

AGENDA

SPARTANBURG SANITARY SEWER DISTRICT COMMISSION

REGULAR MEETING

MEETING PLACE: 200 Commerce Street

Tuesday, January 23, 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. PRAYER**
- 2. OATH OF OFFICE**
- 3. ELECTION OF OFFICERS**
- 4. EXECUTIVE SESSION**

The Commission will enter into executive session to discuss personnel matters.

- 5. APPROVAL OF MINUTES OF REGULAR MEETING OF NOVEMBER 28, 2023**
- 6. MONTHLY FINANCIAL REPORT**

Cam Cole will present a financial summary of SSSD expenditures and revenues for the five-month period ending November 30, 2023, and the six-month period ending December 31, 2023.

The above is provided as information to the Commission.

- 7. ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR FISCAL YEAR ENDING JUNE 30, 2023**

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Halliday, Schwartz & Company will review the Annual Comprehensive Financial Report and communication letter for SSSD.

8. LOBBYING SERVICES – THE TALLON GROUP

The Tallon Group, Inc., a South Carolina Corporation engaged in Lobbying Services, has been engaged by Spartanburg Water since the 2022 SC State Legislative session. Management is requesting that The Tallon Group be retained through year two of the two-year 2023/2024 legislative session to assist with lobbying efforts. The Tallon Group is tracking a number of pieces of legislation for Spartanburg Water as well as working on several pieces of legislation including changes to Lake Bowen and other House and Senate Bills that were pre-filed in December 2023 that may negatively impact water and wastewater utilities should they prevail.

Management has written the contract with The Tallon Group to be for one year, with a 30-day notice of termination at any point in time.

Costs are the same as 2023 and are to be billed at a rate of \$3,750 per month for SWS and \$3,750 per month for SSSD.

9. COMMUNITY BENEFIT PROGRAM REPORT

Management will provide a 2023 report on the Community Benefit Program.

The above is provided as information to the Commission.

10. SPARTANBURG SAFETY TRAINING AND INCIDENT REPORT

A core element of our safety program is to perform safety observations, safety training and to report on incidents. Kevin Brown will present the Safety Training and Incident Data Report for the 2023 calendar year.

The above is provided as information to the Commission.

11. 2023 ANNUAL RECRUITING REPORT

Management will provide the Commission with a 2023 report on recruiting.

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12. BID FOR SEWER FACILITIES MOWING AND MAINTENANCE CONTRACT

Bids were received on November 21, 2023, for contractor services to mow and maintain 91 selected Spartanburg Sanitary Sewer District facilities. Invitations to bid were forwarded to prospective bidders, publicized in the local media, and posted to the Spartanburg Water System website.

Due to the large number of facilities, it is advisable that the contract be divided between multiple contractors. The facilities were divided into four routes (three for sewer and one for water). A tabulation of the responses is below listing annual cost.

Vendor	Route 1 Yearly Cost	Route 2 Yearly Cost	Route 3 Yearly Cost
Forest Edge Spartanburg, SC	\$44,100	\$45,360	\$28,980
Heritage Land Management, LLC Campobello, SC	\$46,200	\$45,360	\$28,980

Based on the results of the bid evaluations, management recommends awarding the contract for Route 1 to Forest Edge and Routes 2 and 3 to Heritage Land Management, LLC. The approval of the award for route one will be to Forest Edge in the amount of \$44,100 per year. Approval of the award for routes two and three will be awarded to Heritage Land Management in the amount of \$74,340 per year. Funding will be provided by the SSSD operating budget.

13. SPRING STREET SEWER REPAIR

In early July, contractors working for a developer on Spring Street reported issues when sewer taps were attempted. The collection line was filled with sanitary sewage. Evacuation of the material and camera work on the line indicated a sag in the line at the point of one of the taps. The repair was particularly challenging due to its depth, power duct banks, other utilities, and other underground features. A design of repair was initiated and contractors were solicited. Work was completed January 2, 2024, at a cost of \$242,000. The work was funded by the collection system rehabilitation fund.

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14. SEWER RIGHT-OF-WAY CLEARING PHASE XII – SUMMARY CHANGE ORDER

The Sewer Right-Of-Way Clearing Phase XII Project is now complete. The project was completed by C & S Nature Works of Boiling Springs, SC. The project scope called for the contractor to remove trees and clear vegetation from the right-of-way leaving a cleared right-of-way of no less than 25 feet wide along approximately 4,200 LF in four locations within the City of Spartanburg.

Change Order #1 was for an increase of \$11,500 to the contract price for clearing an additional 232 LF of sewer right-of-way along Arrowhead Road that was not identified in the original contract. This Change Order was executed per the Spartanburg Sanitary Sewer District Procurement Policy.

Change Order #2 was for an increase of \$1,200 to the contract price for a change in location from Beechwood Drive to Dupre Drive and the removal of additional trees and vegetation associated with the right-of-way clearing along Dupre Drive. This change order was executed per the Spartanburg Sanitary Sewer District Procurement Policy.

The financial summary of the project is as follows:

Construction Contract	\$179,625
Change Order #1	\$11,500
Change Order #2	<u>\$1,200</u>
Final Contract Amount	\$192,325

The above is provided as information to the Commission.

15. AUTHORIZATION TO ACQUIRE RIGHTS-OF-WAY UTILIZING THE LAW OF EMINENT DOMAIN – BENS CREEK SEWER IMPROVEMENTS PHASE II

The proposed route of the gravity sewer main that will be installed as part of the Bens Creek Sewer Improvements Project Phase II will require the

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acquisition of eighteen rights-of-way. Favorable responses have initially been received from the majority of affected property owners regarding the granting of rights-of-way; however, there may be some difficulty in obtaining approval from three of the eighteen. Discussions will continue with the property owners; however, if negotiations with one or more of the property owners prove to be unsuccessful, management requests that the Commission approve obtaining rights-of-way utilizing the Law of Eminent Domain.

Management recommends that staff be authorized to utilize the Law of Eminent Domain if any negotiations are unsuccessful.

16. OWNERSHIP AGREEMENT – BRIGHT-MEYERS RETAIL CENTER

Bright-Meyers 2001, LLC proposes to construct approximately 1,998 linear feet of 8-inch gravity sewer line to provide service to seven commercial lots in Bright-Meyers Retail Center located off Boiling Springs Road (SC Highway 9). 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 Bright-Meyers 2001, 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.

17. OWNERSHIP AGREEMENT – CLAIBORNE

South Tyger Properties, LLC proposes to construct approximately 6,850 linear feet of 8-inch gravity sewer line to provide service to 155 residential lots in Claiborne located off Finger Street and South Randolph Avenue in Landrum. The sewer line will connect to the existing SSSD infrastructure.

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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 South Tyger 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 is provided as information to the Commission.

18. OWNERSHIP AGREEMENT – MILLWOOD COTTAGES

Millwood Venture, LLC proposes to construct approximately 5,560 linear feet of 8-inch gravity sewer line to provide service to 143 residential lots in Millwood Cottages off Belcher 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 Millwood Venture, 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.

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19. OWNERSHIP AGREEMENT – PROJECT CORE-ERP

Morgan & Henry JOF ESA II, LLC proposes to construct approximately 770 linear feet of 12-inch gravity sewer line to provide service to one commercial lot for Project Core located off South Daniel Morgan Avenue. 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 Morgan & Henry JOF ESA II, 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.

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20. OWNERSHIP AGREEMENT – SAWYERS MILL

Holly Drive Properties, Inc., proposes to construct approximately 1,000 linear feet of 8-inch gravity sewer line to provide service to 32 residential lots in Sawyers Mill located off Seay 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 Holly Drive Properties, Inc. 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.

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21. SOUTH CAROLINA ETHICS FILING

Management will remind the Commission and required staff of the South Carolina Ethics Filing reporting deadline of noon on March 30, 2024.

22. CHIEF EXECUTIVE OFFICER REPORT