

## **AGENDA**

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

#### **REGULAR MEETING**

**MEETING PLACE: 301 SOUTH AVENUE  
SPARTANBURG, SC 29306**

**Tuesday, October 26, 2021, 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 REGULAR MEETING OF SEPTEMBER 28, 2021**
- 3. MONTHLY FINANCIAL REPORT**

Newt Pressley will present a financial summary of SSSD expenditures and revenues for the three-month period ending September 30, 2021.

- 4. WEF BOARD OF TRUSTEES – JANET CANN**

Janet Cann was recently selected to serve on the Water Environment Federation (WEF) Board of Trustees. She is one of six global WEF members appointed by the WEF Nominating Committee and confirmed by the House of Delegates to serve on the Board of Trustees

The Board of Trustees serves as the governing body of the WEF and holds legal authority and fiduciary responsibilities on behalf of the federation and its membership. The Board of Trustees also provide guidance and direction to implement the WEF Strategic Plan.

Ms. Cann will serve a three year term.

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**5. COLLECTION SYSTEM REHABILITATION UPDATE**

Spartanburg Sanitary Sewer District has made a commitment to address the needs of its aging collection system infrastructure. In FY 21, approximately \$801,041 was invested in the rehabilitation of the collection system.

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

**6. 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.

**7. CYBER SECURITY UPDATE**

Kevin Brown, Director of Administrative Services, will review strategic measures to protect electronic data and enhance cyber security.

**8. COVID-19 REPORT**

Management will provide the Commission with an update.

**9. RENEWAL OF HEALTH INSURANCE CONSULTING SERVICES**

Steinberg and Associates has represented Spartanburg Water as its consultant/broker of record for health, dental, disability, and voluntary life plans since October, 2009. (This includes vision, prescription drug cards, and reinsurance as applicable). Steinberg and Associates provides oversight and guidance needed in connection with the complex medical insurance industry.

Their services include:

- design assistance with benefit plans
- identify cost savings and cost recoveries
- claim problem resolution
- negotiate the annual renewal

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- assist with compliance and benefit laws
- coordinate RFP processes
- implementation of plan renewal
- semi-annual review and analysis of plan performance
- assist with benefit summaries for employee communication

Steinburg and Associates has submitted a renewal proposal for their services in the amount of \$30,000, which represents no increase in cost from the previous year. Management requests Commission approval of the consulting service agreement with Steinburg and Associates for 2022. The service agreement cost will be allocated as follows: SSSD (\$7,800) and SWS (\$22,200).

**10. FAIRFOREST BASIN LARGE LINE CLEANING AND CCTV PROJECT – PHASE V**

Proposals were received October 1, 2021, for the contract cleaning and CCTV/Sonar inspection of approximately 10,520 LF of large diameter sewer pipelines of varying materials along Fairforest Creek from the terminus of the Phase IV 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.

There are no known issues with sanitary sewer overflows (SSO's) along this section of pipe; however, the most recent sewer system hydraulic model update and system evaluation indicated the opportunity for surcharging in this area during heavy rainfall events.

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 three staff members, who used a weighted scoring system in their evaluation of (1) Approach and Strategy; (2) Technical Competency and Experience; (3) Schedule; (4) Cost; (5) MWBE Utilization; and (6) Community Benefit Program.

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The Request for Proposal (RFP) was forwarded to 36 prospective contractors, advertised in the Spartanburg Herald-Journal and posted on the Spartanburg Water website Current Opportunities page. Proposals received, with their proposed cost, are as follows:

<b><u>BIDDER</u></b>	<b><u>AMOUNT OF BID</u></b>
Hydrostructures, Inc. Cayce, SC	\$230,920
Bio-Nomic Services, Inc. Belmont, NC	\$362,680

Hydrostructures received the highest score among the proposal review team and had the lowest price. Management recommends the award of the contract for Phase V of the Fairforest Basin Large Line Cleaning and CCTV project to Hydrostructures Inc., of Cayce, SC in the amount of \$230,920. The project will be funded by the collection system rehabilitation fund. SSSD will be responsible for the landfill disposal fees.

**11. MASTER SERVICES AGREEMENT FOR PROFESSIONAL CIVIL ENGINEERING, ENVIRONMENTAL AND REGULATORY CONSULTING SERVICES**

Spartanburg Sanitary Sewer District (SSSD) recently requested a proposal from Black and Veatch to provide a Master Services Agreement for professional engineering services on an as needed basis. Black and Veatch specializes in a wide variety of disciplines related to the wastewater industry and Spartanburg Sanitary Sewer District has had a long-standing relationship with Black and Veatch.

Due to their qualifications, experience, and familiarity with regulations applicable to SSSD's facilities and systems, SSSD is interested in establishing a Master Services Agreement for engineering services as needed.

The proposed Master Services Agreement for professional services is based on a time and expense basis in accordance with an established schedule of fees.

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Management recommends the Commission authorize the Chief Executive Officer enter into a Master Services Agreement with Black and Veatch for professional engineering services.

**12. CHESNEE SEWER SYSTEM UPDATE**

Management will provide an update to the Commission on the acquisition and the annexation process of the Chesnee Sewer System.

**13. REQUEST FOR ANNEXATION – DUKE ENERGY CAROLINAS, LLC**

Duke Energy Carolinas, LLC has requested annexation of approximately 27.10 acres of property located off of Mount Pleasant Road near Gossett Road on parcel 3-05-00-036.00. The property is adjacent to the District boundaries and can be annexed by Commission under authority granted in its enabling legislation.

Management recommends the Commission approve the annexation request, adopt a resolution giving 90 days' notice to sub-districts, and annex the property effective January 24, 2022.

**Resolution of Annexation  
Adopted by Spartanburg Sanitary Sewer District Commission  
On October 26, 2021**

WHEREAS, Duke Energy Carolinas, LLC, owners of a 27.1-acre tract, more or less, adjacent to the existing Sewer District boundary line, and located off of Mount Pleasant Road on parcel 3-05-00-036.00 and more particularly shown on the site location map attached hereto as exhibit "A" has petitioned for annexation of this area comprising the aforementioned tract to the Spartanburg Sanitary Sewer District ("the District"); and

WHEREAS, the petition of the property owner has been accepted by the Commission, the District's governing body (the "Commission"), after finding (a) that the petition was submitted by the property owner of an area in Spartanburg County on a petition form provided by the District, (b) that the petition was signed by the property owner within such area proposed to be annexed, (c) that there was attached to the petition a map made on a

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scale as required by the District, made by a registered licensed surveyor showing, in detail the boundary of the area proposed to be annexed and that all other requirements of the applicable law have been met, and

WHEREAS, the Commission, after having given due consideration to all relevant matters pertaining to the proposed annexation of such area as required by the District's enabling legislation, has determined that such an area should be annexed to the District, and

WHEREAS, in reaching its decision to annex such area, the Commission has taken into consideration the additional waste contributed to the system by such area and present and future expansion of interceptor lines and disposal facilities needed to accommodate and service such area, and it has determined that such consideration does not indicate a probable need for expansion to take care of the sewage needs of such area, and,

WHEREAS, the Commission finds that it should now give written notice of ninety (90) days to the governing body of each of the sub-districts of the District.

NOW, THEREFORE, BE IT RESOLVED that the Commission hereby confirms and ratifies the determinations and findings set out hereinabove, and

BE IT FURTHER RESOLVED that the aforesaid petition be, and it hereby is, accepted by the Commission, and

BE IT FURTHER RESOLVED that the area owned by the aforesaid property owner shown on the map attached to the petition, be annexed to the District effective at the expiration of the ninety (90) days written notice to be given to the governing body of each sub-district of the District, and

BE IT FURTHER RESOLVED that the Commission will give written notice of ninety (90) days to the governing body of each of the sub-districts of the District of the acceptance of the aforesaid petition and of the decision of the Commission to annex the property shown on the above described map.

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BE IT FURTHER RESOLVED that when the annexation becomes effective notice of such annexation shall be given to the Spartanburg County Treasurer, the Spartanburg County Auditor and the Spartanburg County Health Officer.

**14. REQUEST FOR ANNEXATION – OS HOPE ROAD, LLC**

OS Hope Road, LLC has requested annexation of approximately 50.61 acres of property located off of Hope Road on parcel 6-11-00-001.00. The property is adjacent to the District boundaries and can be annexed by Commission under authority granted in its enabling legislation.

Management recommends the Commission approve the annexation request, adopt a resolution giving 90 days' notice to sub-districts, and annex the property effective January 24, 2022.

**Resolution of Annexation  
Adopted by Spartanburg Sanitary Sewer District Commission  
On October 26, 2021**

WHEREAS, OS Hope Road, LLC, owners of a 50.61-acre tract, more or less, adjacent to the existing Sewer District boundary line, and located off of Hope Road on parcel 6-11-00-001.00 and more particularly shown on the site location map attached hereto as exhibit "A" has petitioned for annexation of this area comprising the aforementioned tract to the Spartanburg Sanitary Sewer District ("the District"); and

WHEREAS, the petition of the property owner has been accepted by the Commission, the District's governing body (the "Commission"), after finding (a) that the petition was submitted by the property owner of an area in Spartanburg County on a petition form provided by the District, (b) that the petition was signed by the property owner within such area proposed to be annexed, (c) that there was attached to the petition a map made on a scale as required by the District, made by a registered licensed surveyor showing, in detail the boundary of the area proposed to be annexed and that all other requirements of the applicable law have been met, and

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WHEREAS, the Commission, after having given due consideration to all relevant matters pertaining to the proposed annexation of such area as required by the District's enabling legislation, has determined that such an area should be annexed to the District, and

WHEREAS, in reaching its decision to annex such area, the Commission has taken into consideration the additional waste contributed to the system by such area and present and future expansion of interceptor lines and disposal facilities needed to accommodate and service such area, and it has determined that such consideration does not indicate a probable need for expansion to take care of the sewage needs of such area, and,

WHEREAS, the Commission finds that it should now give written notice of ninety (90) days to the governing body of each of the sub-districts of the District.

NOW, THEREFORE, BE IT RESOLVED that the Commission hereby confirms and ratifies the determinations and findings set out hereinabove, and

BE IT FURTHER RESOLVED that the aforesaid petition be, and it hereby is, accepted by the Commission, and

BE IT FURTHER RESOLVED that the area owned by the aforesaid property owner shown on the map attached to the petition, be annexed to the District effective at the expiration of the ninety (90) days written notice to be given to the governing body of each sub-district of the District, and

BE IT FURTHER RESOLVED that the Commission will give written notice of ninety (90) days to the governing body of each of the sub-districts of the District of the acceptance of the aforesaid petition and of the decision of the Commission to annex the property shown on the above described map.

BE IT FURTHER RESOLVED that when the annexation becomes effective notice of such annexation shall be given to the Spartanburg County Treasurer, the Spartanburg County Auditor and the Spartanburg County Health Officer.



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**15. OWNERSHIP AGREEMENT – CIRCLE K ASHEVILLE HIGHWAY**

Circle K Stores Inc., proposes to construct approximately 296 linear feet of 8-inch gravity sewer line to provide service to one commercial lot for Circle K Asheville Highway located off of Asheville Highway at Springfield 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 Circle K Stores, 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.

**16. OWNERSHIP AGREEMENT – COLLIER RIDGE**

Meritage Homes of South Carolina, Inc., proposes to construct approximately 9,823 linear feet of 8-inch gravity sewer line to provide service to 284 residential lots in Collier Ridge Subdivision located on Bethany Church Road off of Moore-Duncan Highway. The sewer line will connect to the existing SSSD infrastructure. The domestic waste will be treated at the Lower North 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 Meritage Homes of South Carolina, Inc. Under the terms of the resolution

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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.

**17. OWNERSHIP AGREEMENT – HAMPSHIRE HEIGHTS**

Mark III Properties, LLC proposes to construct approximately 7,418 linear feet of 8-inch gravity sewer line to provide service to 193 residential lots in Hampshire Heights Subdivision located off of East Blackstock 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 Mark III 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 is provided as information to the Commission.

**18. OWNERSHIP AGREEMENT – STARBUCKS AND POPEYES AT JOHN B WHITE SR BOULEVARD**

CGW Holdings, LLC proposes to construct approximately 524 linear feet of 8-inch gravity sewer line to provide service to two commercial lots in the Starbucks and Popeyes commercial development located off of John B. White, Sr. Boulevard. 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.

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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 CGW Holdings, 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 is provided as information to the Commission.

**19. OWNERSHIP AGREEMENT – WADSWORTH MANOR**

Mark III Properties, LLC proposes to construct approximately 1,850 linear feet of 8-inch gravity sewer line to provide service to 67 residential lots in Wadsworth Manor located off of Willis Road. The sewer line will connect to the existing SSSD infrastructure. The domestic waste will be treated at the Lower North 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 Mark III 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 is provided as information to the Commission.

**20. OWNERSHIP AGREEMENT – WENDY'S AT HIGHWAY 101**

Fort Hill Land Holdings, LLC proposes to construct approximately 210 linear feet of 8-inch gravity sewer line to provide service to two commercial lots for the new Wendy's at Highway 101 located off of Highway 101 near I-85. 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.

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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 Fort Hill Land Holdings, 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 is provided as information to the Commission.

**21. OWNERSHIP AGREEMENT – WINGATE**

Holly Drive Properties, Inc., proposes to construct approximately 2,654 linear feet of 8-inch gravity sewer line to provide service to 90 residential lots in Wingate Subdivision located off of 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 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.

**22. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS**