love has prepared a Resolution for the Commission to review and if approved, the meeting will be held via teleconference. The key in this Resolution is that each member should be able to hear the proceedings and the motions should be clearly identifiable. If the Commission approves the Resolution, the meeting will continue.

Ms. Viney moved and Mr. Horton seconded the motion to approve the Resolution for an Electronic Meeting. The motion passed unanimously.

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

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

5. COVID-19 REPORT

Ms. Schneider stated that she would like to provide an update to the Commission on the status of Spartanburg Water so that everyone is on the same page.

Staff has been monitoring COVID-19 since late January and began working on the Continuity Business Plan. From the end of January until present, we continue to identify critical supply chains, evaluate for the risk of interruption and delay. In some situations, we have ordered additional supplies or found additional sources for supplies. Every department has reviewed their critical functions and staffing requirements. That is important because if we have people that get sick, how low can you go and what functions can you do in a department if people begin getting sick and how do we address those things so; they have been through that exercise. Our staff continues to be reminded to practice good hygiene by washing their hands and using hand sanitizer and we have that available in every area where staff is. Particularly within the last two weeks we have seen just the whole cancellation of meetings and press conferences. What Spartanburg Water did the Friday before the Governor canceled schools was reconnect 40 previously disconnected water accounts where customers had been disconnected due to nonpayment. We did turn those on despite the nonpayment, so that they would have access to water and sanitation. We are not having any turn offs for nonpayment. The other thing Spartanburg Water did was we ceased doing what we call a review and evaluation, aka R&E, where if a customer calls in and says, I don't understand why my water bill is high and I don't know what is happening. Staff will go out and do an R&E and look for a running toilet or some other source for the high bill. That often requires our staff enter a household and since we are no longer entering households, we

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now mail dye tablets and advise customers how to check. A week ago yesterday, we closed the main office to customer traffic, but we do have staff receiving phone calls and handling customers through the drive-thru. We also closed our warden's office at both Lake Bowen and Lake Blalock. We closed the picnic pavilions at those lakes and the playground, Anchor Park. The landings are still open and fishing permitted. We hope to be able to continue that if people can continue to keep their distance from each other and there is no problem with gatherings. Inside the office and various operations, our staff has minimized face-to-face meetings by utilizing conference calls and other technology. They have also evaluated staffing and alternated staff shifts and staggered schedules are being utilized throughout our company to ensure that work is being done, but reducing the opportunity for transmission. What that means is here in the main office for example, I have a smaller group of employees answering the phone in customer service. What this does is allow us not to have all of our staff working together to prevent that transmission, again that distancing, as well as, if a person is exposed and a staff member finds out later it doesn't involve the whole group. We also have field staff and a number of field technicians that are predominately reporting either directly to their work vehicle or to their job sites. Some of our staff are working remotely for a portion of their weekly work schedule. That could be from another work area or from their home. The supervisors and staff are monitoring staff availability and health daily. We have not had any problems. Most of our staff has what if questions. When we know the answer because we have prepared for it, we certainly should share that with our staff to elate concerns. Unfortunately as we have all been able to see the last few weeks is we don't always know what the next answer will be. We don't know what the next directive might be because the information changes so quickly. But we do keep communication up with our staff. The main issue we are working on this week is that our utility workforce is considered essential by Homeland Security and other entities. Spartanburg Water is currently coordinating with Spartanburg County Emergency Management to obtain credentials for our essential staff members. We are unsure if this state or our area will undergo a lockdown, but we are seeing curfews implemented around the Upstate. Again, staff are working through our plan, working with various agencies on the State, Federal, and Local level. Currently, everything is going well, but it's like anything else there's just a lot of uncertainty and we are working through it as situations come up. I am glad to take any questions and the executive staff is present if there is any specific question you would like to have answered.

Mr. Blanton asked how long the delinquent accounts will have access to water. Ms. Schneider stated that Spartanburg Water has not set a date as some other utilities have. Management is monitoring how the upstate is being effected, and how various agencies are dealing with it before making that decision.

Ms. Viney asked how many delinquent accounts have been restored. Ms. Schneider confirmed there were 40 accounts restored.

The above was provided as information to the Commission.

6. MONTHLY FINANCIAL REPORT

Newt Pressley presented a financial summary of SSSD expenditures and revenues for the eight-month period ending February 29, 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 advised that the refunding is not economically feasible or advisable at this time, due to the unfavorable shift in the bond market. Mr. Cheatwood will continue to monitor the potential transaction daily and will advise if the refunding becomes financially feasible.

The above was provided as information to the Commission.

7. HEALTH AND DENTAL INSURANCE RENEWAL

Management proposed 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.

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

Ms. Barnes moved and Mr. Littlejohn seconded the motion to approve management’s recommendation to approve the Spartanburg Water Health and Dental Insurance Plan that will become effective May 1, 2020. The motion passed unanimously.

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. According to USI, pricing for Amerisure and Berkshire Hathaway was out of range, so each declined to submit a formal quote. Management recommended remaining with Selective as our workers compensation carrier. The allocation between companies is \$33,539.75 for SSSD and \$100,619.25 for SWS.

Mayor White moved and Ms. Barnes seconded the motion to approve management's recommendation to remain with Selective as the workers compensation carrier. The motion passed unanimously.

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 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.

Mayor White moved and Mr. Horton seconded the motion to approve the Preventative Maintenance Agreement for LABWORKS LIMS. The motion passed unanimously.

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 recommended 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.

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Gene Jackson provided the Commission with an overview of the SCDOT Country Club Road Improvements Water and Sewer Relocations and the recommended Professional Services Agreement with Summit Engineering Group.

Ms. Barnes asked if there are any plans to extend existing sewer service further down Country Club Road. Mr. Jackson stated there are several places where sewer crosses over Country Club Road, but there are no plans to extend sewer service.

Mayor White moved and Mr. Littlejohn seconded the motion to approve management’s recommendation of a professional services contract with Summit Engineering Group based on their hourly rate schedule. The motion passed unanimously.

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 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 recommended 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.

Gene Jackson provided the Commission with an overview of the Skylyn Hall Pump Station Elimination Project.

Ms. Barnes moved and Mr. Horton seconded the motion to approve management's recommendation to enter into a professional services agreement for the Skylyn Hall Pump Station Elimination Project with Blackwood Associates, Inc. The motion passed unanimously.

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.

Bobby Walden provided the Commission with an overview of the Wastewater Collection System Flood Damage to Aerial Crossings.

The above was 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 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 was 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 was provided as information to the Commission.

15. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS

Ms. Schneider had no negotiations or miscellaneous administrative matters.

Meeting adjourned at 3:00 p.m.

G. Newton Pressley
Secretary-Treasurer