

## MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, January 23, 2018, 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. Viney and Messrs. Blanton, Lynch, Montgomery, and White. Messrs. Littlejohn was present via teleconferencing. No one 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. PRAYER

Mr. Lynch called the meeting to order and Gene Jackson opened with a prayer.

### 2. ELECTION OF OFFICERS

Ms. Barnes moved and Mr. Montgomery seconded the motion to nominate Mr. Lynch as Chair. The motion passed unanimously.

Mr. Blanton moved and Mr. Montgomery seconded the motion to nominate Ms. Barnes as Vice Chair. The motion passed unanimously.

### 3. BLUE RIDGE FOOTHILLS DISTRICT TREATMENT AWARDS AND RECOGNITION

On January 11, 2018, two Spartanburg Water staff members were recognized for their outstanding contributions to the water profession in South Carolina during 2017. The Water Environment Association of South Carolina (WEASC) in conjunction with the South Carolina American Water Works Association (SCAWWA) regional district, the Blue Ridge Foothills District, serves the Upstate and includes 600 members from Anderson, Greenville, Oconee, Pickens, and Spartanburg counties. This regional group recognized the following staff members for their excellent performance in water or wastewater operations in SC:

- Peggy Hicklin O'Neal – Laboratory Analyst of the Year
- Gary Vanderford – Wastewater Treatment Plant Operator of the Year

Management is proud of this recognition as it shows the importance of our valuable and highly skilled staff in operating our drinking water treatment and reclaimed water facilities. These awards underscore the necessary capabilities of staff in order to provide quality water that meets and exceeds regulatory requirements.

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Ronnie Champion recognized Peggy Hicklin O’Neal for the award of Laboratory Analyst of the Year. Mr. Champion provided an overview of the award and Ms. O’Neal’s 30 years of service with Spartanburg Water.

Ken Tuck recognized Gary Vanderford for the award of Wastewater Treatment Plant Operator of the Year. Mr. Tuck provided an overview of the award and Mr. Vanderford’s 28 years of service with Spartanburg Water.

The Commission and management congratulated Ms. O’Neal and Mr. Vanderford for their job well done.

The above was provided as information to the Commission.

**4. APPROVAL OF MINUTES OF REGULAR MEETING OF DECEMBER 5, 2017**

Mayor White moved and Ms. Viney seconded the motion to approve the minutes as written. The motion passed unanimously.

**5. MONTHLY FINANCIAL REPORT**

Newt Pressley presented a financial summary of SSSD expenditures and revenues for the five-month period ending November 30, 2017 and the six-month period ending December 31, 2017. An explanation was provided for the favorable and unfavorable budget variances.

Mr. Pressley provided the Commission with an update on the Monthly Billing project status. The January 2018 “transition” bills continue to be mailed with the explanatory insert: the bi-monthly base charge has been reduced to the monthly base charge rate, or one-half the bi-monthly rate; there will no longer be a separately mailed Past Due Notice as reminders of past due balances will appear on the next regular bill.

Customer Service call volume is up about 25%, while the call center response rate continues to be excellent; the call abandonment rate was lower than 2% so far in January.

Monthly bills will begin in February, with a new bill format that provides additional information to the customer. (A customer bill insert will explain the new format.) The new Account Summary section includes payment and adjustment activity since the previous bill. Two separate message areas will be used for a reminder of a past due balance. The back of the bill adds a new Billing and Collection Procedures section (at the top), and a Customer Information section (at the bottom) for customers to share their contact information for phone, text, or email notifications.

Mr. Pressley presented and explained the quarterly Capital Project Funds Report.

The above was provided as information to the Commission.



Mr. Montgomery moved and Ms. Barnes seconded the motion to approve management's recommendation to award bids as indicated on the bid tabulation. The motion passed unanimously.

**8. OWNERSHIP AGREEMENT – KENSINGTON CREEK PHASE II SEWER PROJECT**

Mark III Properties, Inc., proposes to construct approximately 2,647 linear feet of 8-inch gravity sewer line to provide service to 52 residential lots in the Kensington Creek Phase II Subdivision located off of Willis Road. The sewer line will connect to the existing Spartanburg Water infrastructure. The domestic waste will be treated at the Lower North Tyger River Reclaimed Water 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 Mark III Properties, Inc. Under the terms of the resolution adopted by the Commission on May 29, 1990, this agreement has been executed on behalf of the Commission by the Chief Executive Officer.

The original Ownership Agreement for the Kensington Creek Subdivision, presented to the Commission in December, 2014, has expired and will be replaced by the current Agreement.

The above was provided as information to the Commission.

**9. OWNERSHIP AGREEMENT – LANDRUM HARDWARE**

Spartan Group Unlimited, LLC proposes to construct approximately 154 linear feet of 8-inch gravity sewer line to provide service to a hardware store located on Campbell Drive in Landrum, SC. The sewer line will connect to the existing Spartanburg Water infrastructure. The domestic waste will be treated at the Page Creek Reclaimed Water 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 Spartan Group Unlimited, LLC. Under the terms of the resolution adopted by the Commission on May 29, 1990, 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 – 2010 NAZARETH CHURCH ROAD**

RP Spartanburg One, LLC proposes to construct approximately 3,369 linear feet of 8-inch gravity sewer line to provide service to a distribution facility located at 2010 Nazareth Church Road. The sewer line will connect to the existing Spartanburg Water infrastructure. The domestic waste will be treated at the Lower North Tyger River Reclaimed Water 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 RP Spartanburg One, LLC. Under the terms of the resolution adopted by the Commission on May 29, 1990, 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 – VILLAS AT NORTH SPRINGS**

LML Properties, LLC proposes to construct approximately 3,329 linear feet of 8-inch gravity sewer line to provide service to 75 residential lots at the Villas at North Springs, located at Clark Road and Highway 9. The sewer line will connect to the new pump station and force main and be pumped to existing Spartanburg Water infrastructure. The domestic waste will be treated at the Fairforest Reclaimed Water 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 LML Properties, LLC. Under the terms of the resolution adopted by the Commission on May 29, 1990, 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 – THE TOWNES AT VALLEY CREEK**

The Townes at Valley Creek, LLC proposes to construct approximately 481 linear feet of 8-inch gravity sewer line to provide service to a 29 lot townhome development located on Enterprise Drive off Highway 9. The sewer line will connect to the existing Spartanburg Water infrastructure. The domestic waste will be treated at the Fairforest Reclaimed Water 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 The Townes at Valley Creek, LLC. Under the terms of the resolution adopted by the Commission on May 29, 1990, 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 – OAKLAND FARM SUBDIVISION**

Mark III Properties, Inc., proposes to construct approximately 6,126 linear feet of 8-inch gravity sewer line, one pump station, and approximately 1,292 linear feet of 4-inch force main to provide service to 166 residential lots located on Mud Creek Road. The sewer line will connect to the existing Spartanburg Water infrastructure. The domestic waste will be treated at the Lawson Fork Reclaimed Water Treatment Facility. SSSD will participate in the off-site sewer construction cost in accordance with the Sewer Extension Policy adopted December 17, 1996.

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 Mark III Properties, Inc. Under the terms of the resolution adopted by the Commission on May 29, 1990, 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. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS**

- A.** Ms. Schneider briefed the Commission on a previously signed agreement with Spartanburg County regarding extension of sewer service for Bass Pro Shop. This is an evergreen agreement and all of the concepts remain the same, but the dates need to be edited.
- B.** Ms. Schneider reviewed the 2017 Community Impact Report and provided the Commission with a copy of this report. Chad Lawson provided further details regarding communication within the community from Spartanburg Water.
- C.** Ms. Schneider noted that copies of the information provided at the recent Water Matters Citizens Academy is available if a Commissioner would like a copy.
- D.** Ms. Schneider stated that the TATT Culture Counts Forum will be held on January 24 at the Chapman Cultural Center from 3:00-5:00 p.m. A panel discussion on the topic of "Arts as an Economic Driver" will

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be included and Ten at the Top will officially unveil the Upstate Cultural Assets Interactive Map.

- E.** Ms. Schneider reminded the Commission that the Economic Forecast Breakfast will be held on January 31 from 8:00-9:30 a.m. at the USC Upstate Campus Life Center. Ms. Schneider will be part of an industry panel that will discuss important trends and the outlook for 2018 and beyond.
- F.** Ms. Schneider stated that the Bags of Love is the first quarter volunteer project. The gift bags consist of small toiletry and personal items and are distributed to senior adults through the Mobile Meals program. The bags are due to Human Resources no later than February 8.
- G.** Ms. Schneider noted that the OneSpartanburg Event will be held on February 13 from 5:30-7:00 p.m. at the USC Upstate Campus Life Center. Please let Trish know if you want to be registered to attend.
- H.** Ms. Schneider reminded the Commission that the Utility Management Conference is scheduled for February 20-23 and to finalize the conference registration and travel dates with Trish if you are planning to attend.
- I.** Ms. Schneider informed the Commission that the Employee Recognition Breakfast will be held on March 6 & 7. If a Commissioner would like to speak, please let Sue know and they will be added to the agenda.

Meeting adjourned at 2:52 p.m.

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G. Newton Pressley  
Secretary-Treasurer

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