

MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, April 22, 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, Ken Tuck, Corey Reid, Lance Johnson, Kevin Brown, Harriette Stinson, Jennifer Candler, Bryan Bates, Jon Morgan, 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

Ken Tuck opened with a prayer.

3. APPROVAL OF MINUTES OF REGULAR MEETING OF MARCH 25, 2025

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

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, 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.

MINUTES

Spartanburg Sanitary Sewer District Commission, Budget Work Session Meeting, held at 200 Commerce Street, Spartanburg, SC, May 15, 2025, at 8:30 a.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.

The meeting was opened with the following statement:

This is a budget work 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 mailed to local and nearby news media, at least 24 hours prior to this meeting.

This work session was held to discuss the proposed FY 2025-2026 budget.

Camlyn M. Cole
Secretary-Treasurer

tbh

5. PROCUREMENT POLICY REVISION

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

Current and recommended thresholds are shown below. Remsen Parrish provided 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.

Mr. Boyle noted that management compared these thresholds to thresholds used by other utilities.

Mr. Montgomery moved and Ms. Viney seconded the motion to approve management’s recommendation to revise the Procurement Policy as it relates to procurement dollar amount thresholds as shown above. The motion passed unanimously.

6. SPARTANBURG SANITARY SEWER DISTRICT – BYLAWS

The following amendments were 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**

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.

Mr. Boyle stated that during the recent RFP for Audit Services on the March 25, 2025, Commission meeting agenda, Commissioner Willard recommended the Bylaws be updated to reflect that 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.

Mr. Boyle noted that amendments to the Bylaws are required to be voted on at two separate Commission meetings. If approved, the recommended changes will be on the agenda for the May 27, 2025, meeting as well.

Mr. Willard moved and Ms. Viney seconded the motion to approve management’s recommendation to approve the requested amendments to the SSSD Bylaws as reflected above. The motion passed unanimously.

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 recommended rehabbing centrifuge #3 by Andritz at a cost not to exceed \$137,305. Funding will be through depreciation funds.

Rick Jolley provided the Commission with an overview of the A. Manning Lynch WWTF Biosolids Centrifuge #3 Refurbishment agenda item. Centrifuge #3 was installed in 2015. Andritz has evaluated It is

Ms. Viney asked what the cost of a new Centrifuge would be. Mr. Jolley stated several million dollars. Mr. Boyle asked how long of service life would the refurbishment provide. Mr. Jolley stated maybe 10 years, possibly up to 15 years.

Ms. Barnes asked if there is additional parts that can wear out. Mr. Jolley stated this is a total refurbishment.

Mr. Willard asked if the centrifuge's are on a maintenance schedule. Mr. Jolley stated normal maintenance is completed on the equipment, but refurbishment is necessary as the equipment wears out.

Mr. Willard moved and Mayor Rice seconded the motion to approve management's recommendation to rehab centrifuge #3 by Andritz. The motion passed unanimously.

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 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 was 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.

The above was provided as information to the Commission.

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 was 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 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. 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 was 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.

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 was provided as information to the Commission.

14. OWNERSHIP AGREEMENT – TYGER PINES

Tickin 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.

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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 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 was provided as information to the Commission.

15. CHIEF EXECUTIVE OFFICER REPORT

- A.** Mr. Boyle asked Remsen Parrish if there had been any major price escalations on materials recently with the talks of tariffs. Mr. Parrish stated that nobody really knows, but nothing has come through yet. Vehicles and copper have been discussed as possible price increases.
- B.** Mr. Boyle noted with the upcoming CRIT races on Friday, May 2, the office will close early due to traffic accommodations.
- C.** Mr. Boyle confirmed the SSSD Budget Work Session will be held on Thursday, May 15 at 8:30 a.m. in the Commission room.
- D.** Mr. Boyle stated that a team of staff will participate in the SCORE oyster bed revitalization project on May 22-23 in Beaufort, SC.
- E.** Mr. Boyle noted that the offices will be closed on Monday, May 26 in observance of Memorial Day.
- F.** Mr. Boyle informed the Commission that all submissions have been sent to FEMA, now awaiting a response. Mr. Boyle will keep the Commission updated.
- G.** Mr. Boyle shared that in 2023, management and the Commission made a commitment to employee development and implemented the Leadership Development and Training Program for employee's already in leadership roles or are coming into leadership roles. There have been seven employees complete the program to date, and four will participate during the upcoming year.
- H.** Mr. Boyle noted that crews have completed the 12-inch main on Country Club Road and will be out of the area soon. Spartanburg County is still working at Bagwell Farm Road. Once the County is finished, crews will re-lay the pipe in that area.
- I.** Mr. Boyle shared that the Milo's Ribbon Cutting was held earlier today and was well attended.
- J.** Mr. Boyle provided the Commission with a new format of financial information. It is the same information just provided in a different format. Please provide any feedback to Guy Boyle or Cam Cole.

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16. REFERRALS

Mr. Boyle informed the Commission of referrals that will be on the upcoming agenda in May. The Finance Department will have the second reading of the Bylaws and receipt of bids for renovation at the administrative building. The Operations Department has no referrals. The Engineering Department will have receipt of bids for the Middle Tyger Pump Station #1.

17. ADJOURNMENT

Meeting adjourned at 2:40 p.m.

Camlyn M. Cole
Secretary-Treasurer

tbh