

RICHLAND COUNTY
ADMINISTRATION & FINANCE
COMMITTEE AGENDA



Tuesday, MARCH 23, 2021

6:00 PM

ZOOM MEETING

The Honorable Bill Malinowski, Chair

County Council District 1

The Honorable Yvonne McBride

County Council District 3

The Honorable Joe Walker

County Council District 6

The Honorable Overture Walker

County Council District 8

The Honorable Jesica Mackey

County Council District 9

RICHLAND COUNTY COUNCIL 2021



Bill Malinowski
District 1
2018-2022



Derrek Pugh
District 2
2020-2024



Yvonne McBride
District 3
2020-2024



Paul Livingston
District 4
2018-2022



Allison Terracio
District 5
2018-2022



Joe Walker III
District 6
2018-2022



Gretchen Barron
District 7
2020-2024



Overture Walker
District 8
2020-2024



Jessica Mackey
District 9
2020-2024



Cheryl English
District 10
2020-2024



Chakisse Newton
District 11
2018-2022





Richland County Administration & Finance Committee

March 23, 2021 - 6:00 PM
Zoom Meeting
2020 Hampton Street, Columbia, SC 29201

1. **CALL TO ORDER** The Honorable Bill Malinowski

2. **APPROVAL OF MINUTES** The Honorable Bill Malinowski
 - a. Regular Session: February 23, 2021 **[PAGES 7-14]**

3. **APPROVAL OF AGENDA** The Honorable Bill Malinowski

4. **ITEMS FOR ACTION** The Honorable Bill Malinowski
 - a. Request for approval of willingness to serve for a proposed development, Ridge Road Subdivision, Old Leesburg Road, Tract (TMS # 225000-02-07) / CAP E-2020007 **[PAGES 15-20]**

 - b. Request for approval of willingness to serve for a proposed development, Collins Cove Subdivision at Guise Road, Chapin, SC29036 (TMS # 01510-01-01) /CAP B-2021007 **[PAGES 21-26]**

 - c. FY22 Proposed Budget Calendar **[PAGES 27-29]**

 - d. Approval of award of Engineering Services; Pavement Management Study (PMS) **[PAGES 30-31]**

 - e. Amendment to the Food Service Contract **[PAGES 32-41]**

 - f. Purchase of Portable X-ray Equipment for Coroner's Office **[PAGES 42-50]**

5. **ITEMS PENDING ANALYSIS: NO ACTION REQUIRED**

- a. I move that Richland County Council direct the County Administrator and his staff to conduct an equity and inclusive assessment of Richland County Administrative policies and services; and provide recommendations for a comprehensive approach to advancing equity for people of color, women and others who have been historically under- served, marginalized, and adversely affected by persistent inequality. By advancing equity across Richland County Government, we can create opportunities for the improvement of businesses, communities and individuals that have been historically under-served, which will benefit all of Richland County. Appropriate assessments will better equip Richland County to develop policies and programs that deliver resources and benefits equitably to all. [McBride]

6. ADJOURN



Special Accommodations and Interpreter Services Citizens may be present during any of the County's meetings. If requested, the agenda and backup materials will be made available in alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), as amended and the federal rules and regulations adopted in implementation thereof. Any person who requires a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may request such modification, accommodation, aid or service by contacting the Clerk of Council's office either in person at 2020 Hampton Street, Columbia, SC, by telephone at (803) 576-2061, or TDD at 803-576-2045 no later than 24 hours prior to the scheduled meeting.



Richland County Administration and Finance Committee
February 23, 2021 –6:00 PM
Zoom Meeting
2020 Hampton Street, Columbia, SC 29201

COMMITTEE MEMBERS PRESENT: Bill Malinowski, Chair, Yvonne McBride, Joe Walker, Overture Walker, and Jessica Mackey

OTHERS PRESENT: Paul Livingston, Derrek Pugh, Allison Terracio, Gretchen Barron, Cheryl English, Michelle Onley, Angela Weathersby, Kyle Holsclaw, Tamar Black, Ashiya Myers, Ashley Powell, Bill Davis, Dante Roberts, Dale Welch, John Thompson, Elizabeth McLean, James Hayes, Jani Hussain, Leonardo Brown, Jennifer Wladischkin, Lauren Hogan, Lori Thomas, Mike Maloney, Clayton Voignier, Randy Pruitt, Ronaldo Myers, Stacey Hamm, Stephen Staley, Dwight Hanna, Hayden Davis and Michael Byrd

1. **CALL TO ORDER** – Mr. Malinowski called the meeting to order at approximately 6:00 PM.

2. **APPROVAL OF MINUTES**

a. **Regular Session: December 17, 2020:** Ms. McBride moved, seconded by Mr. J. Walker, to approve the minutes as distributed.

In Favor: Malinowski, McBride, and J, Walker

Not Present: O. Walker and Mackey

The vote in favor was unanimous.

3. **ADOPTION OF AGENDA** – Ms. McBride moved, second by Mr. J. Walker, to adopt the agenda as published.

In Favor: Malinowski, McBride, and J. Walker

Not Present: O. Walker, Mackey

The vote in favor was unanimous.

4. **ELECTION OF THE CHAIR** – Ms. McBride moved, seconded by Mr. J. Walker, to nominate Mr. Malinowski as Chair.

In Favor: Malinowski, McBride, J. Walker, and Mackey

Not Present: O. Walker

The vote in favor was unanimous.

**Administration & Finance Committee
February 23, 2021**

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Mr. Malinowski noted Mr. O Walker is in Federal Court, which is why he is not currently present.

5. **ITEMS FOR ACTION**

- a. **Southeast Water and Sewer Project – Hopkins Magistrate - Change Order 1 - TCO Construction –**
Mr. Brown noted in the packet you see the request of staff to approve the change order. We believe this change order, if approved, will allow them to connect the Hopkins Magistrate Office at a lower cost than was previously projected.

Ms. McBride noted she thinks she read they would be saving \$12,000. She inquired where that savings would go.

Dr. Thompson responded the savings would go back into the construction of the magistrate facility budget line item.

Mr. Malinowski stated, for clarification, this change order has not been executed.

Dr. Thompson responded in the affirmative.

Mr. Malinowski noted originally a septic and a drain fill were approved. Now are being told the poor soil condition is prohibiting water absorption through the drain fill system. He inquired if a PERC test was done at this location.

Mr. Davis responded this was a design-build project where the intent was, on the plan view, you would see up in the north, beyond the Magistrate's Office, was where the PERC was going to be done for the septic system. The PERC failed, but the property was already purchased and ready to be built with the design-build package. They moved the septic system to the east side of Lower Richland Boulevard, on the back side of the Magistrate's Office. The original equipment and field was going to be about \$15,000, and to move it would require them to triple the size due to poor soil condition. Therefore, it would require an additional \$35,000. Whereas, if the system was coming along about the time the Magistrate's system was coming on board, it was going to make more sense to connect to the sewer system. They went ahead and made a decision based on two things; being able to recapture the land, because it was a significant amount of property that was going to be taken up with the triple-size septic system, and also save \$12,000 with the change order.

Mr. Malinowski noted in the agenda briefing it states "Operational Services and Utilities' staff held several meetings to discuss changes to the septic system for the Magistrate's Office to connect to this system, once the project was approved and funded." He would have liked to have seen the dates when those meeting were held, and what was discussed. Following that line, it states, "The septic tank is still required to ensure the facility restrooms can operate during any force main break." He is not aware of any other business requiring a septic if they are hooked to a public sewer. It appears we are still incurring costs for some portion of a septic system, to include a grinder.

Mr. Pruitt responded they were having difficulties getting the property to PERC. They were going to experience the same situation we currently have at the Lower Richland Fire Station, which is a recurring costs to the County due to having the septic system pumped. The grinder pump has to be installed simply to get the waste material to the force main that is coming into place. The timing of the force main installation that is coming under this new sewer project, and the timing of getting it back up and running with the septic system, it was going to come together at the same time. Therefore, it made more sense, in order for it to be more efficient, effective and operate long-term. We have to have the

septic in order to have a backup in case of a force main break.

Mr. Malinowski inquired if we require everybody to have a septic in the event of a force main break.

Mr. Pruitt responded only if they have a grinder pump.

Mr. Davis stated, for clarification, we do not need the septic drain tiles, we have the septic, which is about 1,000 gallons, so it can store some septic. If the system was down, it could be pumped and hauled, as it has been in the past, when the drain fields are blocked. We still have the tank, just not the drain fields.

Mr. Malinowski noted he sees dates of April/May 2020. He inquired as to why this is just coming to the committee.

Mr. Davis responded the discussion Mr. Pruitt was talking about earlier occurred in late 2019. The projects were paralleling each other, and they determined the projects were going to end close to the same time. The determination was made to go ahead and tag on board with the Southeast Sewer Project. These were shop drawings that came into play after. Due to bonding, we were significantly delayed on the project, and it did not bid until around November. The first step is to approve the products, and the products were approved back in April, for the project in general, not just for the Magistrate. These are very similar to what is being installed in all the individual homes.

In Favor: Malinowski, McBride, J. Walker, O. Walker, and Mackey

The vote in favor was unanimous.

- b. Sewer Availability - Savannah Wood Phase II** – Mr. Brown noted the idea of bringing this information to committee was born out of conversations that Councilmembers were concerned about being aware of new developments that were coming into the County. We are currently using a process that usually comes through the Utilities Department, to inform this body of those developments that are potentially coming online. We are not actually requesting the committee to approve new developments, but rather be aware that is happening as a part of this process.

Mr. Malinowski noted he spoke with Mr. Davis, and he indicated while staff says they recommend Council approve the proposed development, Council cannot approve the development. Council would be approving the information being provided by Mr. Davis and the County is willing to provide sewer.

Ms. McBride stated, for clarification, Mr. Brown has the authority to approve or disapprove, but it is unlikely that one would be disapproved.

Mr. Brown responded there is a process in which they can communicate. Based upon our routine practice, unless there was a specific reason (i.e. we did not have capacity) we would not disapprove.

Mr. Malinowski noted there could be other reasons why we may not want to approve. For example, financial reason, the rate of County growth.

Ms. McBride inquired if the denial would be documented.

Mr. Brown responded in their process they would document why so it would be clear why the request was denied.

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February 23, 2021**

Mr. Davis stated, for clarification, as a utility, we are obligated to determine whether or not we have capacity. We would be willing to serve them, but that does not mean Council is willing to serve them. If they came before the body and said we, as a utility, have the capacity and the willingness to serve this client, this is where the body has the opportunity to make other concessions.

Mr. J. Walker moved, seconded by Ms. McBride, to forward to Council with a recommendation to approve the proposed development.

In Favor: Malinowski, McBride, J. Walker, O. Walker, and Mackey

The vote in favor was unanimous.

- c. **Sewer Availability - Cabin Creek Place** – Mr. J. Walker moved, seconded by Ms. McBride, to forward to Council with a recommendation to approve the proposed development.

In Favor: Malinowski, McBride, J. Walker, O. Walker, and Mackey

The vote in favor was unanimous

- d. **Sewer Availability - Congaree Project** – Ms. McBride moved, seconded by Ms. Mackey, to forward to Council with a recommendation to approve the proposed development.

Mr. Malinowski believes staff needs to advise the recipients there is a typo in the original letter. The last line says the availability will last 12 months, but in parentheses it says 24.

Mr. Brown responded in the affirmative.

In Favor: Malinowski, McBride, J. Walker, O. Walker, and Mackey

The vote in favor was unanimous.

- e. **County Purchase Card Program** – Mr. Brown stated staff recommends centralizing purchase cards. We have included documentation of what that means. He wanted to address a question that came up with Council members about how other municipalities, similar to Richland County, do in terms of purchasing cards. On p. 37, it shows that Charleston County, Greenville County, Spartanburg County, York County, Lexington County do not allow Council members to have purchasing cards. Berkeley County does not disallow Council to have purchasing card, but no Council member currently has a card. The packet also addresses the new purchase card policy and documents associated with the policy that communicates more tightened controls and clarity on how purchasing cards are used, when they are provided to individuals. He requested the committee to approve staff's recommendation. He also noted when he spoke with elected and appointed officials about purchasing cards, many of them stated they would prefer to have staff members assigned purchasing cards, and then they would approve any purchases. Since the discussion began, there has been internal movement where individuals saw the value in changing the process on their own.

Mr. J. Walker moved, seconded by Mr. Mackey, to forward to Council with a recommendation to approve staff's recommendation to centralize purchase card spending within the offices of elected and appointed officials. As follows:

- Eliminate the individual issuance and usage of government purchase cards by individual

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elected and appointed officials. As such, no official will maintain direct purchasing power on behalf of Richland County Government; instead all purchasing on behalf of EAOs will be conducted by a trained member of Richland County staff.

- Identify and train a member of County staff, within the office of each Elected or Appointed Official, to serve as the department's purchasing card coordinator. For larger departments, backup personnel may need to be identified; however, the minimum number of persons practical should be issued purchasing cards. Each department purchasing coordinator will be assigned a purchasing card and will be responsible for all departmental use thereof, to include ensuring adherence to applicable policies, procedures and laws and the immediate reporting of infractions to County Administration. Each department purchasing card coordinator will be required to attend training for departmental purchasing and certify annually their understanding of the responsibilities associated with the County's purchasing card program.
- The implementation of an updated Purchasing Card Policy that prescribes activities, actions and restrictions for appropriate use of purchasing cards and remedies and responsibilities to prevent inappropriate purchasing card activity by providing governance at multiple levels of the County

Ms. Barron noted there are several items listed that deems termination for the use of the card. Perhaps misuse would be something that would terminate their rights to have the card, as well.

Mr. Brown responded there are areas in the document that cover that, but it could be added in more prominent areas.

Ms. Barron stated she had some questions about the policy, and would get with Mr. Brown offline to clarify those questions.

Ms. Mackey inquired if Mr. Brown could address the training of assigned purchasing card coordinators. She inquired if he is developing requirements so it looks the same in every department.

Mr. Brown responded having someone in the department that is already in management versus someone in another department that is not in management, and could that disparity addressed. That may be possible in some instances, and in others it may not be. If there is a small department or an elected official, they may have an office person/supervisor/coordinator who may be the purchasing card coordinator. The training would be uniform, but the level of personnel may not.

Ms. McBride stated, based on best practices, the purchasing cards is one of the better means of reducing purchasing process time. People who have purchasing cards are usually people one can trust. Councilmembers and Elected Officials are elected because people trust them, and they are responsible for the management of millions of dollars, yet they cannot be trusted with a purchase card. She inquired if the benefits outweighed the risks in terms of acquiring supplies and materials with the purchasing card. It is going to take a longer time to process that. She noted some of the recommendations were never a part of the original purchasing card program provided to Councilmembers. She stated, when she looks at policies, she does not let a few bad things that were done by one or two people change a whole process or procedure that was good. She voiced her concerns about the wait time for reimbursements. She noted there is a lot to consider before making policy changes.

Mr. Brown responded they had a third-party independent auditor look at some of our practices and one

**Administration & Finance Committee
February 23, 2021**

of the things they listed was the use of P-cards and the need for additional controls, which is one of the reasons behind bringing this to Council's attention.

Ms. McBride noted we previously lacked internal controls that should have been addressed.

Mr. Malinowski noted on p. 42 it states, "Annual purchasing card training is mandatory by the cardholder as soon as possible after issuance". He feels training should happen prior to the issuance of the card. On p. 43, under Card Purchasing Restrictions, there is a list of what is prohibited, but he feels the list should note that it is not all-inclusive. At the end of the list, there should be a note stating, "If there is a question as to whether or not a purchase is allowable, please contact somebody in Finance Department." He noted on p. 46 where it states "**Any transaction that is found to be unsubstantiated, unapproved or for any purpose not related to County business may be required to be reimbursed by the employee.**" He feels the language should be changed to "will be". In the following paragraph it states, "Cardholders should maintain a copy of all statements and documenting receipts". Again, "should" needs to be replaced with "will". He inquired how long would the cardholder would be responsible for maintaining these records. On p. 48, it states, "Any employee who makes unauthorized purchases or carelessly uses the purchasing card may be liable for the total dollar amount". This language should be changed to "will". Pages 47 and 49 have the same paragraph. He suggested changing the title to "Card Security and Cardholder Responsibility" and deleting one of the paragraphs. On p. 80, under Cardholder Agreement, the language should be changed from "may result" to "will result". He inquired about the amounts allowed for in state vs. out of state meals.

Mr. Brown noted with some of the verbiage stating "may" vs "will" is due to there being employees under the jurisdiction of other officials. He noted they are not at liberty to say what another official shall or shall not do with their staff.

Mr. Malinowski inquired if they could make it more direct for Richland County employees under the Administrator's purview. The elected/appointed officials can deal with it appropriately.

Ms. English inquired if there was a first offense, second offense, or third offense. She noted with the State a third offense would lead to termination.

Mr. Brown stated there is a progressive discipline policy, but in terms of the P-card policy there is not one in place. This policy is a standalone policy.

In Favor: Malinowski, McBride, J. Walker, O. Walker, and Mackey

The vote in favor was unanimous.

- f. **Kneece Rd Sidewalk Award** – Ms. McBride moved, seconded by Mr. O Walker, to forward to Council with a recommendation to approve the award of a construction contract to AOS Specialty Contractors in the amount of \$484,352.50 for the construction of a new sidewalk along Kneece Road.

Mr. Malinowski inquired why this item took so long to get back to committee.

Mr. Maloney responded, when he came to the County about a year ago, they began talking about the road maintenance plan. They wanted to make sure all the roads were going to be in alignment with that plan. This project, as well as the next two items, were stragglers. Also, COVID delayed these projects. The public meeting for this was in the fall, which allowed the developer to finish the design and put it out for bid.

**Administration & Finance Committee
February 23, 2021**

Mr. Malinowski noted the request came from concerned citizens. Then all of a sudden Council is being told that CTC Funds have been approved for the project, yet no one came to Council or Administrator and asked if this was something the County wants to get done. If we keep doing things based on citizen requests, we may never get to the work that is more pressing.

Mr. Maloney responded they have spoken with CTC, and the only projects they were reviewing were outside the County in State hands. As far as projects that have come in for the County, we are making a recommendation in March for a sidewalk project that will fit in their budget.

Mr. Malinowski requested all Councilmembers be provided the policy so everyone knows exactly what it takes to get a sidewalk approved. Anything coming from the CTC, they should send the request to the County, so it can be put into the works with all the other requests. He also inquired why the lowest bidder was found non-responsive.

Ms. Wladischkin responded the lowest bidder did not provide a bid bond.

Mr. Malinowski inquired if there are any line item required of expenses.

Ms. Wladischkin responded there was a breakdown in the bid documents by line item.

Mr. Malinowski noted the bid amount is higher than the amount we are receiving from CTC.

Mr. Staley stated he spoke with CTC and they do not see a problem with it, but he has not received the final paperwork.

In Favor: Malinowski, McBride, J. Walker, and Mackey

Present but Not Voting: O. Walker

The vote in favor was unanimous.

- g. **Wildewood Roads Repair/Resurfacing Award** – Ms. Mackey moved, seconded by Ms. McBride, to forward to Council with a recommendation to approve the award of a construction contract to Armstrong Contractors, LLC for \$120,586 for the repair and resurfacing of roads in the Wildewood Neighborhood.

In Favor: Malinowski, McBride, J. Walker, and Mackey

Present but Not voting: O. Walker

The vote in favor was unanimous.

- h. **Spring Park Dr & Greenhill Parish Pkwy Sidewalk Design Award** – Ms. Mackey moved, seconded by Ms. McBride, to forward to Council with a recommendation to approve the award of engineering services for the Spring Park Drive and Greenhill Parish Parkway sidewalks to Holt Consulting Company, Inc. in the amount of \$232,208.

In Favor: Malinowski, McBride, J. Walker, O. Walker, and Mackey

The vote in favor was unanimous

**Administration & Finance Committee
February 23, 2021**

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- i. **Sonoco Recycling Contract Extension** – Mr. J. Walker moved, seconded by Mr. O. Walker, to forward to Council with a recommendation to approve a Five-Year contract extension with Sonoco Recycling to sort, process, and market recyclable materials collected by the County.

In Favor: Malinowski, J. Walker, and O. Walker.

Present but Not voting: Mackey

Opposed: McBride

The vote was in favor.

6. **ADJOURNMENT** – The meeting adjourned at approximately 6:59 PM.

**RICHLAND COUNTY
ADMINISTRATION**

2020 Hampton Street, Suite 4069
Columbia, SC 29204
803-576-2050



Agenda Briefing

| | | | |
|------------------------------------|--|-----------------------------------|----------------|
| Prepared by: | Bill Davis | Title: | Director |
| Department: | Utilities | Division: | |
| Date Prepared: | January 15, 2021 | Meeting Date: | March 23, 2021 |
| Legal Review | Elizabeth McLean via email | Date: | March 09, 2021 |
| Budget Review | James Hayes via email | Date: | March 09, 2021 |
| Finance Review | Stacey Hamm via email | Date: | March 09, 2021 |
| Approved for consideration: | Assistant County Administrator | John M. Thompson, Ph.D., MBA, CPM | |
| Committee | Administration & Finance | | |
| Subject: | Request for approval of willingness to serve for a proposed development, Ridge Road Subdivision, Old Leesburg Road, Tract (TMS # 225000-02-07) / CAP E-2020007 | | |

STAFF'S RECOMMENDED ACTION:

A Willingness to Serve Letter has been issued (see attached). Staff recommends County Council approve the intent of Richland County Utilities' to serve the future development.

Request for Council Reconsideration: Yes

FIDUCIARY:

| | | | | |
|---|--|-----|--|----|
| Are funds allocated in the department's current fiscal year budget? | | Yes | | No |
| If no, is a budget amendment necessary? | | Yes | | No |

ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:

The proposed development will provide additional sewer infrastructure to Richland County Utilities (RCU) in District 11 at no cost to the County. The estimated value of the new sewer infrastructure will be known once the design is completed through the Delegate Review Process (DRP). At build-out of four hundred and twenty (420) homes, the developer will pay a sum of \$1,680,000 in sewer tap fees. In addition, the customers will pay monthly sewer charges of \$64.00 per home, totaling up to \$26,880.00 per month (\$64.00 x 420).

COUNTY ATTORNEY'S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:

None.

REGULATORY COMPLIANCE:

If this request is denied, RCU may have to respond to the South Carolina Department of Health and Environmental Control (SC DHEC) confirming that we are denying sewer service to the development, even though sewer is available and accessible.

MOTION OF ORIGIN:

There is no associated Council motion of origin.

| | |
|----------------|--|
| Council Member | |
| Meeting | |
| Date | |

STRATEGIC & GENERATIVE DISCUSSION:

RCU submits information on all new developments to County Council for approval before proceeding with the Delegated Review Program (DRP) to keep the council informed. Once the developer receives approval from County Council to serve the development, the developer can proceed with designing the system in accordance with the DRP.

Initial information regarding this development was generated on September 9, 2020, when staff received a request from Hussey Gay Bell for sewer availability for the proposed development. The proposed development, consisting of 420 single-family residential lots, is located off of Old Leesburg Road, near Lower Richland Blvd, Hopkins, SC 292061 (see Figure 1, a and b). The 420 single-family residential lots will generate an average daily flow of 126,000 gallons per day (GPD) of wastewater. RCU staff evaluated the development in accordance with our Capacity Assurance Program (CAP) and has determined that we currently have adequate capacity to accept this additional wastewater.

The sewer flow will enter the Greenlake Pump Station through the force main and discharge into the City of Columbia’s System initially. The Southeast Sewer System Contractor for Division 4 will subsequently redirect the flow from the Greenlake Pump Station to Eastover WWTP when the Southeast Sewer Project is completed.

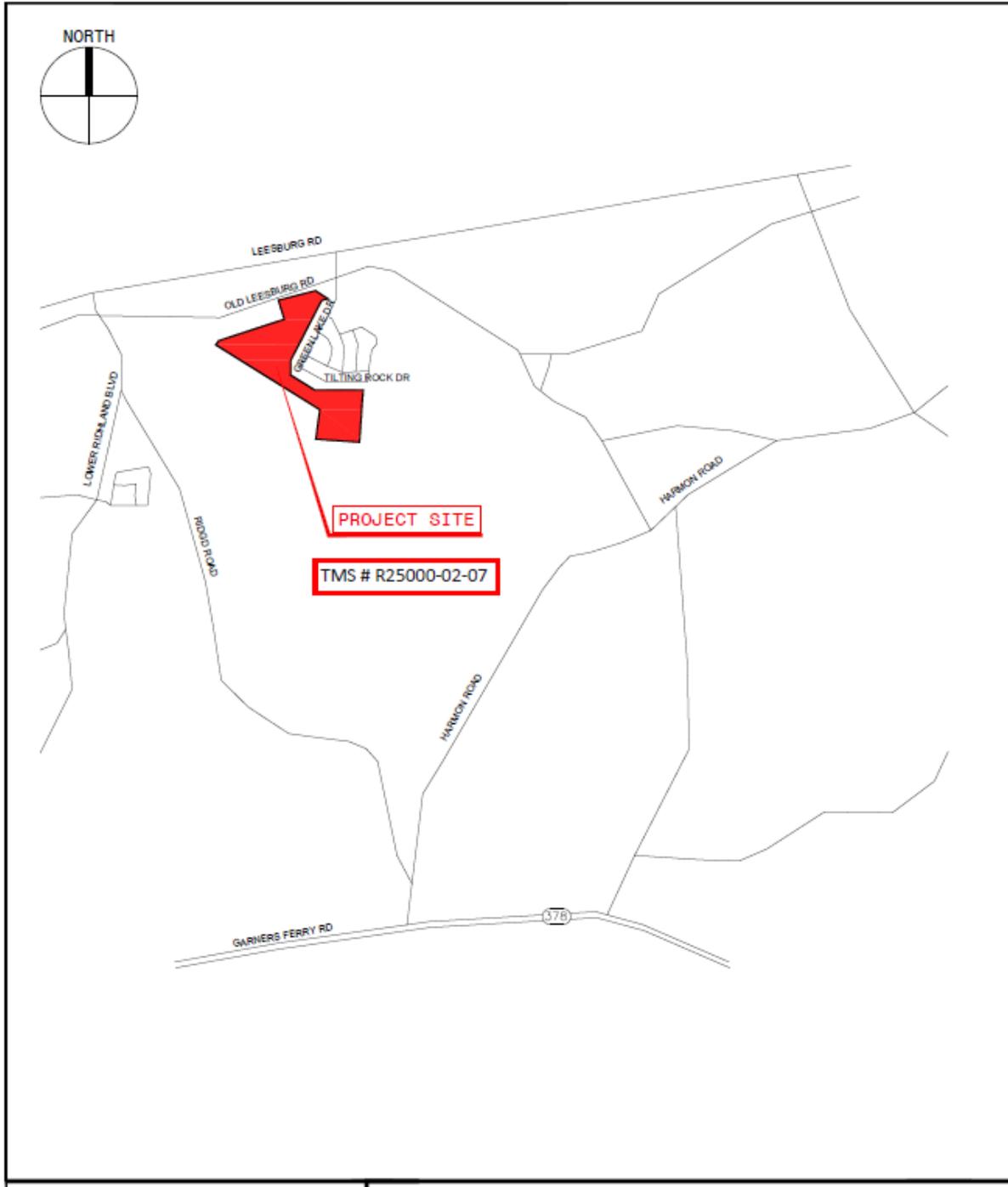
RCU will treat the wastewater at the Eastover Wastewater Treatment Plant. If the County Council denies the request for sewer service connection to the Richland County sewer system, the developer may decide to build individual septic tanks for each lot, and no additional sewer infrastructure or fees will be provided to the County.

The table shown below summarizes the project.

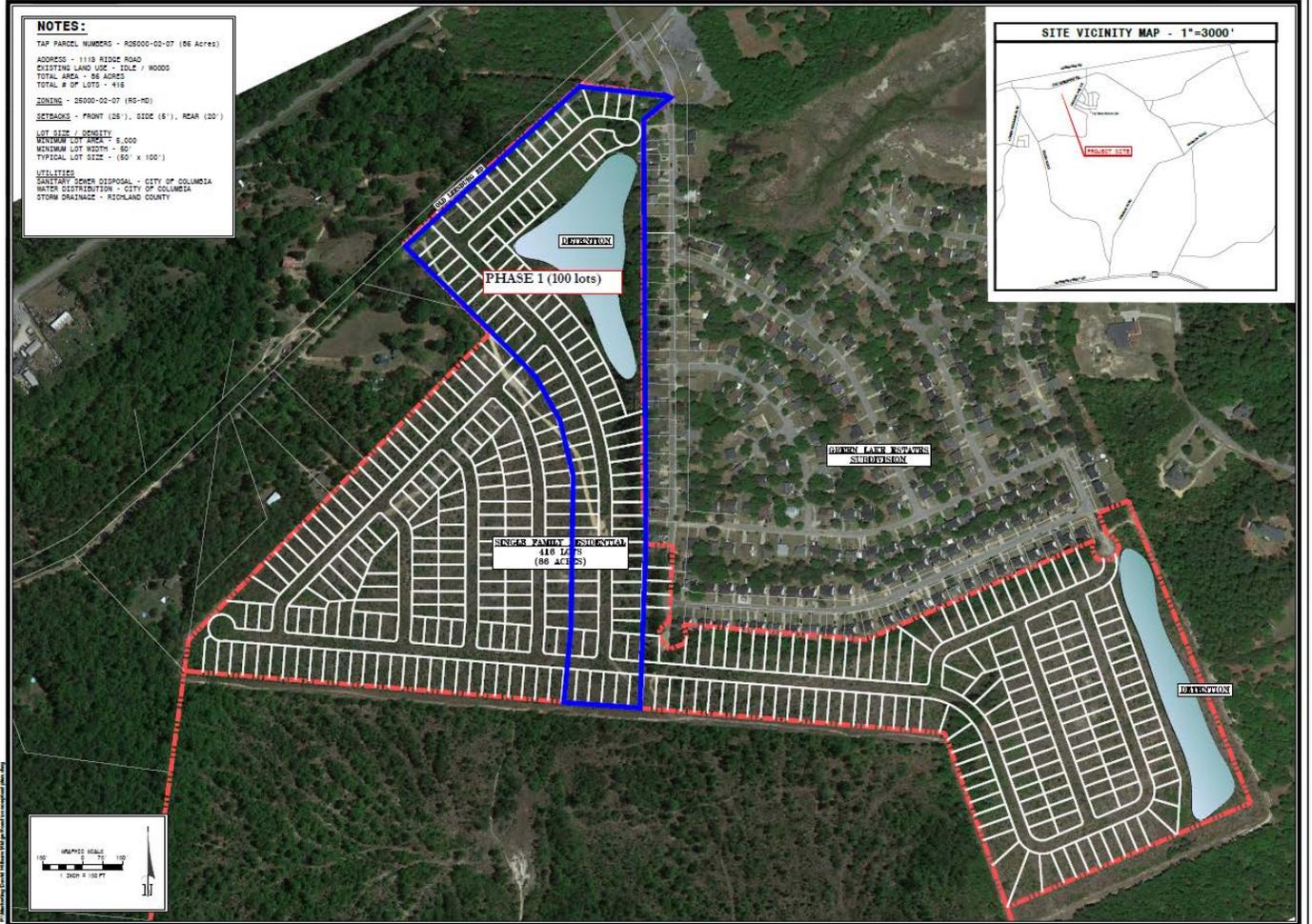
| Project name | Project address | TMS | Number of Units | Tap Fee Revenue | Monthly Revenue | Meets Zoning Requirements? | Notes |
|------------------------|---|--------------|-----------------|-----------------|-----------------|--------------------------------------|-------|
| Ridge Road Subdivision | Old Leesburg Road, near Lower Richland Blvd, Hopkins, SC 292061 | R25000-02-07 | 420 | \$1,680,000 | \$26,880.0 | The parcel will not require rezoning | |

Figure 1: Location of the Proposed Development: TMS# R24500-02-07

a.



b.



ATTACHMENTS:

1. Willingness to Serve Letter

**RICHLAND COUNTY
UTILITIES DEPARTMENT**

7525 Broad River Road
Irmo, SC 29063

Attachment 1



Jan 29, 2021

Keith E Utheim, PE
Hussey Gay Bell
3740-A Fernandina Rd
Columbia, SC 29201

Re: Willingness to Serve Letter
Ridge Road Subdivision
TMS# R225000-02-07

Dear Mr. Utheim,

In response to your preliminary submittal on Jan 14, 2021, regarding sanitary sewer availability for the above-referenced parcels, Richland County Utilities (RCU) currently can serve up to 420 REUs an average daily flow of (126,000 GPD) for the development's sewer needs through the year 2021. The discharge location will be to the downstream sewer system to the City of Columbia if the Southeast Sewer and Water Expansion Project (SESWEP) is not complete at the time of the operation.

There is sufficient capacity along the proposed development flow path for an additional peak flow of $(87.5 * 2.5 = 219$ gpm) as long as the proposed flow ties into Area 2, manhole number 29217, as shown in Figure 1. Also, a letter (CAP0290) is attached by the City of Columbia's Metro Wastewater Treatment Plant if the City will treat the flow.

Your request has been entered into our Capacity Assurance Program as CAP E-2020007 and will be presented to the Administration and Finance (A&F) Committee for approval. If approved by the A&F Committee, it will be moved to the full Council for final approval.

Upon approval, you will be able to submit plans and specifications following our Delegated Review Program.

The availability is valid for twelve (12) months from the date of County Council approval. If you have any questions, please contact me at 803-401-0043.

Sincerely,

A handwritten signature in blue ink, appearing to read "WHD".

William H. Davis, PE
Director of Utilities

Cc: Sahad Khilqa, Ph.D., Sanitary Engineer
Tariq Hussain, Deputy Director of Utilities

**RICHLAND COUNTY
ADMINISTRATION**

2020 Hampton Street, Suite 4069
Columbia, SC 29204
803-576-2050



Agenda Briefing

| | | | | |
|------------------------------------|--|-----------------------------------|----------------|----------------|
| Prepared by: | Bill Davis | | Title: | Director |
| Department: | Utilities | Division: | | |
| Date Prepared: | March 20, 2021 | Meeting Date: | March 23, 2021 | |
| Legal Review | Elizabeth McLean via email | | Date: | March 15, 2021 |
| Budget Review | James Hayes via email | | Date: | March 09, 2021 |
| Finance Review | Stacey Hamm via email | | Date: | March 09, 2021 |
| Approved for consideration: | Assistant County Administrator | John M. Thompson, Ph.D., MBA, CPM | | |
| Committee | Administration & Finance | | | |
| Subject: | Request for approval of willingness to serve for a proposed development, Collins Cove Subdivision at Guise Road, Chapin, SC29036 (TMS # 01510-01-01) / CAP B-2021007 | | | |

STAFF'S RECOMMENDED ACTION:

A Willingness to Serve Letter has been issued (see attached). Staff recommends County Council approval for Richland County Utilities' request to serve the future development.

Request for Council Reconsideration: Yes

FIDUCIARY:

| | | | | |
|---|--|-----|--|----|
| Are funds allocated in the department's current fiscal year budget? | | Yes | | No |
| If no, is a budget amendment necessary? | | Yes | | No |

ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:

The proposed development will provide additional sewer infrastructure to Richland County Utilities (RCU) in District 1 at no cost to the County. The estimated value of the new sewer infrastructure will be known once the design is completed through the Delegate Review Process (DRP). At build-out, the developer will pay a sum of \$344,000 for sewer tap fees. In addition, the customers will pay totaling (\$64.03x 86) \$5506.58 per month.

COUNTY ATTORNEY'S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:

REGULATORY COMPLIANCE:

If this request is denied, RCU may have to respond to South Carolina Department of Health and Environmental Control (SC DHEC) confirming that we are denying sewer service to the development, even though sewer is available and accessible.

MOTION OF ORIGIN:

There is no associated Council motion of origin.

| | |
|----------------|--|
| Council Member | |
| Meeting | |
| Date | |

STRATEGIC & GENERATIVE DISCUSSION:

RCU submits information on all new developments to County Council for sewer service connections approval before proceeding with the Delegated Review Program (DRP) to keep council informed. Once RCU receives approval from County Council to serve the development, the developer can proceed with designing the system in accordance with the DRP.

Initial information for this development was generated on May 19, 2020, when staff received a preliminary request from Power Engineering Company, Inc. for sewer availability for the proposed development. The proposed development, consisting of 86 single-family homes (Figure 2), is located at the intersection of Guise Road, Chapin (Fig. 1, a and b). The development will generate an average daily flow of 25,800 gallons per day (GPD) of wastewater. RCU staff evaluated the development in accordance with our Capacity Assurance Program (CAP) and has determined that we currently have adequate capacity to accept this additional wastewater.

RCU will treat the sewer at the Broad River Wastewater Treatment Plant. If the County Council denies the request for sewer service connection to our sewer system, the developer may decide to build individual septic tanks for each lot and no additional sewer infrastructure or fees will be provided to the County..

The table shown below summarizes the project;

| Project Name | Project Address | TMS | Number of Units | Sewer / Tap Revenue | Monthly Revenue for Sewer | Meets Zoning Requirements? | Notes |
|--------------------------|------------------------|--------------|------------------------|----------------------------|----------------------------------|-----------------------------------|--------------|
| Collins Cove Subdivision | At Guise Road | R01510-01-01 | 86 | \$344,000 | \$5,506.58 | Yes, see figure 2 | |

**RICHLAND COUNTY
UTILITIES DEPARTMENT**

7525 Broad River Road
Irmo, SC 29063



March 3, 2021

David Parr, PE
3229 Sunset Boulevard
West Columbia, SC 292169

Re: "Willingness to Serve Letter"
Collins Cove
TMS # R01510-01-01

Dear Mr. Parr:

In response to your revised request on March 1, 2020, regarding sanitary sewer availability for the above-referenced parcel, Richland County Utilities (RCU) has the capacity to serve the 86 REUs (25,800 gpd) the capacity needs through the year 2021.

Your request has been entered into our Capacity Assurance Program as CAP B-2021007 and will be presented to the Administration and Finance (A&F) Committee for approval. If approved by the A&F Committee, it will be moved to the Council for final approval.

Upon Council's approval, you will be able to submit plans and specifications in accordance with our Delegated Review Program (DRP). Also, the developer will provide a Godwin pump with a minimum of 824 gpm flow at 230 ft head.

The availability is valid for twelve (12) months from the date of council approval. If you have any questions, please contact me at 803-401-0042.

Sincerely,

A handwritten signature in blue ink, appearing to read "WHD", is written over a light blue circular stamp.

William H. Davis, PE
Director of Utilities

Cc: Tariq Hussain, Deputy Director of Utilities
Sahad Khilqa, Ph.D., Sanitary Engineer

**RICHLAND COUNTY
ADMINISTRATION**

2020 Hampton Street, Suite 4069
Columbia, SC 29204
803-576-2050



Agenda Briefing

| | | | | |
|------------------------------------|------------------------------------|--------------------------|--------------------------------|--|
| Prepared by: | Lori J. Thomas, MBA, CGFO | Title: | Assistant County Administrator | |
| Department: | Office of the County Administrator | Division: | | |
| Date Prepared: | March 03, 2021 | Meeting Date: | March 23, 2021 | |
| Legal Review | Elizabeth McLean via email | Date: | March 16, 2021 | |
| Budget Review | James Hayes via email | Date: | March 18, 2021 | |
| Finance Review | Stacey Hamm via email | Date: | March 16, 2021 | |
| Approved for consideration: | County Administrator | Leonardo Brown, MBA, CPM | | |
| Committee | Administration & Finance | | | |
| Subject: | FY22 Proposed Budget Calendar | | | |

STAFF’S RECOMMENDED ACTION:

Staff recommends proceeding with the preparation of a balanced annual budget for fiscal year 2022 and a proposed balanced annual budget for fiscal year 2023.

Request for Council Reconsideration: Yes

FIDUCIARY:

| | | | | |
|---|--|-----|--|----|
| Are funds allocated in the department’s current fiscal year budget? | | Yes | | No |
| If no, is a budget amendment necessary? | | Yes | | No |

Non-applicable.

ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:

The result of action on the calendar will ultimately result in the approval of a budget for the fiscal year 2022 and proposed budget for fiscal year 2023 for all funds including the millage agencies and those for grants.

COUNTY ATTORNEY’S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:

None.

REGULATORY COMPLIANCE:

Non-applicable.

MOTION OF ORIGIN:

There is no associated Council motion of origin.

| | |
|----------------|--|
| Council Member | |
| Meeting | |
| Date | |

STRATEGIC & GENERATIVE DISCUSSION:

As recommended at the Council Retreat and addressed by memo from County Administrator Brown distributed during the February 9, 2021 meeting, staff will work to present Council with budget recommendations that present a fiscally sustainable balanced budget. Staff also recommends providing Council with multiple opportunities to discuss these recommendations in four workshop settings that will allow an opportunity for discussion and Council input as well as that of Departments, Elected and Appointed Officials, millage agencies and grants.

Each workshop opportunity will focus on specific revenue and funding sources. Any information requested in these workshops that may not be immediately available will be provided in the subsequent workshop. Proposed workshop opportunities are as follows:

- | | |
|-----------------|---|
| April 15 , 2021 | Proposed Council Budget Work Session 4-7PM, General Fund and Special Revenue Funds |
| April 29, 2021 | Proposed Council Budget Work Session 4-6 pm: Grants |
| May 6, 2021 | Proposed Council Budget Work Session 4-6 pm Enterprise Funds |
| May 13 2021 | Proposed Council Budget Work Session 4-6 PM Millage Agencies and Debt Service, and any remaining Business |

Staff further recommends that Council approve an annual budget process with a proposed balanced second year budget. The annual budget process would allow more flexibility to adapt to unexpected situations that arise and minimizes the number of budget transfers required to operate as required by a biennium budget. As we work toward a financially sustainable budget, the accuracy of the information, assumptions and estimates used to create a budget are critical. As has been seen over the past biennium with the impacts of COVID-19, the second year budget of a biennium may be far less realistic than that of an annual budget.

An annual budget with a second year proposed budget would provide Council a document using the best information available for both year one and two; however, would not obligate Council for commitment in year two in the event of changes in regulatory statutes, laws or mandates that may develop as well as changing economic factors that may require appropriation changes to ensure the sustainability of the County.

ADDITIONAL COMMENTS FOR CONSIDERATION:

None.

ATTACHMENTS:

1. FY 22 Recommended Budget Calendar



FY22 RECOMMENDED BUDGET CALENDAR

| | |
|-------------------------------|--|
| September 3, 10, and 17, 2020 | Council Budget Work Session, 2 nd Reading, and 3 rd Reading of the Administrators Recommendations to the Budget |
| October 11, 2020 | Budget Memo Sent to Departments Outlining the Parameters of the upcoming FY2022 Budget Cycle |
| November & December 2020 | 5 Year expenditure and revenue analysis of General Fund, Special Revenue Funds, and Enterprise Funds(Budget and Grants Staff) |
| December 1, 2020 | Grant Application Period Opens |
| December 21, 2020 | Departmental Operating Budget Requests Due; Capital Improvement Requests (Due January 29, 2021) |
| January 29, 2021 | Outside Agencies Transportation Budget Requests Due |
| February 8-March 4, 2021 | Budget Requests reviewed & scored by Budget Committee |
| February 5, 2021 | Discretionary, Hospitality, Accommodation, Contractual & Statutory Grant and Lump Sum requests due to Budget Office. Application Period closes |
| February 1-28, 2021 | County Administrator Meetings with Departments, Elected and Appointed Officials, and Outside Agencies on their Budget Requests |
| March 8-12, 2021 | Grant Committees meets(Discretionary, A-Tax, and H-Tax) |
| March 22, 2021 | Grant Committee Recommendations Due |
| April 2, 2021 | Recommended Budget Presentation, Administration Review |
| April 9 , 2021 | Recommended Budget Finalized and Recommended Budget Book provided to County Council |

| | |
|---------------------|--|
| April 15 , 2021 | Council Budget Work Session 4-6PM, General Fund and Special Revenue Funds |
| April 29, 2021 | Council Budget Work Session 4-6 pm: Grants |
| May 3, 2021 | Millage Agency Budget Requests are due to RC Budget Office |
| May 4, 2021 | First Reading FY22 Budget/FY23 Budget and Millage ordinances (title only) |
| May 6, 2021 | Council Budget Work Session 4-6 pm Enterprise Funds |
| May 13 2021 | Council Budget Work Session 4-6 PM Millage Agencies and Debt Service, and any remaining business |
| May 20, 2021 | Public Hearing FY22 Budget |
| May 27, 2021 | Second Reading of FY22 Budget/FY23 Budget |
| June 3, 2021 | Third reading of FY22 Budget |
| June 9, 2021 | Open date if Needed |
| July 15, 2021 | Public Hearing and 3rd reading FY23 Budget(If Biennium Budget is continued by Council) |

**RICHLAND COUNTY
ADMINISTRATION**

2020 Hampton Street, Suite 4069
Columbia, SC 29204
803-576-2050



Agenda Briefing

| | | | |
|------------------------------------|--|-----------------------------------|----------------------|
| Prepared by: | Jennifer Wladischkin | Title: | Procurement Director |
| Department: | Finance / DPW | Division: | Procurement / EGR |
| Date Prepared: | February 02, 2021 | Meeting Date: | March 23, 2021 |
| Legal Review | Elizabeth McLean via email | Date: | February 16, 2021 |
| Budget Review | James Hayes via email | Date: | March 09, 2021 |
| Finance Review | Stacey Hamm via email | Date: | March 09, 2021 |
| Approved for consideration: | Assistant County Administrator | John M. Thompson, Ph.D., MBA, CPM | |
| Committee | Administration & Finance | | |
| Subject: | Approval of award of Engineering Services; Pavement Management Study (PMS) | | |

STAFF’S RECOMMENDED ACTION:

That County Council approve the award of a contract for engineering services for the Pavement Management Study (PMS) to Weston and Sampson for \$148,065.

Request for Council Reconsideration: Yes

FIDUCIARY:

| | | | | |
|---|-------------------------------------|-----|--|----|
| Are funds allocated in the department’s current fiscal year budget? | <input checked="" type="checkbox"/> | Yes | | No |
| If no, is a budget amendment necessary? | | Yes | | No |

ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:

This project will be paid for through the Road Maintenance Fund. These funds are in the current operating budget.

COUNTY ATTORNEY’S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:

None.

REGULATORY COMPLIANCE:

Non-applicable.

MOTION OF ORIGIN:

There is no associated Council motion of origin.

| | |
|----------------|--|
| Council Member | |
| Meeting | |
| Date | |

STRATEGIC & GENERATIVE DISCUSSION:

This project is an update to the Pavement Management Study (PMS) that was completed in July 2015. This was contracted by the Transportation-Penny Department in order to prioritize which paved roads within the County Road Maintenance System (CRMS) needed to be repaired / resurfaced. This study serves as a guide which, using the numerical Pavement Condition Index (PCI), allows the user to determine what type of improvement needs to be made to each road segment and also allows for the selection of roads for Pavement Preservation measures. This comprehensive study should be completed every five years (with “in house” “windshield studies” also performed on a two year cycle).

Request for Proposals RC-364-P-2021 was issued and there were five responses. An evaluation team scored each submittal and Weston and Sampson was the highest ranked offeror.

ADDITIONAL COMMENTS FOR CONSIDERATION:

None.

ATTACHMENTS:

None.



Agenda Briefing

| | | | |
|------------------------------------|--|-----------------------------------|----------------|
| Prepared by: | Ronaldo D. Myers | Title: | Director |
| Department: | Detention Center | Division: | |
| Date Prepared: | January 27, 2021 | Meeting Date: | March 23, 2021 |
| Legal Review | Elizabeth McLean via email | Date: | March 18, 2021 |
| Budget Review | James Hayes via email | Date: | March 15, 2021 |
| Finance Review | Stacey Hamm via email | Date: | March 15, 2021 |
| Approved for consideration: | Assistant County Administrator | John M. Thompson, Ph.D., MBA, CPM | |
| Committee | Administration & Finance | | |
| Subject: | Amendment to the Food Service Contract | | |

STAFF’S RECOMMENDED ACTION:

The Detention Center recommends to amend the Summit Food Service Contract.

Request for Council Reconsideration: Yes

FIDUCIARY:

| | | | | |
|---|-------------------------------------|-----|-------------------------------------|----|
| Are funds allocated in the department’s current fiscal year budget? | | Yes | <input checked="" type="checkbox"/> | No |
| If no, is a budget amendment necessary? | <input checked="" type="checkbox"/> | Yes | | No |

ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:

It is necessary to add \$579,000.00 to the ASGDC food service budget. This change will require a budget amendment for the food service budget.

COUNTY ATTORNEY’S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:

None.

REGULATORY COMPLIANCE:

- South Carolina Minimum Standards for Local Detention Center Sections 2014-36-40; and,
- 2090 Food DHEC regulations 61-25 Retail Food Establishments

MOTION OF ORIGIN:

There is no associated Council motion of origin.

| | |
|----------------|--|
| Council Member | |
| Meeting | |
| Date | |

STRATEGIC & GENERATIVE DISCUSSION:

This proposal is to amend the food service contract. In 2019, the Detention Center entered into a contract with Summit Food Service to provide food service for ASGDC. In the contract, the Detention Center will provide the contractor with 8-10 inmate/detainee volunteers as food service laborers to cover all three shifts. Due to the decrease in the jail population and detainees not qualified for the food service program, we have not been able to provide the inmate workers.

According to the contract with Summit Food Service: Section F Requirements Paragraph 2, Scope of Service A-5 (see below)

The ASGDC will make available without cost to the Contractor, a pool of 8 to 10 inmates per shift (three (3) shifts per day). Inmates are to be cleared by the ASGDC's Medical Provider, prior to starting work. Contractor may elect to assign any or all such inmates to food service operations

Per the South Carolina Minimum Standards for Local Detention Center Sections 2014-36-40, it outlines that the detention facility is responsible to ensure each detainee receives a nutritious and hot meal. According to the original contract, the food service company only provided a food service manager and three cook supervisors to prepare meals. In order to ensure the detainees are served meals in a timely manner, Summit Food Service has had to add additional staff. This was done to ensure meals were received by the detainees at the proper temperature and served no more than 14 hours between evening meal and breakfast.

The inmate/detainee laborers duties are as follows:

- 1 dish washers per shift
- 1 pot and pans per shift
- 2 assistant with food preparation per shift
- 3 servers per shift
- 2 general cleaners per shift

The County can choose to re solicit the food service contract to see if the per meal price will be at lower rate.

The County can choose to operate its on food service department at the ASGDC.

ADDITIONAL COMMENTS FOR CONSIDERATION:

None.

ATTACHMENTS:

1. Original food service meal price
2. Food service price amendment
3. Excel spreadsheet comparison
4. Breakdown of Kitchen personnel

PRICING PROPOSAL

PRICING PLANS

Summit agrees that all pricing will be inclusive of all management, labor, food cost, sanitation, paper costs, uniforms, insurance fees, licensing, long distance expenses, office supplies and postage deemed necessary to complete foodservice operations per the contract. All such records will be retained by Summit for a period of three (3) years. Summit also agrees to allow the County to audit our records without prior notice.

Summit agrees to remit to the State Tax Commission, any required State Sales Tax.

ANNUAL PRICE INCREASE

Any price adjustments will require mutual agreement and will not exceed 3% of the Consumer Price Index (CPI) for the preceding year. If the inmate workforce assigned to the kitchen falls below the stated 8 - 10 inmates per shift to a point that is harmful to the operation, Summit would need to renegotiate price per meal to hire additional Summit employees to fill job duties normally assigned to the inmate kitchen workers.

Based on the solicitation specifications, Summit's price is based on menus submitted with-in our proposal. As you know, Summit will be happy to sit down and discuss menu revisions. Please know, changes in menu outside of what has been submitted may result in a price adjustment.

Summit will maintain insurance coverage in the minimum amount of \$2,000,000 for the duration of the contract.

Summit shall comply with all applicable federal, state and local laws and shall meet all requirements imposed upon this service industry by regulatory agencies.

Summit is an equal employment opportunity employer.

Summit complies with the SC Drug Free Workplace Act.

Summit shall obtain all permits or licenses required in connection with this food service contract and pay all associated fees to ensure compliance with the law. summit shall provide proof of compliance.

Summit agrees to be the sole provider of food service at the ASGDC meeting all American Correctional Association standards during the life of our contract with full reporting and accountability to the Director Ronald Myers.

Pre-Packaged Meals (Religious or lifestyle)

At Summit, we utilize modified menus to accommodate a multitude of religious and lifestyle diets. Per the requirements listed in the RFP, our religious and lifestyle menus meet all RDA, ACA, NCHCA, RLUPA and DRI standards. In the event that any of your inmates cannot be accommodated by our standard Religious or Lifestyle Meals, we will charge your facility \$4.50 per each pre-packaged meal served.

Staff meals

Staff meals will be charged at the same rate as an inmate meal.

PRICING PROPOSAL WITH INMATE LABOR

FOR

**Alvin S. Glenn
Detention Center**

PREPARED BY



Based On Menu Quality, Staffing Levels And Wages

| | |
|----------------------------|-----------------------|
| <801: | » TBN |
| 801-850: | » \$1.202 |
| 851-900: | » \$1.174 |
| 901-950: | » \$1.149 |
| 951-1000: | » \$1.127 |
| 1001-1050: | » \$1.108 |
| 1051-1100: | » \$1.089 |
| >1100 | » \$1.074 |
| Staffing Price | » Same as inmate meal |
| Prepackage Religious Meals | » \$4.500 |



PRICING PROPOSAL WITHOUT INMATE LABOR

FOR

**Alvin S. Glenn
Detention Center**

PREPARED BY



Based On Menu Quality, Staffing Levels And Wages

| | |
|----------------------------|-----------------------|
| <801: | » TBN |
| 801-850: | » \$2.537 |
| 851-900: | » \$2.412 |
| 901-950: | » \$2.337 |
| 951-1000: | » \$2.264 |
| 1001-1050: | » \$2.190 |
| 1051-1100: | » \$2.135 |
| >1100 | » \$2.065 |
| Staffing Price | » Same as inmate meal |
| Prepackage Religious Meals | » \$4.500 |



AMENDMENT ONE TO THE AGREEMENT FOR INMATE FOOD SERVICE MANAGEMENT

This **Amendment One** is made and entered into by and between **RICHLAND COUNTY SOUTH CAROLINA** ("Client"), and **SUMMIT FOOD SERVICES, LLC** ("Company") (collectively "the Parties").

WHEREAS, Client and Company have entered into a certain Agreement for Inmate Food Service Management (the "Agreement"), effective January 1, 2019;

WHEREAS, Client and Company understand that Client has been unable, and is currently unable, to provide inmate labor as provided in the Agreement; and

WHEREAS, due to the shortage of inmate labor, the parties now desire to amend said Agreement upon the terms and conditions stated herein;

WHEREAS, the parties wish to make this **Amendment One** retroactive to remedy pay deficiencies caused by the shortage of inmate labor since October 1, 2020;

NOW, THEREFORE, the parties, intending to be legally bound hereby, mutually agree as follows:

1. **Price.** Effective October 1, 2020, Company shall charge, and Client shall pay the following rates based on inmate population. These rates reflect no inmate labor due to COVID-19.

| MEAL PRICE MATRIX | | | |
|-------------------|-----|------|----------------|
| Inmate Population | | | Price per Meal |
| < | 350 | | TBN |
| 350 | - | 399 | \$5.504 |
| 400 | - | 449 | \$4.914 |
| 450 | - | 499 | \$4.456 |
| 500 | - | 549 | \$4.090 |
| 550 | - | 599 | \$3.790 |
| 600 | - | 649 | \$3.540 |
| 650 | - | 699 | \$3.328 |
| 700 | - | 749 | \$3.147 |
| 750 | - | 799 | \$2.990 |
| 800 | - | 849 | \$2.857 |
| 850 | - | 899 | \$2.739 |
| 900 | - | 949 | \$2.634 |
| 950 | - | 999 | \$2.541 |
| 1000 | - | 1049 | \$2.457 |
| 1050 | - | 1099 | \$2.381 |
| 1100 | - | 1149 | \$2.312 |
| 1150 | - | 1199 | \$2.249 |
| 1200 | - | 1249 | \$2.191 |
| 1250 | + | | \$2.139 |

| | |
|-----------|---------|
| Religious | \$4.500 |
| Staff | \$2.960 |
| Juvenile | \$0.000 |

2. If at any time during this term, or any term renewal, Client is able to provide adequate inmate labor per the Agreement, Client shall notify Company, in writing, and this **Amendment One** shall automatically terminate, and the price terms shall revert to the price per meal “with inmate labor.”
3. This **Amendment One** is effective as of October 1, 2020. All other terms and conditions of the original Agreement (as modified from time to time) shall remain in full force and effect unless otherwise amended as provided in the Agreement.

RICHLAND COUNTY SOUTH CAROLINA

SUMMIT FOOD SERVICE, LLC

Signature: _____
Name: _____
Title: _____
Date: _____

Signature: _____
Name: Marlin C. Sejnoha, Jr.
Title: President & CEO
Date : _____

| Current price with inmate labor | | Proposed price without inmate labor | |
|---------------------------------|----------------|-------------------------------------|----------------|
| Detainee meal count | Price per-meal | Detainee meal count | Price pre-meal |
| 650-600 | \$1.582 | 599-550 | \$3.790 |
| 699-650 | \$1.520 | 649-600 | \$3.540 |
| 749-700 | \$1.466 | 699-650 | \$3.280 |
| 799-750 | \$1.419 | 749-700 | \$3.147 |
| 849-800 | \$1.381 | 799-750 | \$2.990 |
| 801-850 | \$1.202 | 800-849 | \$2.857 |
| 851-900 | \$1.174 | 850-899 | \$2.739 |
| 901-950 | \$1.149 | 900-949 | \$2.634 |
| 951-1000 | \$1.127 | 950-999 | \$2.541 |
| 1001-1050 | \$1.108 | 1000-1049 | \$2.457 |
| 1051-1100 | \$1.089 | 1050-1099 | \$2.381 |
| > 1100 | \$1.074 | 1100-1149 | \$2.312 |

| | | |
|------------------|------------------------------------|---------------------|
| Current ADP | With inmate labor per meal cost | Current annual cost |
| 685 | \$1.52 | \$1,140,114.00 |
| | Without inmate labor per meal cost | |
| 685 | \$3.33 | \$2,496,249.60 |
| Variance in Cost | | \$1,356,135.60 |

**RICHLAND COUNTY
ADMINISTRATION**

2020 Hampton Street, Suite 4069
Columbia, SC 29204
803-576-2050



Agenda Briefing

| | | | | | |
|------------------------------------|---|----------------------|--------------------------|----------------|--|
| Prepared by: | William Stevens | | Title: | Deputy Coroner | |
| Department: | Coroner's Office | Division: | | | |
| Date Prepared: | March 17, 2021 | Meeting Date: | March 23, 2021 | | |
| Legal Review | Elizabeth McLean via email | | Date: | March 18, 2021 | |
| Budget Review | James Hayes via email | | Date: | March 18, 2021 | |
| Finance Review | Stacey Hamm via email | | Date: | March 18, 2021 | |
| Approved for consideration: | County Administrator | | Leonardo Brown, MBA, CPM | | |
| Committee | Administration & Finance | | | | |
| Subject: | Purchase of Portable X-ray Equipment for Coroner's Office | | | | |

STAFF'S RECOMMENDED ACTION:

The Coroner recommends Council approval to complete the purchase of portable X-ray equipment and to accept the DHEC HPP Grant award.

Request for Council Reconsideration: Yes

FIDUCIARY:

| | | | | |
|---|-------------------------------------|-----|-------------------------------------|----|
| Are funds allocated in the department's current fiscal year budget? | | Yes | <input checked="" type="checkbox"/> | No |
| If no, is a budget amendment necessary? | <input checked="" type="checkbox"/> | Yes | | No |

ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:

The RCCO seeks to make a contract for the purchase of a MinXray INC. CMDR.CW 100 portable digital imaging X-ray machine is to be maintained and operated by RCCO staff with radiologic certification and a doctorate in forensic science (anthropology). The total product cost is \$41,500, and it will be refunded in full by DHEC award.

To ensure timely reimbursement, the Office of Budget and Grants Management will coordinate with the Coroner's Office to provide all required and appropriate documentation, to include a copy of the check showing invoices for the purchase as paid, to SCDHEC.

COUNTY ATTORNEY'S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:

Once the South Carolina Department of Health and Environmental Control (SCDHEC) receives approval, a contract will be drafted. The County Attorney's Office will review the contract upon its receipt from the SCDHEC.

REGULATORY COMPLIANCE:

Non-applicable.

MOTION OF ORIGIN:

There is no associated Council motion of origin.

| | |
|----------------|--|
| Council Member | |
| Meeting | |
| Date | |

STRATEGIC & GENERATIVE DISCUSSION:

Richland County Coroner’s Office (RCCO) requests the acceptance of a DHEC Healthcare Preparedness Program Grant award to fund the purchase of a portable X-ray machine. The RCCO Forensic Anthropology Department currently lacks an efficient means of generating postmortem images of human remains for comparison with ante mortem dental and skeletal images of putative missing and unidentified individuals.

Currently, RCCO relies on hospital radiology services in a hospital morgue, a resource which would be strained or unavailable to us in a mass disaster fatality incident (MFI) due to hospital surge and remote event location of MFI (i.e. temporary morgue scenarios). The purchase will increase our capability to respond to our county’s needs for recovery and identification of human remains in disaster scenarios. Moderate to high-risk events within our county and region include earthquake, flood, hurricane/tropical storm impact, infectious disease/pandemic, tornado, mass casualty incidents/trauma, explosives MCI, and nuclear events.

The equipment will expedite identification and release of decedents to the victims’ families in both normal daily casework (e.g. accident, fire, decomposed remains) and in mass disaster scenarios. RCCO will lessen dependency on hospital services and outside consultants who may charge for their services.

If the RCCO is unable to purchase the equipment or accept the grant, the RCCO will continue to rely upon outside hospital/dental services to conduct imaging for our use in forensic work. Continue reliance upon outside sources may result in fees and delays in service and/or stressed, strained, or unavailable services in disaster contexts.

ADDITIONAL COMMENTS FOR CONSIDERATION:

None.

ATTACHMENTS:

1. DHEC HPP Grant Application
2. MinXray CMDR.CW.100 Digital Imaging System Specifications

Instructions

Please provide the following information for each project in the region proposal.

| | | |
|---|----------------------------------|---------------------------|
| HPP Region: | Midlands | Proposed Partners: |
| Facility Sponsor/Contractor: | Richland County Coroner's Office | |
| Method of Selection: Sole Source or Competitive Bid | Sole Source | |
| Date: | 03/03/2021 | |
| Problem Statement: | | |
| <p>The Richland County Coroner's Office (RCCO) provides assistance to other medicolegal and law enforcement agencies on a regional and state-level basis in recovery and identification of human remains using our Forensic Anthropology Department. This role will increase in importance in the context of a mass casualty event/mass fatality incident (MFI). The RCCO Forensic Anthropologists utilize scientific means for human remains identification including radiographic comparison, dental image comparison, and genetic sampling for DNA testing. The RCCO Forensic Anthropology Department currently lacks an efficient means of generating postmortem images of human remains for comparison with antemortem dental and skeletal images of putative missing and unidentified individuals. Currently, RCCO relies on hospital radiology services in a hospital morgue, a resource which would be strained or unavailable to us in a mass fatality incident (MFI) due to hospital surge and remote event location of MFI (i.e. temporary morgue scenarios).</p> | | |
| Gap identification with specific reference to the current/updated Coalition HVA or region CPG: | | |
| <p>South Carolina lacks centralized services for forensic anthropological identification. A small number of professional forensic anthropologists assist our local jurisdictions on a case basis, addressing the existing large volume of missing and unidentified remains in our state. Forensic anthropologists in Richland County and in Charleston County maintain and manage cases in the National Institute of Justice's (NIJ) National Missing and Unidentified Persons System (NAMUS.gov), a nationwide clearinghouse for comparison of missing persons' information with unidentified human remains. The Richland County Coroner's Office assists agencies across all four SC Public Health Regions. Improvements to the ability of South Carolina Coroners' access to the services of anthropologists are greatly needed, both in the recovery and in scientific identification of missing and unidentified persons. These gaps in access will become particularly apparent in the event of mass disaster scenarios. Forensic anthropology plays a vital role nationwide in the context of natural and man-made events. Examples of this range from their role in the September 11th attacks to more recent Louisiana hurricanes, and California wildfires. Moderate to high-risk events within our state and region include earthquake, flood, hurricane/tropical storm impact, infectious disease/pandemic, tornado, mass casualty incidents/trauma, explosives MCI, and nuclear events.</p> | | |
| HPP Capability/Objective/Activity: | | |
| <ul style="list-style-type: none"> • Capability 2/ Objective 3/ Activities 1-4 (creating awareness of resources for human identification during emergencies, communication with healthcare providers for obtaining access to antemortem images and patient records for identification purposes, communication with the public via Family Assistance Centers (FAC) for purposes of missing and unidentified person reporting) • Capability 3/Objective 3/ Maintain access to non-personnel resources and equipment during an emergency | | |

- **Capability 4/ Objective 2/ Activity 11 (assistance in identification of deceased individuals and trauma related to cause of death involved in a mass fatality)**

Baseline Capacity:

RCCO uses existing hospital morgue radiology services and coroner’s office anthropology lab (separate locations) to perform approximately 40 forensic identifications and skeletal/dental analyses annually with roughly 15 to 20 percent of these cases being assistance to outside agencies. In the event of MFI, this number of cases will increase exponentially.

Benefit:

Funding of this project will benefit the improvement of forensic anthropological identification services locally and regionally, and lead to the development of standards and communication in response to incidents, recovery and identification of decedents, family assistance and dispositioning of decedents. Forensic identification specialists in the SC Public Health Regions should move toward independence from potentially strained hospital and healthcare services in order to be better prepared for MFI’s. Efficiency in identification of the deceased is critical to preventing morgue overflow and allowing final disposition and release of remains to families. Forensic Anthropologists nationwide play an important role in the mass disaster events and in the function of Family Assistance Centers (FAC) as a means of coordinating the identification of the deceased.

Scope of Work: Describe the specific services/tasks to be performed as it relates to aiding the Coalition in achieving program objectives. Also include anticipated beginning and ending dates for project/services.

The Richland County Coroner’s Office proposes this project to offer independent and portable laboratory radiology capability via a portable X-ray machine for use in obtaining postmortem images of human remains for scientific human identification in the existing Forensic Anthropology Laboratory. These laboratory services would extend to other agencies in surrounding regions and be available for use in potential MFI scenarios. These services would be available for an indefinite time frame following acquisition of the equipment and staff training.

Proposed Input: List methods of accountability and who will supervise.

The equipment will be operated by a trained radiology technician under the supervision of the director of the RCCO Forensic Anthropology Laboratory.

Intended Output: Include trainings, drills and exercises, partners, and organizations as well as who will supervise and coordinate activities

The proposed portable X-ray equipment would be utilized primarily for forensic identification services as well as training in the use of the machine by new users when needed. Output of the machine will be actively used in forensic casework and potentially used in training scenarios for local forensic scientists, medicolegal death investigators, and forensic science interns.

Total Funding Amount Requested: \$41,500.00

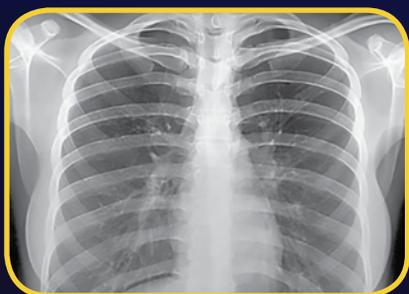
| | | | |
|---|----------|---|------------------|
| Sustainment: | | Sustainment Cost/Responsibility: | |
| The equipment will be housed, operated, and maintained by the Richland County Coroner's Office. | | TBD | |
| Is the facility an active coalition member? | | Is this project new or continuation? | |
| New | Existing | Non-active | New Continuation |

All HPP Grant recipients are required to participate in a training and/or exercise. Provide your training and/or exercise plan below.

| Training Plan | | | | | | |
|---|---|-----------------------------|--|-----------------------------|--|--|
| Training Name | Number of sessions | Proposed dates of trainings | Locations of trainings | Type of personnel trained | Number of people trained | Gaps or corrective actions that were addressed by training based on HVA |
| Forensic Identification in MFI setting | TBD | TBD | RCCO | Forensic death investigator | TBD | Improvement of response to mass casualty event or MFI, identification of decedents |
| Exercise Plan | | | | | | |
| Exercise Name (e.g., Regional Mass Casualty Exercise) | Exercise Type (i.e. exercises that are functional or full-scale or those that lead to FE/FSE such as the initial planning conference, mid-planning conference TTX, etc.) | | Proposed date of Exercise | Location of exercise | Coalition(s) and/or State (e.g., HCC exercise, a multi-coalition, state exercise, etc.) | Funding Type |
| Regional mass casualty exercise | MFI event training, decedent identification, morgue overflow, assistance to victim families | | TBD | TBD | TBD | TBD |
| Capabilities/Objective/Activity Tested | | | Capability-based gap or corrective action being tested | | | |
| Capability 1 – Foundation for Health Care and Medical Readiness | | | | | | |
| Capability 2 – Health Care and Medical Response Coordination | | | X | | | |
| Capability 3 – Continuity of Health Care Service Delivery | | | X | | | |
| Capability 4 – Medical Surge | | | X | | | |

| | |
|----------------|--|
| Other: specify | |
|----------------|--|

CMDR.CW.100.S



The **CMDR.CW.100.S** is a complete portable digital radiography system featuring a wireless Cesium Iodide Flat Panel Detector. When paired with MinXray's **HF100H+** portable x-ray unit and **XGS MK7** stainless steel, wheeled transport stand, the system is easily moved and positioned as required for portable imaging. The Flat Panel Detector is securely stored and protected on the transport stand and easily removed when needed. The total system setup time is less than one minute.

The **CMDR.CW.100.S** features:

- Ultra-durable, compact and low weight design
- Easy transport and quick setup
- High functionality for in-field imaging with wireless detector
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CMDR.CW.100.S

MINXRAY HF100H+ HIGH FREQUENCY PORTABLE X-RAY UNIT

| | |
|----------------------------------|---|
| X-RAY OUTPUT | 30-20 mA@40-100 kVDC, 0.6 120 mAs |
| INPUT LINE VOLTAGE | 100-140 VAC or 200-260 VAC |
| TOTAL FILTRATION WITH COLLIMATOR | 3.2 mm Al equivalent |
| COLLIMATOR | Collimate continuously adjustable light beam type with central beam indicator |

CSI WIRELESS DIGITAL IMAGING PANEL (FPD)

| | |
|---------------------------|--|
| INPUT LINE VOLTAGE | Csl Direct Deposit |
| EXPOSURE CONTROL | F ² AED™ Full-Field Automatic Exposure Detection |
| PIXEL PITCH | 154 µm |
| PIXELS | 2816 x 2304 (approximately 6.5 million) |
| IMAGE SIZE | 14" x 17" (35 x 43 cm) |
| LIMITING RESOLUTION | 3.3 lp/mm |
| A/D CONVERSION | 16 bits |
| OUTPUT DATA | 16 bit grayscale |
| PREVIEW IMAGE ACCESS TIME | 4 - 5 seconds |
| MTF (2LP/MM) | 40% |
| DQE (0) | 65% typ |
| POWER (VOLTAGE/FREQUENCY) | 100 - 240V AC |
| OPERATION ENVIRONMENT | Sensor unit: 41-95°F (5 - 35°C) 10-75% RH (non-condensing) |
| DIMENSIONS (SENSOR UNIT) | 384 x 460 x 15 mm |
| WEIGHT (SENSOR UNIT) | 8.2 lbs (3.7 kg) |

For more information about MinXray products, contact your local dealer or MinXray at:

MinXray, Inc.
3611 Commercial Avenue
Northbrook, Illinois 60062 USA
1-847-564-0323

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Web: www.minxray.com



Ordering Information

The **CMDR.CW.100.S** includes:

- 1 ea. HF100H+High Frequency Portable X-ray Unit
- 1 ea. Csl Wireless FPD
- 1 ea. Laptop or Tablet
- 1 ea. MinXray DXR Imaging Software
- 1 ea. Ruggedized, Stainless Steel Portable Stand

Options:

- MinXray **HF120/60H PowerPlus™**
60-20 mA@40-120 kVDC, 0.2 - 300 mAs
- HF100HSTC Transport Case

CMDR system net weight: 143 lb. (65 kg)
Total weight in transport case: 253 lb. (115 kg)

Data Output and Network Connection

- Ethernet: 10/100/1000 Base T, RJ 45 standard, wireless
- Data Output: DICOM 3.0 compliant,
- Print Management Class (SCU), Storage
- Service Class (SCU) and others

Indications for Use

Intended for use by a qualified/trained physician or technician on both adult and pediatric subjects for taking diagnostic x-rays. Not for mammography. Rx only.



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