

## MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, December 3, 2024, 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, and Willard. Mayor Rice was absent.

Attendees: Guy Boyle, Cam Cole, Gene Jackson, Robert Walden, Rick Jolley, Remsen Parrish, Kevin Smith, Kevin Brown, Ken Tuck, Corey Reid, Hariette Stinson, Jennifer Candler, Lance Johnson, Jon Morgan, Karyn Lemon, Trish Heatherington.

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. CALL TO ORDER

Commission Chair, Louie Blanton, called the meeting to order and noted that Mayor Rice and Commissioner Montgomery were not present.

### 2. INVOCATION

Commissioner Willard opened with a prayer.

Mr. Montgomery arrived at 2:17 p.m.

### 3. ELECTION OF OFFICERS FOR CALENDAR YEAR 2025

Mr. Montgomery moved and Mr. Littlejohn seconded the motion to nominate Mr. Blanton as Chair. The motion passed unanimously.

Ms. Barnes moved and Mr. Montgomery seconded the motion to nominate Mr. Willard as Vice Chair. The motion passed unanimously.

### 4. APPROVAL OF MINUTES OF REGULAR MEETING OF OCTOBER 29, 2024

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

## OLD BUSINESS

### 5. PROPOSED 2025 COMMISSION MEETING SCHEDULE

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

Spartanburg Sanitary Sewer District Commission – Regular Meeting, December 3, 2024

|                       |               |
|-----------------------|---------------|
| 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 ** |

\*4<sup>th</sup> Tuesday of the month    \*\*1<sup>st</sup> Tuesday of the month

Mr. Willard moved and Ms. Barnes seconded the motion to approve the proposed 2025 Commission meeting schedule. The motion passed unanimously.

**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, were reviewed by Cam Cole, the Chief Financial Officer. An explanation was provided for the favorable and unfavorable budget variances.

Mr. Blanton asked if the favorable salary budget position is due to vacancies. Ms. Cole stated there are currently six non-exempt and one exempt position available, so the favorable position is also due to timing.

Ms. Viney asked what exempt position is vacant. Mr. Boyle provided employee vacancy information to the Commission via email on December 10, 2024.

The above was provided as information to the Commission.

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

Karyn Lemon, of Halliday, Schwartz & Company reviewed the Annual Comprehensive Financial Report and communication letter for SSSD with the Commission and offered an unmodified audit opinion for fiscal year ending June 30, 2024, in accordance with generally accepted accounting principles.

Ms. Lemon noted that she had recently met with the audit committee. The meeting went well and was a good report.

Mr. Willard noted that the Sewer Audit Committee, consisting of Commissioner Barnes, Commissioner Littlejohn, and Commissioner Willard, met with Karyn Lemon regarding the Annual Comprehensive Financial Report for Fiscal Year Ending June 30, 2024. The audit committee found the report to be favorable and recommended the Commission accept this report.

Ms. Lemon stated that there was an update to the Capitalization Policy for bulk purchases. Changes for clarification reflect anything over \$50,000 that has been purchased in bulk, will be capitalized.

Spartanburg Sanitary Sewer District Commission – Regular Meeting, December 3, 2024

Mr. Willard asked if management would review and bring a recommendation back to the Commission at a future meeting on the dollar limits of items that are capitalized, which is currently set at \$1,000 and based on the size of the organization, may be too low. Management has discussed this over the past few years and will bring a recommendation back to the Commission in the near future.

Ms. Lemon stated that while performing the audit, it was discovered that on June 30, 2024, \$500,000 needed to be reported as a grant receivable in Capital contributions. The financial statements have been adjusted and correct as presented. A year-end review has been put in place to ensure this is processed correctly in the future. An Internal Control letter was provided to confirm this update.

Mr. Boyle noted and Ms. Lemon agreed that Capital Assets and Capital Contributions were actually understated, not overstated. These adjustments have been made and reflect correctly in the financial statement.

Mr. Willard stated that SSSD had a good financial year, but noted there are a lot of obligations for improvement to infrastructure.

The above was provided as information to the Commission.

**8. MWBE REPORT**

Remsen Parrish, Procurement and Fleet Operations Manager, provided a report on the MWBE Program. Spartanburg Water spent approximately \$480,000 with certified MWBE suppliers in 2024. This was a decrease of approximately \$340,000 in purchasing transactions with MWBE vendors compared to 2023. A reduced purchase of ductile iron pipe and a vendor change for a DWT chemical vendor contributed to the lesser spend. Two new MWBE vendors were added to the approved vendor list in fiscal year 2024, for a total of 134. This list is updated and distributed to the Budget Managers on a monthly basis.

The above was provided as information to the Commission.

**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 requested an extension of the current contract through December 31, 2025.

Spartanburg Sanitary Sewer District Commission – Regular Meeting, December 3, 2024

If the extension is approved, there will be no change in current pricing or terms. Cintas has agreed to 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.

Remsen Parrish reviewed the Uniform Program Contract Extension agenda item and stated that upon reviewing the proposals, there was some discrepancy in pricing that made it hard to determine actual costs between the two proposals. Cintas has agreed to extend the current contract for the additional 12 months with no contractual changes other than extending the date of termination. Both vendors agreed to a rebid with better clarification.

Ms. Barnes moved and Mr. Littlejohn seconded the motion to approve management’s recommendation for a request to extend the current contract through December 31, 2025. The motion passed unanimously.

**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 recommended approval of each of the following respondents as pre-qualified contractors for tree cutting and removal services:

|   |  |
|---|--|
| Forest Edge<br>Roebuck, SC              | AP Construction and Transportation, LLC<br>Boiling Springs, SC |
| D&A Tree Surgeons<br>Spartanburg, SC    | Heritage Land Management<br>Campobello, SC                     |
| Utility Tree Service, LLC<br>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.

Spartanburg Sanitary Sewer District Commission – Regular Meeting, December 3, 2024

Remsen Parrish provided the Commission with an overview of the Tree Cutting and Removal – Request for Qualifications agenda item. The pre-qualified contractors would submit competitive bids as needed to expedite the bidding process for a period not to exceed 24 months or \$50,000 for each project.

Mr. Blanton asked if management was familiar with the recommended pre-qualified contractors. Mr. Parrish stated most of them have previously completed work for Spartanburg Water. AP Construction and Transportation, LLC, is relatively new and references were checked.

Ms. Viney asked if management knew how many projects would need to be done. Mr. Parrish stated there was no way to know at this point.

Mr. Boyle stated that management and staff are monitoring for price gouging on tree cutting and removal to ensure that fair pricing is received for not only SSSD, but also SWS.

Ms. Barnes moved and Mr. Montgomery seconded the motion to approve management’s recommendation for approval of each of the respondents as pre-qualified contractors for tree cutting and removal services. The motion passed unanimously.

**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.

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

Spartanburg Sanitary Sewer District Commission – Regular Meeting, December 3, 2024

Management recommended 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.

Remsen Parrish provided the Commission with an overview of the Contract Pump and Haul Service Agreement agenda item. Due to the wide range of bids, Mr. Parrish spoke with the incumbent and recommended provider, Hugh R. Simmons Septic Tank Services, and confirmed they were confident with their bid.

Mr. Montgomery moved and Ms. Barnes seconded the motion to approve management’s recommendation to award the bid to Hugh R. Simmons Septic Tank Services based on their bid of \$205 per 2500 gallon load. The motion passed unanimously.

**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       |
| <b>Univar Solutions USA</b>      |            | \$210.00              | \$119.00          | \$225.50          |                | \$18.00       |                |                | \$16.60       | \$188.00                | \$229.00             |                  |                        |               |                |
| <b>Chemrite, Inc.</b>            |            | \$209.50              |                   |                   |                |               |                |                |               |                         |                      | \$125.75         | \$146.60               |               |                |
| <b>JCI Jones Chemicals</b>       | \$1,969.00 |                       |                   |                   | \$1,249.00     |               |                |                |               |                         |                      |                  |                        |               |                |
| <b>Water Guard, Inc</b>          |            |                       |                   | \$225.00          |                |               |                |                |               | \$175.00                | \$200.00             |                  |                        |               |                |
| <b>Environmental Specialties</b> |            |                       |                   |                   |                |               | \$1.820        |                |               |                         |                      |                  |                        |               |                |
| <b>Atlenco</b>                   |            |                       |                   |                   |                |               | \$1.835        |                |               |                         |                      |                  |                        |               |                |
| <b>Brenntag Mid-South</b>        | \$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       |
| <b>Polytec, Inc</b>              |            |                       |                   |                   |                |               |                | \$0.09         |               |                         |                      |                  |                        |               |                |
| <b>CITCO Water</b>               | \$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 recommended awards to the responsive bidders for those products indicated on the bid tabulation summary. Funding will be provided through the annual operating fund.

Remsen Parrish provided the Commission with an overview of the Wastewater Treatment Chemicals Bid agenda item. Mr. Parrish noted that 12 of the 15 chemicals bid either saw a decrease or no change in price with an overall savings of approximately \$58,500, or 5% cost savings.

Mr. Montgomery moved and Mr. Littlejohn seconded the motion to approve management’s recommendation to award the bids to the responsive bidders of those products indicated on the bid tabulation summary. The motion passed unanimously.

**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 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 recommended approval of this two year engagement.

Guy Boyle provided the Commission with an overview of the Lobbying Services – The Tallon Group agenda item. Mr. Boyle stated that at the last renewal, Commissioner Willard requested the lobbying service engagement represent a two-year engagement.

Mr. Willard noted his recommendation was to ensure the same representation across the two-year legislative session.

Mr. Montgomery moved and Mr. Littlejohn seconded the motion to approve management’s recommendation that Spartanburg Water retain The Tallon Group 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 motion passed unanimously.

**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

Spartanburg Sanitary Sewer District Commission – Regular Meeting, December 3, 2024

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.

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.

Jon Morgan, Chief Lake Warden and Watershed Manager, provided the Commission with an overview of the Watershed Grant agenda item to include the Watershed Grant Committee and the grant review process.

**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.



Spartanburg Sanitary Sewer District Commission – Regular Meeting, December 3, 2024

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 recommended 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.

John Morgan stated that the Watershed Grant Committee reviewed the request from PAL and agreed that it supports the mission of Spartanburg Water. The request was for more than allowed funding so the committee reached out to PAL and asked if the project would move forward if Spartanburg Water could only support the funding for signage, interactive pieces, and marketing for a total of \$13,000. PAL confirmed it would solicit further funding and move forward, and the committee recommended approval of \$13,000 for the PAL grant.

Mr. Montgomery moved and Mr. Littlejohn seconded the motion to approve management’s recommendation to award the grant for PAL in the amount of \$13,000, equally funded with \$6,500 from SSSD and \$6,500 from SWS. The motion passed unanimously.

**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.

Spartanburg Sanitary Sewer District Commission – Regular Meeting, December 3, 2024

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 recommended 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.

Jon Morgan stated that the Watershed Grant Committee reviewed the request from the Watershed Ecology Center and agreed that it supports the mission of Spartanburg Water. Upon further clarification of requested funds, the committee recommended reducing the request for K-8 Education Programs from \$17,000 to \$8,500. The total grant funding recommended to the Watershed Ecology Center is \$15,500, which includes the Adopt-A-Stream program, Summer Camp, Teacher Education, Community Outreach, and \$8,500 for the K-8 Education Programs.

Ms. Viney suggested approving the full request in light of the impact that the Watershed Ecology Center has on educating the community, and also due to the loss of Director, Dr. Jack Turner. If for no other reason, provide the additional requested grant funding in Dr. Turner’s honor.

Mr. Montgomery asked if funding is available for this request.

Mr. Boyle stated that it is not a financial constraint, it is a grant philosophy constraint. Ken Tuck spent time last year working on the grant program to include stipulations for grants to be project oriented and also formed the

Spartanburg Sanitary Sewer District Commission – Regular Meeting, December 3, 2024

Watershed Grant Committee made up of employees from different departments. This is the second year this format was in place and the same grant information was provided again this year.

Mr. Boyle noted that one of the things he had asked for was how the grant money had been spent since they started in 2014. Almost 50% of grant funding, \$214,500, has been awarded to the Watershed Ecology Center since 2014. Some of that funding was operational, not project based. Spartanburg Water has made the decision to provide grant support for project based funding, not operational.

Mr. Littlejohn asked what other organizations support the Watershed Ecology Center, and is Spartanburg Water the only one. Ken Tuck stated other water districts also support the Watershed Ecology Center.

Ms. Barnes commended the committee for the exemplary job and being so thorough in their tasks.

Jennifer Candler added that the Watershed Grant Committee made all efforts to communicate Spartanburg Water grant requirements to all participants in full detail.

Ms. Viney complimented the Watershed Ecology Center for all they do with such limited staff. The Commission and management agreed that the Watershed Ecology Center does a great job educating the community regarding watersheds.

Ms. Barnes moved and Mr. Littlejohn seconded the motion to approve management's recommendation to award the grant for the Watershed Ecology Center in the amount of \$15,500, equally funded with \$7,750 from SSSD and \$7,750 from SWS. The motion passed unanimously.

**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.

Rick Jolley provided the Commission with an overview of the Fairforest Basin Large Line Cleaning and CCTV Project Phase VI agenda item.

Mr. Montgomery asked what the tonnage removed was and if there were any items of interest. Mr. Jolley will provide this additional information. Mr. Boyle sent photos and noted that 81 tons of material was removed during the large line cleaning Phase VI.

The above was 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 recommended awarding the development of a Preliminary Engineering Report to Wright-Pierce for a cost not to exceed \$191,680. This work will be funded through the capital improvement plan.

Rick Jolley provided the Commission with an overview of the South Tyger River Professional Engineering Report Approach for Facility Upgrade agenda item. Mr. Jolley noted that capacity has increased due to growth and an upgrade assessment is required due to approaching the capacity level.

Mr. Montgomery moved and Mr. Littlejohn seconded the motion to approve management's recommendation to award the development of a Preliminary Engineering Report to Wright-Pierce. The motion passed unanimously.

**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.

Spartanburg Sanitary Sewer District Commission – Regular Meeting, December 3, 2024

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 recommended 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        |
| <b>Total Contract Amount</b>                       | <b>\$12,791,315.79</b> |

Kevin Smith provided the Commission with an overview of the Chesnee WWTP Upgrade Project – Guaranteed Maximum Price (GMP) agenda item.

Mr. Montgomery asked if upgrades were made when the Chesnee WWTP was acquired. Gene Jackson stated that upgrades have not been made.

Mr. Willard asked when will this project be completed. Mr. Jackson stated by July 2026 due to the grant funding.

Mr. Littlejohn moved and Mr. Montgomery seconded the motion to approve management’s recommendation to authorize the Chief Executive Officer to execute an amendment to the current Construction Manager at Risk (CMAR) Contract with Harper Corporation General Contractors, Inc. The motion passed unanimously.

**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 was 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.

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 was provided as information to the Commission.

**20. CHIEF EXECUTIVE OFFICER REPORT**

- A.** Mr. Boyle presented Cam Cole a plaque in recognition of her first Bond Closing as Chief Financial Officer.
- B.** Remsen Parrish introduced the Fleet Services staff: James Marlow, John Anderson, Andrew Johnson, and Chris Rogers. Pam Poole was unable to attend. Fleet Services recently replaced the motor in a Ford – F450. This task is normally outsourced and takes 3-5 months at an approximate cost of \$17,000-\$18,000. The Fleet Service mechanics were able to complete this task in two days at a cost savings of approximately \$9,000. The Commission and management thanked staff and congratulated them on this accomplishment.
- C.** Mr. Boyle updated the Commission on the demolition of the North Tyger River Plant with completion expected by the end of January. The area is approximately 12 acres and will be returned to its natural state.
- D.** Mr. Boyle stated that management is also looking into beautifying the property around the Glendale Pump Station.

Spartanburg Sanitary Sewer District Commission – Regular Meeting, December 3, 2024

- E. Mr. Boyle noted that employees enjoyed the first Thanksgiving luncheon held in appreciation for everyone’s hard work and commitment during the Hurricane Helene storm response.
- F. Mr. Boyle stated that the annual Veteran’s Day Celebration was held on November 12 and noted that every branch of the military was represented except for the U.S. Space Force.
- G. Mr. Boyle informed the Commission that Spartanburg Water had a good turnout again this year for the PAL Annual Turkey Trot.
- H. Mr. Boyle noted that the calendar of events is provided.
- I. Mr. Boyle reminded the Commission that the Spartanburg Water 2<sup>nd</sup> Annual Holiday party will be held on Thursday, December 12 at the Marriott in the Heritage Ballroom.
- J. Mr. Boyle noted that MLK Week will be held in January. More details will follow.
- K. Mr. Boyle reminded the Commission that the Annual Administrative Office Christmas luncheon is scheduled for Thursday, December 5.

**21. REFERRALS**

Mr. Boyle informed the Commission of referrals that will be on the upcoming agenda in October. The Finance Department will have Janitorial Services, Clarifier Covers, Facility Mowing and Maintenance. The Operations Department will have the Tyger River Foundation and Hurricane Cost Update. The Engineering Department will have Arcadia Sewer Improvements.

**22. ADJOURNMENT**

Meeting adjourned at 3:32 p.m.

---

Camlyn M. Cole  
Secretary-Treasurer

tbh