

## **AGENDA**

### **SPARTANBURG SANITARY SEWER DISTRICT COMMISSION**

#### **REGULAR MEETING**

**MEETING PLACE: 200 Commerce Street**

**Tuesday, October 25, 2022, 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. APPROVAL OF MINUTES OF JOINT EXECUTIVE SESSION MEETING OF SEPTEMBER 27, 2022 AND REGULAR MEETING OF SEPTEMBER 27, 2022**
- 3. RECOGNITION OF THE WATER STAFF TEAM DEPLOYED TO JACKSON, MISSISSIPPI**

Management would like to recognize Scott Duff, Wes Earls, and John Harris for their service and assistance with restoring drinking water services to the City of Jackson, Mississippi.

The above is provided as information to the Commission.

- 4. MONTHLY FINANCIAL REPORT**

Newt Pressley will present a financial summary of SSSD expenditures and revenues for the three-month period ending September 30, 2022.

- 5. RED FLAGS**

Spartanburg Water adopted the Red Flags Program in 2009 in response to federal legislation aimed at protecting consumers against identity theft. C.J. Armour, Customer Service Manager, will provide an annual update on the program status.

- 6. PROFESSIONAL SERVICES FOR A COMPENSATION STUDY**

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Tuesday, October 25, 2022**

Proposals were received on October 3, 2022, from professional consulting firms to perform a compensation study for Spartanburg Water. The scope includes the review of existing job descriptions; review of current salaries; benchmarking and establishing market value of each position’s salary; recommendations for improvements to job descriptions and pay scales; and the development of an implementation strategy.

An evaluation team made up of staff from Finance and Human Resources reviewed and scored the proposals received. The evaluation criteria consisted of the responder’s qualifications; approach and strategy; cost information; MWBE utilization; and Community Benefit Program. Each proposal was evaluated using a weighted score matrix, with the successful consultant being selected for the highest scoring proposal.

The solicitation drew responses from four consulting firms. A cost tabulation of the responses is listed below.

<b><u>BIDDER</u></b>	<b><u>AMOUNT OF BID</u></b>
Evergreen Solutions, LLC Tallahassee, FL	\$28,500
CBIZ Compensation Consulting St. Louis, MO	\$39,575
Davidson Group Greensboro, NC	\$44,500
Korn Ferry Los Angeles, CA	\$87,210

Management recommends a contract award for professional services be granted to CBIZ Compensation Consulting in the amount of \$39,575 based on their highest scoring proposal.

The consulting services contract cost will be funded by SSSD and SWS operating funds, and allocated as follows: SSSD (\$13,059.75) and SWS (\$26,515.25).

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

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Proposals were received October 10, 2022, for the contract cleaning and CCTV/Sonar inspection of approximately 8,550 LF of large diameter sewer pipelines along Fairforest Creek from the terminus of the Phase V cleaning project near S. Liberty Street to SC 295 at the A. Manning Lynch Wastewater Treatment Plant. The contractor will provide cleaning (removal of 100% of loose debris and 95% of hardened debris), transportation of debris for disposal, and pipeline inspection services.

The most recent sewer system evaluation indicated approximately 200 tons of debris remained in this section of pipeline to be cleaned and removed. Interested contractors were requested to provide proposals that included information on company history, project team, project approach, previous experience, current workload, financial and insurance information, MWBE Utilization, and community benefit program. The proposals were reviewed by an internal review team, who used a weighted scoring system in their evaluation.

The Request for Proposal (RFP) was forwarded to prospective contractors, advertised in the Spartanburg Herald-Journal and posted on the Spartanburg Water website Current Opportunities page. Two proposals were received:

<b><u>BIDDER</u></b>	<b><u>AMOUNT OF BID</u></b>
Hydrostructures, Inc. Cayce, SC	\$849,300.00
Bio-Nomic Services, Inc. Belmont, NC	\$858,312.50

Hydrostructures, Inc., received the highest score among the proposal review team and had the lowest bid. Management recommends the award of the contract for Phase VI of the Fairforest Basin Large Line Cleaning and CCTV project to Hydrostructures, Inc., of Cayce, SC, in the amount of \$849,300.00.

The project will be funded by the collection system rehabilitation fund. SSSD will be responsible for the landfill disposal fees.

**8. COLLECTION SYSTEM REHABILITATION UPDATE**

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Spartanburg Sanitary Sewer District has made a commitment to address the needs of its aging collection system infrastructure.

Management will provide an overview of the progress made by the Collection and Distribution Department to address these needs in the past fiscal year.

The above is provided as information to the Commission.

**9. OWNERSHIP AGREEMENT – RICHMOND HILL**

Holly Drive Properties, Inc. proposes to construct approximately 2,793 linear feet of 8-inch gravity sewer line to provide service to 93 residential lots in Richmond Hill located off of Asheville Highway. 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 May 29, 1990, this agreement has been executed on behalf of the Commission by the Chief Executive Officer.

The above is provided as information to the Commission.

**10. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS**