

AGENDA

SPARTANBURG SANITARY SEWER DISTRICT COMMISSION

REGULAR MEETING

MEETING PLACE: 200 Commerce Street

Tuesday, October 31, 2023, 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 26, 2023**
- 3. ANNUAL COMPREHENSIVE FINANCIAL REPORT AWARD**

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to Spartanburg Water System and Spartanburg Sanitary Sewer District for its annual comprehensive financial report for the fiscal year ended June 30, 2022. This was the twentieth year that The District has achieved this prestigious award. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and an efficiently organized annual comprehensive financial report. This report must satisfy both Generally Accepted Accounting Principles and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year. Management believes the current annual comprehensive financial report continues to meet the Certificate of Achievement Program's requirements and will submit it to the GFOA to determine its eligibility for fiscal year ended June 30, 2023.

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4. MONTHLY FINANCIAL REPORT

Cam Cole will present a financial summary of SSSD expenditures and revenues for the three-month period ending September 30, 2023.

5. PROPOSED 2024 COMMISSION MEETING SCHEDULE

January 23	February 27
March 26	April 23
May 21	June 25
July – No Meeting	August 27
September 24	October 29
November – No Meeting	December 3

6. RENEWAL OF HEALTH INSURANCE CONSULTING SERVICES

Steinburg and Associates was acquired by Marsh & McLennan Agency, effective September 1, 2022. Marsh & McLennan Agency provides oversight and guidance needed in connection with the business insurance/employee health and benefits solutions to organizations and individuals.

Their services include:

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

Management requests Commission approval of the professional services agreement with Marsh & McLennan Agency for 2024 in the amount of \$30,000. The service agreement cost will be allocated as follows: SSSD (\$12,000) and SWS (\$18,000).

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7. FINE SCREEN REHABILITATION – A. MANNING LYNCH WWTF

The fine screen is part of the preliminary treatment system at the A. Manning Lynch WWTF. Its purpose is to remove small, untreatable objects from the influent and prevent them from damaging pumps and taking up basin capacity. Due to harsh conditions and wear over time, the fine screen system needs rehabilitation. The cost of the sole sourced parts and materials is \$58,552.56. Quotes for the labor to rehab the fine screen system were solicited from four contractors, with three contractors replying.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Cove Utility Greenville, SC	\$12,863.00
Harper Corporation Greenville, SC	\$23,245.00
EW2 Charlotte, NC	\$70,345.40
Crowder Construction Charlotte NC, Spartanburg/Greenville SC	NO BID

The lowest labor quote for the work was from Cove Utility at a cost of \$12,863.00. Management recommends Cove Utility for the rehabilitation labor and a parts and materials expenditure of \$58,552.56 for a total project cost of \$71,415.56. The work will be funded through depreciation.

**8. COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROJECT –
ARCADIA SEWER IMPROVEMENTS**

The Arcadia Sewer System was installed in the 1930's and has outlived its useful life. The system has experienced chronic failures and has required increasingly frequent maintenance, repairs, and cleaning operations. The Arcadia Sewer Improvements project includes the rehabilitation and/or replacement of approximately 15,800 linear feet of 8" and 10" gravity sewer and 85 manholes. The goal of the project is to provide environmentally safe, reliable and affordable sanitary sewer service to the Arcadia community.

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Spartanburg County has received a \$250,000 Community Development Block Grant (CDBG) for the completion of the first phase of the project, which will include the rehabilitation of approximately 4,700 linear feet of gravity sewer, in the area south of Hayne Street. Spartanburg County will provide a sub-recipient agreement to the District outlining the list of responsibilities of the grantee and the sub-recipient of the CDBG Grant. The agreement is a standard form that will be reviewed by appropriate legal counsel before being sent to the Chief Executive Officer.

Management recommends the Commission approve the attached resolution authorizing the Chief Executive Officer to execute the sub-recipient agreement on behalf of the District.

**A RESOLUTION
FOR THE PURPOSE OF AUTHORIZING GUY F. BOYLE, THE CHIEF
EXECUTIVE OFFICER OF THE SPARTANBURG SANITARY SEWER
DISTRICT, TO EXECUTE AN AGREEMENT TO RECEIVE FUNDING FROM
SPARTANBURG COUNTY**

WHEREAS, the County of Spartanburg has received Community Development Block Grant (CDBG) funds from the United States Department of Housing and Urban Development (HUD) and

WHEREAS the grant was awarded to Spartanburg County to benefit low and moderate-income persons and

WHEREAS the Spartanburg Sanitary Sewer District will use the funds to design, permit and construct the Arcadia Sewer Improvements Project (Phase 1) which includes approximately 4,700 linear feet of rehabilitated gravity sewer lines to provide improved service to the residents of the Arcadia community.

NOW THEREFORE BE IT RESOLVED that the Commission does hereby approve and authorize the Chief Executive Officer to execute an agreement as a subrecipient with Spartanburg County for \$250,000.00 for implementation of the project as summarized above.

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9. REQUEST FOR ANNEXATION – R VENTURES, LLC

R Ventures, LLC has requested annexation of approximately 15.4 acres of property located off of Highway 9 on parcel 2-36-00-122.01. 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 29, 2024.

**Resolution of Annexation
Adopted by Spartanburg Sanitary Sewer District Commission
On October 31, 2023**

WHEREAS, R Ventures LLC, owner of a 15.4-acre tract, more or less, adjacent to the existing Sewer District boundary line, and located off of Highway 9 on parcel 2-36-00-122.01 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

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

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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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10. OWNERSHIP AGREEMENT – HENSON CREEK FARMS

LGI Homes-SC, LLC proposes to construct approximately 10,165 linear feet of 8-inch gravity sewer line to provide service to 287 residential lots in Henson Creek Farms located off of Old Georgia Road. The sewer line will connect to the existing SSSD infrastructure. The domestic waste will be treated at the Lower North Tyger 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 LGI Homes-SC, 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 – KAPASI MASTER PLAN

Shahada, LLC proposes to construct approximately 625 linear feet of 8-inch gravity sewer line to provide service to six commercial lots in Kapasi Master Plan located off of Highway 101. The sewer line will connect to the existing SSSD infrastructure. The domestic waste will be treated at the South Tyger River Regional 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 Shahada, 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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12. OWNERSHIP AGREEMENT – PARKSTONE PLACE

Suit Development and Consulting proposes to construct approximately 3,750 linear feet of 8-inch gravity sewer line to provide service to 150 residential lots in Parkstone Place located off of South Church Street Extension. 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 Suit Development and Consulting. 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 – SPARTANBURG AIRPORT HANGAR Z

The City of Spartanburg proposes to construct approximately 120 linear feet of 8-inch gravity sewer line to provide service to one commercial lot for the Spartanburg Airport Hangar Z located off of Kensington Drive. 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 the City of Spartanburg. 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.

The above is provided as information to the Commission.

14. CHIEF EXECUTIVE OFFICER REPORT