

MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, October 28, 2025, at 12:15 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 Willard. Mayor Rice 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

Commissioner Willard opened with a prayer.

3. APPROVAL OF MINUTES OF REGULAR MEETING OF SEPTEMBER 23, 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 three-month period ending September 30, 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. RED FLAGS

Spartanburg Water adopted the Red Flags Program in 2009 in response to federal legislation aimed at protecting consumers against identity theft. C.J. Armour, Customer Experience Manager, provided an annual update on the program status.

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Customer Experience Representatives handled 96,614 customer contacts. 92,220 calls were answered and 4,394 walk-in customers assisted, with 9,486 (9.8%) of those contacts to establish new service or to “move-in” to an account.

Identity was verified without additional requirements for 87% of applicants. Of the red flags detected, almost 99% were resolved with effective questioning and reviews of previous or existing accounts. The remaining 1% required additional documentation presented in person to clear the red flag before opening the account. Only one customer reported they had been a victim of identity theft.

Customer Experience Representatives receive annual training on the policies and procedures established for the Red Flags Identity Theft Prevention Program. The Online Utility Exchange Service is used to verify the identity of the applicant. Any red flags detected are resolved before service is established. Screen filters are utilized on computer monitors to restrict customer data from public view.

The above was provided as information to the Commission.

6. PROPOSED 2026 COMMISSION MEETING SCHEDULE

All monthly Commission meetings will be held the 4th Tuesday of the Month except as noted below.

January 27	February 24
March 24	April 28
May 26 *Monday is Memorial Day	June 23
July – No Meeting	August 25
September 22	October 27
November – No Meeting	December 8 *2 nd Tuesday

The Commission reviewed the proposed meeting schedule and will check dates and vote on the proposed schedule at the December 2, 2025, meeting. Mr. Willard noted that he has a conflict with the proposed August 25 meeting date.

The above was provided as information to the Commission.

AGENDA ITEM 7 OPERATIONS

7. PACOLET MILLS WASTEWATER TREATMENT FACILITY (WWTF) – INFLUENT AUGER SYSTEM REPLACEMENT

The influent auger system at the Pacolet Mills WWTP is used to remove solids that are not biodegradable from the influent stream, preventing these materials from reaching the lagoon basins and clogging the aerators. The auger system presently in service has reached the end of its useful life and is in need of replacement.

The Lakeside Raptor® Micro Strainer auger system will replace the current system and will be provided by Clearwater Inc., at a cost of \$100,900. Clearwater, Inc., is the sole source vendor for the Lakeside equipment. The Spartanburg Water Above Ground Maintenance Wastewater Treatment Team will install the auger system.

Management recommended the purchase of the Lakeside Raptor® Micro Strainer auger system at a cost of \$100,900. Funding will be provided through the depreciation fund.

Rick Jolley provided the Commission with an overview of the Pacolet Mills Wastewater Treatment Facility (WWTF) – Influent Auger System Replacement agenda item. The influent auger system at the Pacolet Mills WWTP is used to remove solids that are not biodegradable from the influent stream; and has reached the end of its useful life.

Mr. Willard moved and Mr. Littlejohn seconded the motion to approve management’s recommendation to purchase of the Lakeside Raptor® Micro Strainer auger system provided by Clearwater Inc., at a cost of \$100,900. The motion passed unanimously.

AGENDA ITEMS 8-10 ENGINEERING

8. OWNERSHIP AGREEMENT – EASLER FARMS

Easler Farms GSP LLC proposes to construct approximately 7,046 linear feet of 8-inch gravity sewer line; 2,936 linear feet of 4-inch sewer force main; and one pump station to provide service to 178 residential lots in Easler Farm located off Bible Church 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 Easler Farms 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.

Gene Jackson reviewed the ownership agreement for Easler Farms.

The above was provided as information to the Commission.

9. OWNERSHIP AGREEMENT – VALLEY FALLS TOWNHOMES

4th Street Townhomes, LLC proposes to construct approximately 900 linear feet of 8-inch gravity sewer line to provide service to 43 residential units in Valley Falls Townhomes located off Valley Falls Road and 4th Street in Boiling Springs. The sewer line will connect to the existing SSSD infrastructure.

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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 4th Street Townhomes, 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.

Gene Jackson reviewed the ownership agreement for Valley Falls Townhomes.

The above was provided as information to the Commission.

10. ECONOMIC DEVELOPMENT REPORT

Gene Jackson provided the Commission with an economic look back at "our 2025 fiscal year in review: July 1, 2024 through June 30, 2025", which includes the economic impact of development activity and projects that have been undertaken by Spartanburg Water during that time period.

Mr. Jackson informed the Commission of 64 New Sewer Development Projects that have been discussed noting that 44 of these projects would also be within the water system. It will consist of 49 Miles of Sewer Line, 1,271 New Manholes, and sewer service for 7,031 Lots. This Future Revenue Impact would be \$4.01 Million annually.

Mr. Jackson informed the Commission of 75 New Developer Projects that have been discussed totaling 25.5 Miles of Water Line, 128 New Fire Hydrants, 22 Fire Services, and Water Service for 4,045 Lots. Mr. Jackson also stated that there were five New Participation Projects consisting of 1.3 Miles of Water Line, 5 New Fire Hydrants, and Water Service for 32 Lots. This Future Revenue Impact would be \$2.75 Million annually.

Mr. Jackson said the following projects have been completed and accepted for Operation and Maintenance by Spartanburg Water.

36 Completed Water Projects, 22.7 Miles of Water Line, 105 New Fire Hydrants, 14 New Fire Services, and 2,763 Lots for tap sales for a Donated Value of \$10,369,000.

51 Completed Sewer Projects, 31.5 Miles of Sewer Line, 830 New Manholes and 4,060 Lots for tap sales for a Donated Value of \$26,186,000.

7 Completed Participation Projects, 1.1 Miles of Water Line, and 24 Lots for tap sales for a Project Value of \$791,000.

The above was provided as information to the Commission.

11. CHIEF EXECUTIVE OFFICER REPORT

- A.** Jon Morgan provided the Commission with an overview of the Employee Watershed Workdays held on October 15-16. Mr. Morgan stated that 197 Spartanburg Water team members participated over the two-day period. Milo's Tea also sent a team to participate. There were 19,184 lbs. of trash removed from the watershed, 190 tires, furniture, appliances, mattresses, TVs, carpet, toilets, metal posts, and many more items.
- B.** Rick Jolley provided an update on the old Cowpens Water Pump Station #1 that has been demolished and the property has been restored to its natural state. Mr. Jolley also provided an update on the Glendale Shoals Sewer Pump Station. This area has been beautified with new fencing that includes a green screen. Shrubbery will also be planted to create a more natural environment.
- C.** Mr. Boyle noted that several thank you notes were received, one from SPACE and one from Former Mayor Junie White's family.
- D.** Mr. Boyle informed the Commission that Spartanburg County has asked that one of our mains be lowered due to a stormwater project. Spartanburg Water will be in the Country Club Road area again for a short while working on this project.
- E.** Mr. Boyle reminded the Commission that the Trunk or Treat event will be held tonight, at Lake Bowen Park, from 6:00-7:30 p.m.
- F.** Mr. Boyle stated that an appreciation luncheon is scheduled for Commissioner Littlejohn and Commissioner Viney at The Piedmont Club on Wednesday, November 5, at 11:30 a.m. in the Musgrove Mill Room.
- G.** Mr. Boyle informed the Commission that the Veterans Day luncheon will be held on Wednesday, November 12 at Lion's Gate Manor. Spartanburg Water has 19 employees that served, including two Commissioners.
- H.** Mr. Boyle noted that the Ribbon Cutting Ceremony for the Lake Blalock Nature Trail will be held on Friday, November 14 at 10:30 a.m.
- I.** Mr. Boyle stated that the Sewer Audit Committee and the SWS Audit Reviewer are scheduled to meet with the Auditor on November 19.
- J.** Mr. Boyle welcomed the Commissioners to the recently renovated Commission Room and thanked Remsen Parrish, Kevin Brown, and Jennifer Candler for their assistance with this project.

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- K.** Mr. Boyle informed the Commission that employees of Spartanburg Water contributed almost \$56,000 to the United Way of the Piedmont during the recent campaign.
- L.** Mr. Boyle provided the Commission with an update on FEMA recoverable expenses due to Hurricane Helene in September 2024.
- M.** Mr. Boyle provided the Commission with an update on ARPA funding received from Spartanburg County for sewer extension projects.
- N.** Mr. Boyle stated that he recently attended the 3rd Annual USC Upstate Talent Forum. It was very informative, and he was able to speak with several key participants in the forum.
- O.** Mr. Boyle noted that due to the recent public health concern over the local Measles outbreak, SSSD is providing influent samples to DHEC for testing of Measles, but SSSD is not involved in any other way.
- P.** Mr. Boyle shared that he and Kevin Smith spoke about Spartanburg Sanitary Sewer District at a recent Spartanburg Municipal Association monthly meeting that was held in Campobello.
- Q.** Mr. Boyle reminded the Commission that they will need to appoint a Chair and Vice Chair at the December 2 meeting.
- R.** Mr. Boyle stated that he asked CJ Armour, Customer Experience Manager, to monitor for any water or sewer non-payments for customers affected by the Government shut-down.

12. REFERRALS

Mr. Boyle stated that Finance and Administration will have the Audit Presentation, MWBE Report, Chemical Bids, Access Control, and the Annual Grant process. Operations will have the Biosolids Sludge Tank Capacity Addition at A. Manning Lynch WWTF and the A. Manning Lynch Odor Control System Refurbishment. Engineering will have the Fernwood Pump Station Rehabilitation Project Summary Change order and the Ben's Creek Phase 2 Gravity Sewer Project Summary Change Order.

Mr. Blanton asked Ms. Viney to share with the Commission about her upcoming move. Ms. Viney's stated that her home has sold, and she is preparing for her move to Pendleton. The Commission thanked her for her service.

Mr. Boyle presented Ms. Viney with a gift of appreciation for her service to Spartanburg Water and the Community.

Ms. Viney stated that she has enjoyed her tenure and will miss everyone.

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13. JOINT EXECUTIVE SESSION

Mr. Blanton asked for a motion from the Spartanburg Sanitary Sewer District Commission to enter into a Joint Executive Session with The Commissioners of Public Works of the City of Spartanburg, S.C., for the purpose of discussing personnel matters.

Ms. Viney moved and Mr. Montgomery seconded the motion to enter into Joint Executive Session at 12:55 p.m. The motion passed unanimously. Mr. Montgomery asked for a motion from the Commissioners of Public Works of the City of Spartanburg, S.C., to enter into a Joint Executive Session with the Spartanburg Sanitary Sewer District Commission for the purpose of discussing personnel matters.

Mr. Littlejohn moved and Ms. Viney seconded the motion to enter into Joint Executive Session at 12:55 p.m. The motion passed unanimously.

Mr. Blanton asked for a motion from the Spartanburg Sanitary Sewer District Commission to come out of Joint Executive Session.

Mr. Montgomery moved and Ms. Barnes seconded the motion to come out of Joint Executive Session at 1:15 p.m. The motion passed unanimously.

Mr. Montgomery asked for a motion from the Commissioners of Public Works of the City of Spartanburg, S.C., to come out of Joint Executive Session.

Ms. Viney moved and Mr. Littlejohn seconded the motion to come out of Joint Executive Session at 1:15 p.m. The motion passed unanimously

14. ACTION ITEM FROM JOINT EXECUTIVE SESSION

Mr. Blanton made a motion to consider and approve personnel matters as discussed in Joint Executive Session.

Mr. Montgomery moved and Ms. Barnes seconded the motion to approve personnel matters as discussed in Joint Executive Session. The motion passed unanimously.

15. ADJOURNMENT

Meeting adjourned at 1:16 p.m.

Camlyn M. Cole
Secretary-Treasurer