

## MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 301 South Avenue, Spartanburg, SC, August 26, 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, and Rice. Mr. Willard was absent.

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

Mr. Blanton opened with a prayer.

### 3. APPROVAL OF MINUTES OF REGULAR MEETING OF JUNE 24, 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 twelve-month period ending June 30, 2025, and the one-month period ending July 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.

#### 5. RENEWAL OF HEALTH INSURANCE CONSULTING SERVICES

Marsh & McLennan Agency provides Spartanburg Water with guidance in connection with employee health insurance and benefit solutions.

Marsh & McLennan services include:

- design assistance with benefit plans
- identify cost savings and cost recoveries
- claim problem resolution
- negotiate annual renewals
- 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 requested Commission approval of the professional services agreement with Marsh & McLennan Agency for 2026 in the amount of \$30,000. The service agreement cost will be allocated as follows: SSSD (\$12,000) and SWS (\$18,000). The professional services amount of \$30,000 has not changed since 2015.

Hariette Stinson provided the Commission with an overview of the Renewal of Health Insurance Consulting Services agenda item. Ms. Stinson reviewed the services provided by Marsh & McLennan and noted that the professional services agreement amount has not changed since 2015.

Ms. Barnes moved and Mayor Rice seconded the motion to approve management's recommendation for approval of the professional services agreement with Marsh & McLennan Agency for 2026. The motion passed unanimously.

**6. NATIONAL LEAGUE OF CITIES (NLC) WARRANTY PROGRAM BY HOMESERVE**

The NLC Service Line Warranty Program by HomeServe was created to educate property owners about their service line responsibilities and to help residents avoid the out-of-pocket expense for unanticipated and potentially costly service line repairs and replacements. The NLC Service Line Program will utilize Spartanburg Water's logo to brand the materials used to educate our customers about the repair service plans. Program marketing literature clearly discloses that the NLC Program and Spartanburg Water are separate entities and that the program is voluntary for customers of Spartanburg Water. The NLC Service Line Warranty Program will create all marketing materials with input from Spartanburg Water and will submit all marketing/communication materials to Spartanburg Water for final approval before sending any information out to our customers.

There will be no cost for Spartanburg Water to participate in this program, and Spartanburg Water will receive 10% of payments received in the form of a royalty, paid annually. In addition, Spartanburg Water will receive a license fee of \$60,000 paid over three years.

Management requested approval to partner with NLC Service Line Warranty Program for Spartanburg Water residential customers.

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Management additionally recommended that any royalty received from this program be credited to the Spartanburg Water Good Neighbor Program that is used to assist customers who are struggling financially with paying their Spartanburg Water, water and/or sewer bills.

Mr. Boyle provided the Commission with an overview of the National League of Cities (NLC) Warranty Program by HomeServe agenda item. Mr. Boyle stated that management has met with representatives of HomeServe and believe this program would educate Spartanburg Water customers about repair service plans available. HomeServe Program marketing literature would clearly disclose that the NLC Program and Spartanburg Water are separate entities and that the program is voluntary for customers of Spartanburg Water. All marketing/communication materials would be provided to Spartanburg Water for final approval. Any royalty received from this program would be credited to the Spartanburg Water Good Neighbor Program that is administered by The Salvation Army to assist Spartanburg Water customer who need assistance with paying their water and/or sewer bill. Management would expect a lot of calls initially to verify this program, but the new IVR phone system would assist in directing the calls directly to HomeServe.

Mr. Blanton asked how this would be communicated to Spartanburg Water customers. Mr. Boyle stated that customers would receive marketing materials branded with the Spartanburg Water logo and reminded the Commission that Spartanburg Water will have final approval of any marketing materials.

Mr. Littlejohn asked if HomeServe has any competition. Mr. Boyle noted that there is some competition, but HomeServe has acquired some of the competition.

Mayor Rice asked if there was a variation in pricing, maybe a sliding scale, for customers based on age, income, etc. Mr. Boyle noted that pricing is set the same for all customers and are billed monthly. The charges are separated by external water line, external sewer line, and in-home plumbing, which will allow the customer to decide what coverage if any they would like to participate in.

Mr. Littlejohn asked how often rates will change. Mr. Boyle stated that is a question that management would have to ask HomeServe.

Mr. Boyle commented and Bobby Walden confirmed, that in recent years Spartanburg Water considered an in-house program offering similar services. It was determined that it was best for Spartanburg Water not to provide this service to customers.

Ms. Barnes asked if the agreement is for 5-years, could Spartanburg Water get out of the contract, and without any penalty. Mr. Boyle stated that if the Commission decided to pursue this partnership, management would review the agreement specific for Spartanburg Water. Ms. Barnes noted that partner might not be the best word for this type of agreement.

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Mr. Blanton asked who owns HomeServe. Mr. Boyle stated that NLC Service Line Warranty Program is offered by HomeServe.

Ms. Viney stated that she felt this program offered customers the opportunity to participate in a program that would offer assistance for costs incurred by water and/or sewer repairs, much like home warranties people purchase when they own a home.

Ms. Viney moved and Mr. Montgomery seconded the motion for management to investigate the program further and bring a recommendation back to the Commission at the September meeting. The motion passed unanimously.

**AGENDA ITEM 7                      OPERATIONS**

**7.        DRIVE REPLACEMENT – LAWSONS FORK TRANSFER STATION**

The Lawsons Fork Transfer Station collects and pumps wastewater from the northern part of the District to the A. Manning Lynch WWTF at flows between 5MGD – 10MGD. The station is operated with three 600 HP pumps and controlled by three drive units. One of the drive units will need to be replaced during the 2025-2026 fiscal year. McNaughton-McKay is the sole source vendor for this drive unit and the cost per drive unit is \$97,287.

Management recommended the purchase of this drive unit for the Lawsons Fork Transfer Station. Funding will be provided through the depreciation fund.

Rick Jolley provided the Commission with an overview of the Drive Replacement – Lawsons Fork Transfer Station agenda item.

Ms. Barnes asked if this would be a new piece of equipment or a rebuild. Mr. Jolley stated this would be a new drive unit.

Mr. Montgomery moved and Ms. Viney seconded the motion to approve management’s recommendation to purchase the drive unit for the Lawsons Fork Transfer station. The motion passed unanimously.

**AGENDA ITEMS 8-17        ENGINEERING**

**8.        GEOGRAPHIC INFORMATION SYSTEM MAPPING (GIS) SOFTWARE MIGRATION/UPGRADE – PROFESSIONAL SERVICES**

GIS software is used for tracking, storing and distributing asset management of Spartanburg Water’s water and sewer infrastructure and used throughout the company. This data is used by multiple departments to help with managing the operations of Spartanburg Water and for planning and managing daily tasks. The GIS software is close to end of support life by the vendor and needs to be upgraded. The latest version of the software will require additional effort to upgrade and migrate to the latest version.

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Staff requested a proposal from ESG Engineering, of Macon, GA to perform services for GIS software upgrade/migration, training, and support. ESG Engineering has performed these upgrades and migration with Spartanburg Water in the past. They have the most knowledge of our system and setup which will greatly help with this project. The scope of work for the project includes the following:

- Database design workshops for migration
- Migration of data from geometric network to utility network
- Migration of existing scripts and utilities to the new platform
- Upgrade client software from ArcGIS Desktop to ArcGIS Pro
- Upgrade SQL server and databases to the latest platform supported by ArcGIS Enterprise
- Upgrade ArcGIS server to latest platform
- Migration of existing applications and web services to new platform
- Training and support for migration and use of new platform

Management recommended the approval of the proposal with ESG Engineering, with a not to exceed amount of \$62,500. This project will be funded by operating funds, with \$31,250 provided by SSSD and \$31,250 provided by SWS.

Kevin Smith provided the Commission with an overview of the Geographic Information System Mapping (GIS) Software Migration/Upgrade – Professional Services agenda item. Mr. Smith stated that the GIS software is close to end of support life by the vendor and will need to be upgraded. This will require additional effort to upgrade and migrate to the latest version.

Mr. Montgomery moved and Mr. Littlejohn seconded the motion to approve management’s recommendation to approve the proposal with ESG Engineering with a not to exceed amount of \$62,500. This project will be funded by operating funds, with \$31,250 provided by SSSD and \$31,250 provided by SWS. The motion passed unanimously.

**9. REQUEST FOR ANNEXATION – EASLER FARMS GSP LLC**

Easler Farms GSP LLC has requested annexation of approximately 61.23 acres of property located off Bible Church Road on parcel(s) 2-37-00-076.00 and 2-37-00-044.00. The property is adjacent to the District boundaries and can be annexed by Commission under authority granted in its enabling legislation.

Management recommended the Commission approve the annexation request, adopt a resolution giving 90 days’ notice to sub-districts, and annex the property effective November 24, 2025.

**Resolution of Annexation  
Adopted by Spartanburg Sanitary Sewer District Commission  
On August 26, 2025**

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WHEREAS, Easler Farms GSP LLC, owner of a 47.46 and 13.77-acre tracts, more or less, adjacent to the existing Sewer District boundary line, and located off Bible Church Road on parcels 2-37-00-076.00 and 2-37-00-044.00 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

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.

Kevin Smith provided the Commission with an overview of the Request for Annexation - Easler Farms GSP LLC agenda item. The annexation request of approximately 61.23 acres of property located off Bible Church Road on parcel(s) 2-37-00-076.00 and 2-37-00-044.00. The property is adjacent to the District boundaries and can be annexed by Commission under authority granted in its enabling legislation.

Mr. Montgomery moved and Mr. Littlejohn seconded the motion to approve the annexation request of approximately 61.23 acres of property located off Bible Church Road on parcel(s) 2-37-00-076.00 and 2-37-00-044.00. The motion passed unanimously.

#### **10. OWNERSHIP AGREEMENT – ANDERSON FARMS**

Meritage Homes of South Carolina, Inc., proposes to construct approximately 14,213 linear feet of 8-inch gravity sewer line to provide service to 420 residential lots in Anderson Farms located off Anderson Mill Road. The sewer line will connect to the 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 Meritage Homes of South Carolina, Inc. 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 – ARCADIA HEIGHTS**

ECS Development, LLC proposes to construct approximately 3,794 linear feet of 8-inch gravity sewer line to provide service to 91 residential lots in Arcadia Heights located off West Cleveland Street. 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.

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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 – ARCADIA VILLAGE**

ECS Development, LLC proposes to construct approximately 5,225 linear feet of 8-inch gravity sewer line to provide service to 175 residential lots in Arcadia Village located off Old Greenville Road. 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 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.

**13. OWNERSHIP AGREEMENT – CULVERS BOILING SPRINGS**

ODW Boiling Springs, LLC proposes to construct approximately 438 linear feet of 8-inch gravity sewer line to provide service to 2 commercial lots in Boiling Springs located off Highway 9. The sewer line will connect to the 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 ODW Boiling Springs, 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 – MOSS CREEK PHASE 3**

ECS Development, LLC proposes to construct approximately 1,965 linear feet of 8-inch gravity sewer line to provide service to 49 residential lots in Moss Creek Phase 3 located off New Cut Road. 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 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.

**15. OWNERSHIP AGREEMENT – SMITHWATER TOWNS**

TMC Development, LLC proposes to construct approximately 2,906 linear feet of 8-inch gravity sewer line to provide service to 92 residential lots in Smithwater Towns located off Valley Falls Road. The sewer line will connect to the 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 TMC 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.

**16. OWNERSHIP AGREEMENT – SUNBELT-SPARTANBURG**

1095 Simuel Road, LLC proposes to construct approximately 679 linear feet of 8-inch gravity sewer line to provide service to one commercial lot for Sunbelt-Spartanburg located off Simuel Road near I-85 Business at Fairforest Road. 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.

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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 1095 Simuel Road, 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.

**17. OWNERSHIP AGREEMENT – WESTGATE PLANTATION PHASE 2**

Lennar Carolinas, LLC proposes to construct approximately 7,273 linear feet of 8-inch gravity sewer line to provide service to 200 residential lots in Westgate Plantation Phase 2 located off Coromandel 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 Lennar Carolinas, 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.

**18. CHIEF EXECUTIVE OFFICER REPORT**

- A.** Mr. Boyle shared that Spartanburg Water was the largest online contributor to the United Way Backpack Drive. Mr. Boyle also noted that the annual United Way Campaign will be held September 5-30.
- B.** Mr. Boyle asked Kevin Brown to provide an update to the Commission on the old M&C property located off of Hwy 9 and Hwy 221. The property has been cleared and will be hydro-seeded to return it to its natural state.
- C.** Mr. Boyle noted that the Employee Engagement Committee had requests from employees with 20+ years of service to have lunch with the CEO, Guy Boyle. This luncheon was held on August 19 at The Wilkins House in Cowpens. There was 41 employees that were able to attend, with a total of 1,206 years of service represented.
- D.** Mr. Boyle provided the Commission with an update on the Union Street waterline replacement project.

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- E.** Mr. Boyle provided the Commission with an update on the Bagwell Farm Road project.
- F.** Mr. Boyle provided the Commission with a copy of a letter received from James Parris in appreciation of the recent conservation easement partnership for Parris Farms. This area is now protected from development.
- G.** Mr. Boyle noted that the 2025 Employee Picnic will be held on September 16 at Engineering and on September 18 at C&D from 11:00 a.m. until 2:00 p.m. The picnic will be held in the parking lot at each location with the Fuddruckers Food Truck providing lunch to employees. Please plan to attend the luncheon most convenient for you.
- H.** Mr. Boyle stated that the upcoming 2<sup>nd</sup> Annual Trunk or Treat event will be held on Tuesday, October 28 at Lake Bowen Park. There was a large turnout of approximately 800 children last year, and staff is expecting a larger turnout this year. The event will be held from 6:00-7:30 p.m. Mr. Boyle stated that management may request the Commission meeting start time be adjusted to assist employees that will be participating in the Trunk or Treat event.
- I.** Mr. Boyle provided the Commission with the new Mission/Vision/Purpose statement card.
- J.** Mr. Boyle informed the Commission that the recent telephone upgrade has been completed and was a very seamless and successful implementation.
- K.** Mr. Boyle stated that Jon Morgan has been leading the creation of a nature trail at the Lake Blalock Park. This was suggested and the process began after the recovery of Hurricane Helene damage. The trail is nearing completion and a ribbon-cutting ceremony for the community will be held upon completion.
- L.** Mr. Boyle stated that employee Watershed Work Days will be held on October 15-16. Team members will work together to clean areas around Lake Bowen, Lake Blalock, and Reservoir #1 from 7:30 a.m. until noon. At the end of each work session, trash will be weighed and winning teams will be determined. Jon Morgan will coordinate this event.
- M.** Mr. Boyle informed the Commission of some upcoming events including the OneSpartanburg Annual Celebration, Porchfest Celebration, SPACE Shucking Good Time, and Girl Scouts' Boots and Pearls event.

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**19. REFERRALS**

Mr. Boyle stated that Finance and Administration will have the GFOA Award for the first Popular Annual Financial Report, and procurement bids for the Uniform Program, Bill Print and Mailing, and Stone Materials. Operations will have NACWA Awards and the Beautification Project for the Glendale Pump Station. Engineering will have the Page Creek Wastewater Treatment Plant Modifications - Summary Change Order and an Economic Development Report of Final Numbers for FY2025.

**20. ADJOURNMENT**

Meeting adjourned at 3:08 p.m.

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Camlyn M. Cole  
Secretary-Treasurer

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