

AGENDA

SPARTANBURG SANITARY SEWER DISTRICT COMMISSION

REGULAR MEETING

MEETING PLACE: 200 Commerce Street

Tuesday, December 3, 2024, 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. CALL TO ORDER**
- 2. INVOCATION**
- 3. ELECTION OF OFFICERS FOR CALENDAR YEAR 2025**
- 4. APPROVAL OF MINUTES OF REGULAR MEETING OF OCTOBER 29, 2024**

OLD BUSINESS

- 5. PROPOSED 2025 COMMISSION MEETING SCHEDULE**

The Commission has been presented with the following meeting schedule for calendar year 2025 to approve as noted. All meetings are scheduled for the 4th Tuesday of the month with the exception of December 2025, which is scheduled for the 1st Tuesday of December.

January 28 *	February 25 *
March 25 *	April 22 *
May 27 *	June 24 *
July – No Meeting	August 26 *
September 23 *	October 28 *
November – No Meeting	December 2 **

*4th Tuesday of the month ** 1st Tuesday of the month

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AGENDA ITEMS 6-13 FINANCE AND PROCURMENT

6. MONTHLY FINANCIAL REPORT

A financial summary of SSSD expenditures and revenues for the four-month period ending October 31, 2024, will be reviewed by the Chief Financial Officer.

7. ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR FISCAL YEAR ENDING JUNE 30, 2024

The Commission's outside, independent auditing firm of Halliday, Schwartz & Company will review the Fiscal Year 2024, ended June 30, 2024, Audit and Annual Comprehensive Financial Report and communication letter for SSSD.

8. MWBE REPORT

Management will provide a review of the ongoing 2024 Minority and Women Owned Business Enterprise (MWBE) procurement initiative to the Commission. This review will provide the Commission with purchasing and procurement activity with MWBE businesses over the past year.

9. UNIFORM PROGRAM CONTRACT EXTENSION

Proposals were received on October 9, 2024, from suppliers who furnish and maintain employee uniforms for the Spartanburg Water System (SWS) and Spartanburg Sanitary Sewer District (SSSD). Two proposals were received from two different firms. After an evaluation of the proposals submitted, management is recommending closing the request and not awarding a contract at this time due to discrepancies in the proposals that were received. Discrepancies were caused by the absence of detailed information in the request.

The current contract with Cintas expires on December 31, 2024. Due to the timing of the current contract, management is requesting an extension of the current contract through December 31, 2025. If the extension is approved, there will be no change in current pricing or terms. Cintas has agreed to

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extend the current contract for the additional 12 months with no contractual changes other than extending the date of termination.

This will provide management time to re-evaluate the current request for proposal and create a more equitable procurement for this service.

10. TREE CUTTING AND REMOVAL – REQUEST FOR QUALIFICATIONS

Requests for Qualifications (RFQ) were received on November 19, 2024, in response to an RFQ that was sent out by procurement that will allow SSSD to compile a list of pre-qualified contractors for tree cutting and removal services. Due to the damage caused by Hurricane Helene, many trees have fallen or been damaged at various SSSD locations throughout Spartanburg County. The areas affected include SSSD facilities and sewer right-of-ways. The pre-qualified contractors may be called upon to submit competitive bids and/or proposals as needed. This alternative delivery method will expedite the competitive bidding process and the clearing of areas in a proactive manner that did not qualify initially as emergency clearing that was required to gain immediate access to many of our field locations.

We received responses from five contractors. Each of the respondents were scored based on the following criteria: (1) Company Information, (2) Experience, (3) MWBE utilization, and (4) Community Benefit Program.

After careful evaluation, management recommends approval of each of the following respondents as pre-qualified contractors for tree cutting and removal services:

Forest Edge Roebuck, SC	AP Construction and Transportation, LLC Boiling Springs, SC
D&A Tree Surgeons Spartanburg, SC	Heritage Land Management Campobello, SC
Utility Tree Service, LLC Shelby, NC	

Bids will be solicited from each of the pre-qualified contractors on an as-needed basis for a period not to exceed 24 months. Individual projects will not exceed \$50,000 each. Projects will be funded by SSSD operating funds.

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11. CONTRACT PUMP AND HAUL SERVICE AGREEMENT

Bids were received on October 30, 2024, for contract pump and haul services for the various wastewater treatment facilities to supplement work performed by SSSD personnel and equipment. Services are broken into two sections which include routine pump and haul requirements and emergency pump and haul requirements, whereby the agreement will be applicable to normal operating hours as well as after hours or emergency situations. In addition to general pump and haul provisions, the contractor may be required to clean tankage and transfer seed sludge from one of the eight facilities identified in the scope of work. Quantities for this agreement are estimated at 200 loads per year.

Invitations were forwarded to prospective bidders, published in the local media, and listed on the Spartanburg Water website. A tabulation of responses is listed below.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Hugh R. Simmons Septic Tank Services Wellford, SC	\$205 per load
ES Integrated Charleston, SC	\$698 per load
Dr. Flush Woodruff, SC	\$800 per load
Wind River Environmental, LLC Stanley, NC	\$1,800 per load

Management recommends an award be granted to Hugh R. Simmons Septic Tank Services based on their bid of \$205 per 2500 gallon load. Based upon an estimated 200 loads per year, the value of the contract would be approximately \$41,000 annually. Funding will be provided through the SSSD operating budget.

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12. WASTEWATER TREATMENT CHEMICALS BID

An online reverse auction event was held on November 13, 2024, in order to obtain pricing for wastewater treatment chemicals for the Spartanburg Sanitary Sewer District wastewater treatment facilities. A reverse auction is a type of auction in which the roles of the buyer and seller are reversed. A contract is put out to bid by a buyer and multiple suppliers offer bids on that contract. As the auction progresses, the price decreases as suppliers compete in an online, live event to win the contract. Nine vendors participated in the event. The pricing submitted is for the contract term January 1 - December 31, 2025. The results of the event are tabulated below.

	Chloride	Chloride Dry Granular	Sodium Hydrox 20%	Sodium Hydrox 50%	Sulfur Dioxide	Soda Ash	Polymer Liquid	Lime Slurry	Hydrated Lime	Sodium Hypochlorite 12%	Sodium Bisulfite 38%	Chlorine Tablets	Dechlorination Tablets	Chlorine	Sulfur Dioxide
<i>Estimated Annual Usage</i>	100 Tons	10,000 lbs.	50 Drums	50 Drums	50 Tons	650,000 lbs.	250,000 lbs.	1,000,000 lbs.	25,000 lbs.	200 Drums	130 Drums	50 Pails	50 Pails	26 Cylinders	26 Cylinders
<i>Unit of Measure</i>	Ton	Per 100 Pounds	Drum	Drum	Tons	Per 50 Pounds	Pound	Pound	Per 50 Pounds	Drum	Drum	45# Pail	45# Pail	150# Cylinder	150# Cylinder
<i>Current Price</i>	\$2,000.00	\$226.50	\$124.20	\$227.70	\$1,500.00	\$16.00	\$1.81	\$0.08	\$12.95	\$135.97	\$183.00	\$255.95	\$176.95	\$192.00	\$156.00
Univar Solutions USA		\$210.00	\$119.00	\$225.50		\$18.00			\$16.60	\$188.00	\$229.00				
Chemrite, Inc.		\$209.50										\$125.75	\$146.60		
JCI Jones Chemicals	\$1,969.00				\$1,249.00										
Water Guard, Inc				\$225.00						\$175.00	\$200.00				
Environmental Specialties							\$1,820								
Atlenco							\$1,835								
Brenntag Mid-South	\$1,970.00	\$224.50	\$120.00	\$224.50	\$2,100.00	\$16.00				\$135.97	\$183.00	\$126.03	\$147.14	\$192.00	\$156.00
Polytec, Inc								\$0.09							
CITCO Water	\$2,500.00	\$346.67	\$255.00	\$350.00	\$1,250.00	\$16.75			\$15.80	\$180.00	\$206.00		\$152.00	\$225.00	\$148.00

Management recommends awards to the responsive bidders for those products indicated on the bid tabulation summary. Funding will be provided through the annual operating fund.

13. LOBBYING SERVICES – THE TALLON GROUP

The Tallon Group, Inc., a South Carolina Corporation engaged in Lobbying and Consulting Services, has been engaged by Spartanburg Water since the 2021/2022 Legislative session. Management is requesting that the Tallon Group be retained by Spartanburg Water for the 126th Legislative Session of the South Carolina legislature. This is a two-year session that begins January 14, 2025 and will run through May 2026. The Tallon Group will continue to assist with lobbying efforts and legislation that benefits public water and wastewater as well as individual issues that may impact only Spartanburg Water. Currently, the Tallon Group is working on two pieces of

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legislation for Spartanburg Water that will impact public utilities in a positive manner statewide if they are successful in being passed.

The current contract with the Tallon Group is for two years at a cost of \$90,000 per year with a 30-day notice of termination clause and no termination penalty should Spartanburg Water wish to exit the agreement at any time. Costs will be shared equally between the Spartanburg Sanitary Sewer District and the Commissioners of Public Works and billed at a rate of \$3,750 per utility per month.

Management is recommending approval of this two year engagement.

AGENDA ITEMS 14-16 OPERATIONS

14. WATERSHED GRANT

Each year, for over a decade, during the month of October, Spartanburg Water has solicited grant proposals from organizations in Spartanburg County whose mission, project or programs, aligns well with the Mission of the Spartanburg Sanitary Sewer District and the Commissioners of Public Works of the City of Spartanburg, SC. Prior to 2023, grant proposals that were received were reviewed by Spartanburg Water Administration and then recommendations for funding were presented to the Commission for consideration and approval. During calendar year 2023, the overall grant submission and recommendation process was revamped. Some of the changes made to the grant process included establishing a line item grant budget; establishing an internal grant review committee comprised of 6-7 Spartanburg Water employees including team members from the watershed department, engineering department, communications department, construction and distribution department, customer experience department and wastewater operations department. Overall grant qualifications and considerations were also addressed that included a renewed focus on project based grant funding, limitations on operational grant support as well as the number of consecutive years that an organizational grant might be awarded. Matching requirements for specific grant requests were also considered in the new considerations.

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Proposals for grant funds have historically been reviewed by staff during the month of November and presented by the CEO to the Commission during the December Commission meeting.

For the current fiscal year 2025, our approved grant budget is \$40,000. During October we had two submissions for grant funds to be considered for fiscal year 2025 funding.

GRANT PROPOSAL #1

P.A.L. (Play. Advocate. Live Well.)

The mission of P.A.L. (Play. Advocate. Live Well.) advances active living, promotes eating healthy and fosters health equity. The focus goal of P.A.L. 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. P.A.L. identifies itself as a small nonprofit working to enact large scale change. One of P.A.L.'s strategic plan intentions is to enhance the Daniel Morgan Trail System.

P.A.L. has requested watershed grant funding to develop a Watershed Ecology Education Station focused directly on providing an educational experience, increasing understanding of the watershed ecology specific to the local region, and encouraging the community to engage in the Daniel Morgan Trail System.

P.A.L.'s specific request is to construct an educational boardwalk and overlook at Duncan Park, a City of Spartanburg owned park system. The organization wants to provide signage and interactive watershed ecology pieces as part of an educational exhibit, and to use marketing for the exhibit to more widely advertise the amenities provided at Duncan Park and the Daniel Morgan Trail System.

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The total request was for \$50,000 to support this initiative.

Boardwalk Construction	\$35,000
Student Stipend	\$ 2,000
Signage	\$ 8,500
Interactive Pieces	\$ 3,000
Marketing	<u>\$ 1,500</u>
Total	<u>\$50,000</u>

The Watershed Grant Committee reviewed the request and recommends a grant for \$13,000, which would include the funding for the marketing of the exhibit, signage, and interactive pieces of the project.

The grant would be funded equally with \$6,500 from SSSD and \$6,500 from SWS.

GRANT PROPOSAL #2

Watershed Ecology Center

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 2025 is to reach 20,000 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.

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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.

The total request was for \$24,000 to support this initiative.

K-8 Education Programs	\$17,000	(K-8 Programs includes support for updating plans to match SC College readiness standards)
Adopt-A-Stream	\$ 2,000	
Summer Camp	\$ 2,500	
Teacher Education	\$ 1,000	
Community Outreach	\$ 1,500	
Total	<u>\$24,000</u>	

The Watershed Grant Committee reviewed the request and recommends a grant for \$15,500.

This grant would fund the requests for Adopt-A-Stream, Summer Camp, Teacher Education and Community Outreach. It would reduce the request for K-8 Education Programs from \$17,000 to \$8,500. The committee asked the Watershed Ecology Center to further identify and clarify support, and the Watershed Ecology Center defined support as hours to revise and develop lesson plans, train education staff, and for instructional supplies. The committee reached the decision that conducting lesson planning would be considered staff time and that paying staff time did not meet the grant criteria.

The grant would be funded equally with \$7,750 from SSSD and \$7,750 from SWS.

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**15. FAIRFOREST BASIN LARGE LINE CLEANING AND CCTV PROJECT PHASE VI
– UPDATE**

On October 25, 2022, the Commission approved the contract cleaning and CCTV/Sonar inspection of approximately 8,500 linear feet of large diameter sewer lines along the Fairforest Creek from the terminus of the Phase V project near South Liberty Street to SC 295 near the A. Manning Lynch Wastewater Treatment Facility. Hydrostructures, Inc., of Cayce, SC was awarded the work at that time at a cost of \$849,300.00.

The work was successfully completed as of September 19, 2024, at a total cost of \$775,932.80 and at a cost savings of \$73,367.20.

The above is provided as information to the Commission.

**16. SOUTH TYGER RIVER PROFESSIONAL ENGINEERING REPORT APPROACH
FOR FACILITY UPGRADE**

The current South Tyger River WWTF permitted for 1,000,000 gallons a day (GPD) and was put in service in 1999. Since this time, the area has continued to develop and the population of the area has continued to increase. In 2009, the average flow was 50,000 GPD. Last month, the average flow was at 500,000 GPD and is approaching the capacity level in which an upgrade assessment is required. A Request for Proposals for an approach to the development of a Preliminary Engineering Report was sent to seven firms in September and three firms responded with detailed written approaches:

Wright-Pierce – Greenville, SC
GHD – Columbia, SC
GMC – Greenville, SC

A review committee comprised of four employees reviewed and graded the proposals based on the firm's experience, approach, cost, MWBE utilization and community benefit participation.

Management recommends awarding the development of a Preliminary Engineering Report to Wright-Pierce for a cost not to exceed \$191,680.00. This work will be funded through the Capital Improvements Plan.

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AGENDA ITEMS 17-19 ENGINEERING

17. CHESNEE WWTP UPGRADE PROJECT – GUARANTEED MAXIMUM PRICE (GMP)

On June 20, 2024, Commission approved entering into a Construction Manager at Risk contract with Harper Corporation General Contractors, Inc. for the Chesnee Wastewater Treatment Plant Upgrade. The project scope includes upgrading equipment and systems at the wastewater treatment facility where much of the infrastructure has reached the end of its useful life. The original treatment plant is a 500,000 gallon a day activated sludge facility, constructed in the 1980's, that underwent an upgrade in 1995. The initial contract phase included preconstruction services for the contractor to complete constructability evaluations, obtain equipment and subcontractor pricing and to value engineer in order to determine a Guaranteed Maximum Price (GMP) for construction of the project.

Over the past several months, workshops and conference calls have been conducted between staff, Ardurra (Engineer), and Harper Corporation (general contractor). On November 6, 2024, a 90% design-review workshop was held with representatives of Ardurra, Harper and SSSD. During this workshop, the final design, equipment selection and costs were established, and Harper provided the GMP for the construction phase of the project.

Management recommends the Commission authorize the Chief Executive Officer to execute an amendment to the current Construction Manager at Risk (CMAR) Contract with Harper Corporation General Contractors, Inc., in the amount of \$12,721,315.79. The project will be funded by ARPA/SCIIP grant funds and matching capital funds as required. The award of the amendment will be contingent upon approval by SC Rural Infrastructure Authority. The financial summary is listed below:

Original CMAR Contract (Pre-Construction Services)	\$70,000.00
Amendment 1 (GMP Construction Contract)	\$12,721,315.79
Total Contract Amount	\$12,791,315.79

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18. OWNERSHIP AGREEMENT – BRYANT ROAD INDUSTRIAL PARK

Bryant Road Land, LLC proposes to construct approximately 2,550 linear feet of 10-inch gravity sewer line to provide service to one commercial lot in Bryant Road Industrial Park located off 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. SSSD will participate in the off-site sewer construction cost in accordance with the Sewer Extension Policy adopted January 26, 2023.

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 Bryant Road Land, 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 is provided as information to the Commission.

19. OWNERSHIP AGREEMENT – QUIKTRIP #1142

QuikTrip Corporation proposes to construct approximately 194 linear feet of 8-inch gravity sewer line to provide service to 2 commercial lots for QT #1142 located at Reidville Road and Highway 101. The sewer line will connect to the existing SSSD infrastructure. The domestic waste will be treated at the South Tyger River 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.

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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 QuikTrip Corporation. 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 is provided as information to the Commission.

20. CHIEF EXECUTIVE OFFICER REPORT

21. REFERRALS

22. ADJOURNMENT