

AGENDA

SPARTANBURG SANITARY SEWER DISTRICT COMMISSION

REGULAR MEETING

MEETING PLACE: 200 Commerce Street

Tuesday, April 22, 2025, 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. CALL TO ORDER**
- 2. INVOCATION**
- 3. APPROVAL OF MINUTES OF REGULAR MEETING OF MARCH 25, 2025**

OLD BUSINESS

NONE

AGENDA ITEMS 4-6 FINANCE AND PROCUREMENT

- 4. MONTHLY FINANCIAL REPORT**

A financial summary of SSSD expenditures and revenues for the nine-month period ending March 31, 2025, will be reviewed by the Chief Financial Officer.

- 5. PROCUREMENT POLICY REVISION**

Management is requesting the Commission approve revisions to the Procurement Policy as it relates to procurement dollar amount thresholds. These dollar threshold were established in March of 2009.

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Current and recommended thresholds are shown below. Staff will provide the Commission with an overview of the Procurement Policy recommendations.

	Current Threshold	Recommended Threshold
Approved Requisition	\$500 or more	\$1,000 or more
Informal Competitive Procurement	\$2,500-\$25,000	\$7,500-\$50,000
Formal Public Procurement	\$25,000 or more	\$50,000 or more

These revisions will alleviate additional workload placed on the purchase of goods and services due to past and future price increases.

6. SPARTANBURG SANITARY SEWER DISTRICT – BYLAWS

The following amendments are being recommended to the SSSD Bylaws.

Current Commission Bylaws require proposed amendments to be voted on at two separate Commission meetings. April 22, 2025, will be the first request for Commission approval of the requested amendments to the SSSD Bylaws as reflected below.

Article III – Duties of the Commission

3.5 The Commission shall approve the appointment of an outside certified public accounting and audit firm (CPA). **This appointment shall come directly from and be based on the recommendations of the Commission Audit Committee after the Audit Committee has met, discussed and received recommendations from the CEO.** The CPA firm shall have the duties to provide annual audited financial statements to the Commission for the Commissions review and acceptance.

Article V – Chief Executive Officer

5.12 The Chief Executive Officer shall provide for an independent annual audit of all financial records and transactions of SSSD. Such audits shall be made by a firm of certified public accountants who have no personal interest, direct or indirect, in the fiscal affairs of SSSD or any of its officers **and who have been properly appointed by the Commission as required under**

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Article III, Section 3.5 of these Bylaws. The report of the audit shall be made available for public inspection.

5.14 The Chief Executive Officer shall make a recommendation to the **Audit Committee of the** Commission for the appointment of an outside-certified public accounting and audit firm whose sole responsibility is to prepare and present annual audited financial statements to the Audit Committee of the Commission and **ultimately to the full Commission.** Recommendations shall be for appointments of **three (3)** year engagements.

Article VII – Commission Meetings

7.4 The Commission Audit Committee shall conduct their regular annual audit meeting within six months of fiscal year end.

AGENDA ITEM 7 OPERATIONS

7. A. MANNING LYNCH WWTF BIOSOLIDS CENTRIFUGE #3 REFURBISHMENT

The Spartanburg Sanitary Sewer District (SSSD) uses three centrifuges to dewater biological wastewater sludge at the A. Manning Lynch WWTF, prior to transport to the landfill. Recently, centrifuge #3 failed. Upon dismantling the unit, several components within the unit showed extensive wear. The centrifuge has been in service since 2015.

Andritz Separations, Inc., is the manufacturer and the sole provider of the equipment and related services. Management recommends rehabbing centrifuge #3 by Andritz at a cost not to exceed \$137,305. Funding will be through depreciation funds.

AGENDA ITEMS 8-14 ENGINEERING

8. OWNERSHIP AGREEMENT – BUCKTHORN RIDGE

Meritage Homes proposes to construct approximately 12,330 linear feet of 8-inch gravity sewer line to provide service to 186 residential lots in Buckthorn Ridge located off Springfield Road. The sewer line will connect to existing SSSD infrastructure. The domestic waste will be treated at the

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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 Meritage Homes. Under the terms of the resolution adopted by the Commission on January 26, 2023, this agreement has been executed on behalf of the Commission by the Chief Executive Officer.

The above is provided as information to the Commission.

9. OWNERSHIP AGREEMENT – HALTON VILLAGE

Lyonjay 221 Bryant Rd, LLC proposes to construct approximately 3,885 linear feet of 8-inch gravity sewer line to provide service to 84 residential lots in Halton Village located off Chesnee Highway (Highway 221). The sewer line will connect to existing SSSD infrastructure. The domestic waste will be treated at the A. Manning Lynch Wastewater Treatment Facility. SSSD will participate in the off-site sewer construction cost in accordance with the Sewer Extension Policy adopted January 26, 2023.

The line will be constructed according to District-approved plans and specifications, with District inspection provided. The owner will provide all necessary right-of-way and easement agreements for this project.

The form of the agreement transferring ownership of the gravity sewer to the District has been reviewed by the District's attorney and executed by Lyonjay 221 Bryant Rd, LLC. Under the terms of the resolution adopted by the Commission on January 26, 2023, this agreement has been executed on behalf of the Commission by the Chief Executive Officer.

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10. OWNERSHIP AGREEMENT – OAKWOOD AVENUE TOWNHOMES

Vanrock Holdings, LLC proposes to construct approximately 215 linear feet of 6-inch gravity sewer line to provide service to 20 residential lots in Oakwood Avenue Townhomes located off Oakwood Avenue. The sewer line will connect to 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 Vanrock Holdings, LLC. Under the terms of the resolution adopted by the Commission on January 26, 2023, this agreement has been executed on behalf of the Commission by the Chief Executive Officer.

The above is provided as information to the Commission.

11. OWNERSHIP AGREEMENT – RIVERBEND PHASE 1

ECS Development, LLC proposes to construct approximately 4,935 linear feet of 8-inch gravity sewer line to provide service to 128 residential lots in Riverbend Phase 1 located off Knollwood Acres Road. The sewer line will connect to existing SSSD infrastructure. The domestic waste will be treated at the A. Manning Lynch Wastewater Treatment Facility. SSSD will participate in the off-site sewer construction cost in accordance with the Sewer Extension Policy adopted January 26, 2023.

The line will be constructed according to District-approved plans and specifications, with District inspection provided. The owner will provide all necessary right-of-way and easement agreements for this project.

The form of the agreement transferring ownership of the gravity sewer to the District has been reviewed by the District's attorney and executed by ECS Development, LLC. Under the terms of the resolution adopted by the

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Commission on January 26, 2023, this agreement has been executed on behalf of the Commission by the Chief Executive Officer.

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12. OWNERSHIP AGREEMENT – ROSEBUD ESTATES

Garden Street Communities Southeast, LLC proposes to construct approximately 9,600 linear feet of 8-inch gravity sewer line; and 4,300 linear feet of 6-inch force main and a pump station to provide service to 237 residential lots in Rosebud Estates located off Chesnee Highway (Highway 221). The sewer line will connect to 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 Garden Street Communities Southeast, LLC. Under the terms of the resolution adopted by the Commission on January 26, 2023, this agreement has been executed on behalf of the Commission by the Chief Executive Officer.

The above is provided as information to the Commission.

13. OWNERSHIP AGREEMENT – SUNSET SUMMITS

Sunset 2024, LLC proposes to construct approximately 1,666 linear feet of 8-inch gravity sewer line to provide service to 36 residential lots in Sunset Summits located off Serendipity Lane. The sewer line will connect to existing SSSD infrastructure. The domestic waste will be treated at the Lower North 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 Sunset 2024, LLC. Under the terms of the resolution adopted by the Commission on January 26, 2023, this agreement has been executed on behalf of the Commission by the Chief Executive Officer.

The above is provided as information to the Commission.

14. OWNERSHIP AGREEMENT – TYGER PINES

Ticktin GSP, LLC proposes to construct approximately 8,974 linear feet of 8-inch gravity sewer line to provide service to 256 residential lots in Tyger Pines located off Old Bethel Road. The sewer line will connect to existing SSSD infrastructure. The domestic waste will be treated at the South Tyger River Wastewater Treatment Facility. The developer will bear all costs.

The line will be constructed according to District-approved plans and specifications, with District inspection provided. The owner will provide all necessary right-of-way and easement agreements for this project.

The form of the agreement transferring ownership of the gravity sewer to the District has been reviewed by the District’s attorney and executed by Ticktin GSP, LLC. Under the terms of the resolution adopted by the Commission on January 26, 2023, this agreement has been executed on behalf of the Commission by the Chief Executive Officer.

The above is provided as information to the Commission.

15. CHIEF EXECUTIVE OFFICER REPORT

16. REFERRALS

17. ADJOURNMENT