

## MINUTES

Spartanburg Sanitary Sewer District Commission, Executive Session Meeting, held at 200 Commerce Street, Spartanburg, SC, February, 25 at 1:30 p.m.

Copies of the agenda were forwarded to the following news media: 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.

Commissioners present were Mses. Barnes and Viney and Messrs. Blanton, Littlejohn, Montgomery, Rice, and Willard. No one was absent.

Attendees: Guy Boyle, Robert Walden

The meeting was opened with the following statement:

This is an Executive Session 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 at least 24 hours prior to this meeting.

### 1. CALL TO ORDER

Commission Chair, Louie Blanton, called the meeting to order.

### 2. EXECUTIVE SESSION

Mr. Blanton asked for a motion to enter into Executive Session for discussion of negotiations incident to proposed contractual arrangements and proposed sale or purchase of property.

Mr. Littlejohn moved and Mr. Montgomery seconded the motion to enter into Executive Session at 1:30 p.m. to proposed contractual arrangements and proposed sale or purchase of property. The motion passed unanimously.

The Executive Session was attended by the Commissioners as well as Guy Boyle and Robert Walden.

Mr. Blanton noted that no action was taken.

### 3. ACTION ITEM FROM EXECUTIVE SESSION

Mr. Blanton stated that the Chair would entertain two motions.

The first, to authorize the Chief Executive Officer to execute agreement for the water line relocation agreement between Spartanburg Sanitary Sewer District and Inman-Campobello Water District.

The second, to authorize the Chief Executive Officer to solicit appraisals, interest and/or bids for decommissioned or abandoned Spartanburg Sanitary Sewer District properties discussed in executive session.

Mr. Littlejohn moved and Mayor Rice seconded the motion to approve both motions as stated above. Both motions passed unanimously.

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Meeting adjourned at 2:17 p.m.

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Camlyn M. Cole  
Secretary-Treasurer

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## MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, February, 25, 2025, at 2:15 p.m.

Copies of the agenda were forwarded to the following news media: 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.

Commissioners present were Mses. Barnes and Viney and Messrs. Blanton, Littlejohn, Montgomery, Rice, and Willard. No one was absent.

Attendees: Guy Boyle, Cam Cole, Gene Jackson, Robert Walden, Rick Jolley, Remsen Parrish, Kevin Smith, Kevin Brown, Ken Tuck, Corey Reid, Hariette Stinson, Jennifer Candler, Jon Morgan, Hillary Messer, Scott Duff, Matthew Jamison, Trish Heatherington.

The meeting was opened with the following statement:

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 mailed to local and nearby news media, at least 24 hours prior to this meeting.

**1. CALL TO ORDER**

Commission Chair, Louie Blanton, called the meeting to order.

**2. INVOCATION**

Corey Reid opened with a prayer.

**3. APPROVAL OF MINUTES OF REGULAR MEETING OF JANUARY 28, 2025**

Mr. Montgomery moved and Ms. Barnes seconded the motion to approve the minutes as written. The motion passed unanimously.

**4. LABORATORY ANALYSTS OF THE YEAR – BLUE RIDGE DISTRICT OF WEASC – HILLARY MESSER**

On January 30, 2025, Hillary Messer was awarded as the Laboratory Analyst of the Year for the Blue Ridge Foothills District (BRFD) of the SCAWWA/WEASC. The Laboratory Analysts of the Year is awarded to a water and/or wastewater treatment analyst for excellence achieved in the laboratory of a water and wastewater treatment plant in South Carolina.

Rick Jolley introduced Hillary Messer. Mr. Jolley provided an overview of the award and of Ms. Messer's recognition.

Hillary is the QA/QC Manager for the Spartanburg Water Laboratory Services Department, where she has demonstrated an incredible work ethic and dedication to Spartanburg Water for 14 years. During her tenure in the laboratory, she has developed and integrated new methodologies, new instrumentation, led the laboratory and satellite laboratories through many successful audits, and truly drives compliance within the organization.

The Commission congratulated Ms. Messer on this achievement.

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The above was provided as information to the Commission

**5. MAINTENANCE PERSON OF THE YEAR AWARD – BLUE RIDGE WEASC/SCAWWA AND STATE OF SOUTH CAROLINA RECIPIENT – SCOTT DUFF**

The Maintenance Person of the Year Award is awarded to an Association member for excellent achievement in maintenance of a water, wastewater, collection, or distribution system in South Carolina. In this case, the recipient manages all of these maintenance areas. At the Blue Ridge Foothills Chapter annual awards banquet held on January 30, Scott Duff received this award at the Chapter Level. Scott will also be awarded Maintenance Person of the State of South Carolina on March 9, 2025, at the South Carolina Environmental Conference.

Rick Jolley introduced Scott Duff. Mr. Jolley provided an overview of the award and of Mr. Duff's recognition.

Scott's past experience, dedication, and expertise in his field makes him a great asset at Spartanburg Water. His leadership is second to none as experienced during and after Hurricane Helene.

The Commission congratulated Mr. Duff on this achievement.

The above was provided as information to the Commission.

**OLD BUSINESS**

**NONE**

**AGENDA ITEMS 6-8 FINANCE AND PROCUREMENT**

**6. MONTHLY FINANCIAL REPORT**

A financial summary of SSSD expenditures and revenues for the seven-month period ending January 31, 2025, were reviewed by Cam Cole, the Chief Financial Officer. An explanation was provided for the favorable and unfavorable budget variances.

The above was provided as information to the Commission.

**7. JANITORIAL SERVICES CONTRACT**

Proposals were received on January 9, 2025, for contract services to furnish material, labor, transportation, and equipment necessary to perform janitorial services at multiple facilities throughout the organization.

The scope of works calls for placing personnel as needed at the Administrative Complex, the C&D complex, and the A. Manning Lynch Wastewater Treatment Plant to provide services at each facility as detailed in the Request for Proposals.

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A pre-bid conference was held on December 5, 2024, and guided site tours provided to further familiarize the bidders with the locations, the overall size of the facilities, and the work required.

An evaluation team made up of staff from various departments and facilities was formed to review and score the proposals received. The evaluation criteria consisted of the responder’s approach and strategy; company information and experience; MWBE utilization; Community Benefit Program; and cost. Each proposal was evaluated using a weighted score matrix, with the successful supplier being selected for the highest scoring proposal.

Invitation to respond was placed in the local media, listed on the SWS website, and forwarded to prospective suppliers. A cost tabulation of the responses are listed below. The costs are represented in annual totals, based on an initial 12-month term with two optional renewal terms.

The current service provider is Sunbelt Janitorial Group in the amount of \$55,171 from the SSSD operating budget.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Sunbelt Janitorial Group Spartanburg, SC	\$63,192
Environmental Service Systems LLC Greenville, SC	\$53,102

Management recommended an award be granted to Sunbelt Janitorial Group in the annual amount of \$63,192 based on their highest scoring proposal.

The services will be funded from the SSSD operating budget.

Remsen Parrish provided the Commission with an overview of the Janitorial Services Contract agenda item, and confirmed that Sunbelt Janitorial Group is the current provider.

Guy Boyle mentioned Environmental Service Systems LLC contract was the lower bid amount, but the company did not provide a good approach on how the services would be handled or the number of hours they would use.

Mr. Willard moved and Mr. Littlejohn seconded the motion to approve management’s recommendation to award the bid to Sunbelt Janitorial Group. The motion passed unanimously.

**8. RIGHT-OF-WAY MOWING AND MAINTENANCE CONTRACT**

Bids were received on January 29, 2025, for the annual mowing and maintenance of 200 miles of sewer collection right-of-ways located throughout Spartanburg County and within the jurisdiction of the Spartanburg Sanitary Sewer District. The contract term is for twelve months with right of extension at the Owner’s discretion. Contract extensions will not exceed two terms in addition of the original awarded term.

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The request for bid was advertised in local media, Spartanburg Water website, and forwarded to prospective vendors. A mandatory pre-bid meeting was held on January 7, 2025. The solicitation drew responses from three bidders.

The current service provider is Forest Edge for an annual contract amount of \$108,400. A cost tabulation is listed below:

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Forest Edge Spartanburg, SC	\$129,000
Landscape Accents LLC Laurens, SC	\$159,400
McAbee’s Grading and Clean Up Greer, SC	NON-RESPONSIVE

Based on the results of bid responses, management recommended the approval of an award to Forest Edge for the contract price of \$129,000. Funding will be provided by the SSSD operational budget.

Remsen Parrish provided the Commission with an overview of the Right-of-Way Mowing and Maintenance Contract agenda item.

Mr. Willard inquired if the amount is based on approved miles. Mr. Parrish stated that is correct.

Mayor Rice moved and Mr. Littlejohn seconded the motion to approve management’s recommendation to award the bid to Forest Edge. The motion passed unanimously.

**AGENDA ITEM 9                      OPERATIONS**

**9.        UPDATES ON COLLECTION SYSTEM MAINTENANCE/REHABILITATION ACTIVITIES**

Matthew Jamison, Field Operations Manager, provided the Commission with an update on the collection system maintenance and rehabilitation activities over the past year.

Mr. Jamison stated that the collection team continues to evaluate SSSD sewer lines. The team uses acoustic technology tools to identify line condition and capacity issues. This technology sends a signal from one manhole to the next and then measures the capacity of the line and assigns a condition score for the line with a scoring of 0-10, with 0 meaning worse condition and 10 being the perfect pipe. Lines that measure 0-5 are scheduled immediately for cleaning and further evaluation. The line evaluation is at 13% complete with the annual schedule and 11% complete with the eight year schedule. The manhole inspection is at 22% complete with the annual schedule and 11% complete with the eight year schedule.

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Mr. Jamison noted some things that block the system are roots, debris, and grease.

Crews are also responsible for pumping and hauling, assist with construction, road wash downs, hydro-excavating, and 10-month inspections.

The above was provided as information to the Commission.

**AGENDA ITEM 10-11 ENGINEERING**

**10. ECONOMIC DEVELOPMENT REPORT**

Gene Jackson provided the Commission with an update on economic development activity by Spartanburg Water from July-December 2024. Mr. Jackson stated the information provided is based on formal submittals, not just contacts.

There were 29 new sewer development projects that included 23.1 miles of sewer line, 622 new manholes, and sewer service to 3,314 lots. This will have a future revenue impact of \$1.73 million annually. These projects are located all throughout the SSSD service area.

There were 35 new water developer projects that represent 11.2 miles of water line, 55 new fire hydrants, 9 fire services, and water services for 1,871 lots. SWS also had four new participation projects that represent 1.1 miles of water line, four new fire hydrants, and water service for 29 lots. The future revenue impact of these project inquiries could produce \$1.14 million annually. These projects are located all throughout the SWS service area.

SWS accepted for operation and maintenance 20 completed water projects to include 12.2 miles of water line, 55 new fire hydrants, 4 new fire services, and 1,802 lots for tap sales with a donated value of \$4,259,000.

There were three completed participation projects to include 0.6 miles of water line, 9 lots for tap sales with a project value of \$411,000.

SSSD accepted for operation and maintenance 24 completed sewer projects, 15.3 miles of sewer line, 416 new manholes, and 2,057 lots for tap sales with a donated value of \$12,906,000.

Mr. Jackson stated that the number of projects are continuing to remain steady or increasing.

The above was provided as information to the Commission.

**11. OWNERSHIP AGREEMENT – NORTHSIDE TOWNHOMES PHASE 2**

Spartanburg RE Investments, LLC proposes to construct approximately 733 linear feet of 8-inch gravity sewer line to provide service to 85 townhome units in Northside Townhomes Phase 2 located off Vernon Street. The sewer line will connect to the existing SSSD infrastructure. The domestic

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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 Spartanburg RE Investments, 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 was provided as information to the Commission.

## 12. CHIEF EXECUTIVE OFFICER REPORT

- A. Mr. Blanton stated he would like to extended condolences to Commissioner Barbara Barnes for the loss of her loved one on behalf of Spartanburg Water. Ms. Barnes thanked the Commission and staff.
- B. Mr. Boyle informed the Commission that the second annual Spartanburg Water Popular Financial Annual Report (PFAR) has been developed and will be distributed to other Municipalities, City Council, and County Council. Jennifer Candler and Communications coordinated the development of this document. A dedicated web page for this document is at <https://www.spartanburgwater.org/PAFR>.
- C. Mr. Boyle reminded the Commission of the March 30 deadline for Ethics Filing.
- D. Mr. Boyle stated that senior management participated in an off-site Strategic Planning Retreat on February 18-19. The group participated in strategy sessions and strategic planning. The retreat was facilitated by Marcel Henderson, with the C3 Group.
- E. Mr. Boyle noted that the budget is in process and work sessions are planned for May 14-15. More details will be provided in the coming weeks.
- F. Mr. Boyle informed the Commission that the FEMA report is ongoing and the deadline for inventory to be turned in is March 28. Rick Jolley and Cam Cole are working with FEMA representatives.
- G. Mr. Boyle noted that Lake Blalock Park will reopen on March 1. It has been closed since September 27, 2024, due to the safety concerns caused by Hurricane Helene. Spartanburg Water issued a credit refund to permit holders for the months of October 1, 2024, through February 28, 2025. Feedback has been positive for the refunds and park reopening, including social media comments.
- H. Mr. Boyle reminded the Commission that the first Monday in March, March 3<sup>rd</sup> is Water Professional's Day.



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- I. Mr. Boyle informed the Commission that the annual Spartanburg Water Employee Recognition breakfast will be held on March 4 and March 5 beginning at 8:00 a.m. at the Cleveland Park Event Center.
- J. Mr. Boyle stated that the South Carolina Environmental Conference (SCEC) will be held at Myrtle Beach on March 7-12. Spartanburg Water teams will compete in the Meter Madness, Pipe Tapping, Hydrant Hysteria, and Best Tasting Water competitions.

**13. REFERRALS**

Mr. Boyle informed the Commission of referrals that will be on the upcoming agenda in March. The Finance Department will have a Safety Update, bids for Workers' Compensation Insurance renewal, Community Benefits Program presentation, and Auditing Firm bids. The Operations Department will have bids for a clarifier at Page Creek, bio-solids conveyor belt at the A. Manning Lynch Wastewater Treatment Facility, and a Sewer Rehab Project on Wofford Street. The Engineering Department will have bids for the Arcadia Sewer Improvements (Phase 1) Project, Authorization to acquire rights-of-way utilizing the law of eminent domain for Meadows Creek Phase 2A and 2B Sewer Extension and Bens Creek Phase 3 Sewer Extension Bids.

**14. ADJOURNMENT**

Meeting adjourned at 2:47 p.m.

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Camlyn M. Cole  
Secretary-Treasurer

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