

## MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, October 31, 2023, 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.

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. Montgomery called the meeting to order and Mr. Blanton opened with a prayer.

### 2. APPROVAL OF MINUTES OF REGULAR MEETING OF SEPTEMBER 26, 2023

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

### 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.

Cam Cole provided the Commission with an overview of the GFOA Certificate of Achievement for Excellence in Financial Reporting award. Ms. Cole noted that this is the 20<sup>th</sup> consecutive year that SSSD and SWS has received these awards. Ms. Cole recognized Sharon Stockman, Accounting Supervisor for SWS, and Julia Douangchak, Accounting Supervisor for SSSD, for their hard work and assistance in achieving these prestigious awards.

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Mr. Boyle informed the Commission that there is no requirement to submit financial reporting at this extensive level, so this is an example of staff going above and beyond in excellence.

The Commission congratulated management and staff on this accomplishment.

**4. MONTHLY FINANCIAL REPORT**

Cam Cole presented a financial summary of SSSD expenditures and revenues for the three-month period ending September 30, 2023. An explanation was provided for the favorable and unfavorable budget variances.

The above was provided as information to the Commission.

**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

The Commission agreed to review the 2024 Commission meeting schedule and vote on it at the next meeting.

**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 requested 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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Hariette Stinson provided the Commission with an overview of the Renewal of Health Insurance Consulting Services agenda item, noting that this amount is the same as last year.

Mr. Blanton moved and Mr. Littlejohn seconded the motion to approve management’s recommendation for approval of the professional services agreement with Marsh & McLennan Agency for 2024. The motion passed unanimously.

**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 recommended 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.

Rick Jolley provided the Commission with an overview of the Fine Screen Rehabilitation – A. Manning Lynch WWTF agenda item.

Ms. Viney moved and Ms. Barnes seconded the motion to approve management’s recommendation to award the bid to Cove Utility at a labor cost of \$12,863.00. The motion passed unanimously.

**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

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and 85 manholes. The goal of the project is to provide environmentally safe, reliable and affordable sanitary sewer service to the Arcadia community. 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 recommended 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.

Gene Jackson provided the Commission with an overview of the Community Development Block Grant (CDBG) Project – Arcadia Sewer Improvements agenda item. Management has reviewed this area and identified three phases to complete the necessary work. Grant funds will be used for this first phase, and management will seek grant funds for the additional phases.

Mayor Rice moved and Mr. Littlejohn seconded the motion to approve the attached resolution authorizing the Chief Executive Officer to execute the sub-recipient agreement on behalf of the District. The motion passed unanimously.

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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 recommended 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

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.

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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.

Gene Jackson provided the Commission with an overview of the annexation request of approximately 15.4 acres of property located off of Highway 9 on parcel 2-36-00-122.01.

Ms. Barnes moved and Mr. Littlejohn seconded the motion to approve the annexation request by R Ventures, LLC of approximately 15.4 acres of property located off of Highway 9 on parcel 2-36-00-122.01. The motion passed unanimously.

**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 was 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.

The above was provided as information to the Commission.

**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 was 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.

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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 City of Spartanburg. 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. CHIEF EXECUTIVE OFFICER REPORT**

- A.** Mr. Boyle noted that Employee Watershed Work Days held on October 17-18 went very well. Jon Morgan, Chief Lake Warden, and staff did an incredible job coordinating and staging for the workdays. Over 160 employees participated and collected a total of 20 tons of trash was collected; including 221 tires.
- B.** Mr. Boyle reminded the Commission of the Rate and Fee meetings along with the Joint Retreat will be held on November 14.
- C.** Mr. Boyle stated that Chair and Vice Chair positions will be elected at the December meeting.
- D.** Mr. Boyle noted that Audit Committee meetings are scheduled and the Audit will be presented at the December meeting.
- E.** Mr. Boyle informed the Commission that an internal employee survey will be conducted by Find Great People for feedback on the last 18 months.
- F.** Mr. Boyle noted that 63% of employees are participating in the Wellness Program.
- G.** Mr. Boyle informed the Commission that the Second Arbor Day Tree Planting is scheduled for December 1, 2023.
- H.** Mr. Boyle stated that contractor work on Dupree Drive will be completed by November 8, 2023.
- I.** Mr. Boyle noted that the Holiday Schedule has been changed for 2024. Good Friday has been eliminated as a closed paid holiday and has been replaced with Veteran's Day as a closed paid holiday.
- J.** Mr. Boyle informed the Commission that Grant submissions for 2024 will be presented at the December meeting.
- K.** Mr. Boyle stated that employees raised over \$51,000 for the United Way Campaign.

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- L.** Mr. Boyle reminded the Commission that the Veteran’s Day luncheon will be held on Wednesday, November 8, at 11:30 a.m. at Lion’s Gate Manor.
- M.** Mr. Boyle informed the Commission that Spartanburg Water will have a team to participate in the Turkey Trot on Thanksgiving.
- N.** Mr. Boyle stated that the Upcoming Events list and calendar has been provided. The first annual Holiday Party is scheduled for December 14 beginning at 6:00 p.m. at the Spartanburg Marriott. Please mark your calendar to attend.

Ms. Viney mentioned that Arbor Day is normally celebrated in April, but in the South trees are planted in the Fall, so Arbor Day is celebrated on December 1. This is a partnership with Spartanburg County Soil and Water Conservation.

Meeting adjourned at 2:51 p.m.

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Camlyn M. Cole  
Secretary-Treasurer

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