

MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 301 South Avenue, Spartanburg, SC, September 23, 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.

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

Rick Jolley opened with a prayer.

3. APPROVAL OF MINUTES OF REGULAR MEETING OF AUGUST 26, 2025

Ms. Barnes moved and Mr. Littlejohn seconded the motion to approve the minutes as written. The motion was approved by majority. Mayor Rice was not present for the vote.

OLD BUSINESS

4. 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. All royalty received from this program will be credited to the Spartanburg Water Good Neighbor Program that is

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used to assist customers who are struggling financially with paying their Spartanburg Water, water and/or sewer bills. We do not expect to launch this program until January 2026.

The NLC Service Line Warranty Program requires that Spartanburg Water permit the use of our company logo/branding, which management requested Commission approval.

Mayor Rice arrived.

Mr. Boyle provided the Commission with an overview of the National League of Cities (NLC) Warranty Program By HomeServe agenda item.

Mr. Boyle noted that questions and comments from the August Commission meeting have been addressed, including an amendment to the contract that allows for an automatic exit with 30-days notice.

Mr. Littlejohn asked if HomeServe became involved in litigation, would Spartanburg Water be a part of the litigation. Mr. Boyle stated that Spartanburg Water would not be involved with any HomeServe litigation. Service contracts would be between HomeServe and their customer. Mr. Boyle stated that Spartanburg Water is simply lending their name and logo for marketing and are not a part of the contract.

Mr. Boyle stated if approved, this program will not begin until at least 2026. Spartanburg Water will take the time to prepare for this partnership and be sure it is implemented correctly, or will not participate.

Mr. Willard asked if Spartanburg Water will bill and collect payments for HomeServe. Mr. Boyle confirmed that HomeServe will process their own billing and Customer Service. Management does expect to receive some calls from Spartanburg Water Customers confirming this is a legitimate organization and not a scam.

Mr. Willard moved and Ms. Barnes seconded the motion to approve management's recommendation to permit The NLC Service Line Warranty Program the use of Spartanburg Water logo/branding. The motion passed unanimously.

NEW BUSINESS

5. NACWA AWARDS

In July 2025, Spartanburg Sanitary Sewer District received nine Peak Performance Awards from the National Association of Clean Water Agencies (NACWA) based on 2024 regulatory compliance performance.

Rick Jolley presented the award information to the Commission. Mr. Jolley reviewed the process of achievement and staff required to make these achievements possible.

The above was provided as information to the Commission.

FINANCE AND PROCUREMENT

AGENDA ITEMS 6-8

6. MONTHLY FINANCIAL REPORT

A financial summary of SSSD expenditures and revenues for the two-month period ending August 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.

7. PROPOSALS FOR EMPLOYEE UNIFORM RENTAL PROGRAM

Proposals were received on August 13, 2025, from suppliers that can furnish and maintain employee uniforms for the Spartanburg Water System (SWS) and Spartanburg Sanitary Sewer District (SSSD). The service is currently under contract with Cintas at an annual cost of \$85,000. The solicitation requested proposals from suppliers who provide expertise in employee uniform programs including design, implementation, delivery and pickup, uniform tracking, laundry services, and replacement for all uniform wearing employees. In addition, suppliers were to furnish and maintain building floor mats for SWS and SSSD facilities and to have a processing center within 75 miles of the city limits of Spartanburg, SC.

A cross functional evaluation team consisting of staff from various departments was formed to evaluate the proposals from potential uniform suppliers. Members of this team provided input and evaluated the proposals from participating suppliers. The evaluation criteria consisted of six areas and required the supplier to demonstrate their ability to provide cost; approach and strategy; schedule; technical competency; MWBE utilization; and Community Benefit Program. Each proposal was evaluated using a weighted score matrix, with the successful supplier being selected for the highest proposal.

Invitations were placed in the local media, the Spartanburg Water System Website, Demand Star bid platform and forwarded to prospective suppliers. A cost tabulation of the responses are listed below. The costs are represented in annual totals, based on the structure of the current uniform program and an initial 36-month term with two optional one-year renewal terms.

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
ALSCO Charlotte, NC	\$47,432.85
Prudential Uniforms Duncan, SC	\$52,724.98
Unifirst Simpsonville, SC	\$59,372.80

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Cintas Spartanburg, SC	\$81,031.34
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Management recommended an award to Unifirst. While their proposal was not the lowest bid, Unifirst was the lowest bid with the highest scoring proposal at an annual cost of \$59,372.80. Funding will be provided from operating funds and allocated between SSSD (\$17,811.84) and SWS (\$41,560.96).

Remsen Parrish provided the Commission with an overview of the Proposals for Employee Uniform Rental Program agenda item. Mr. Parrish noted that current provider is Cintas at a price of \$85,000 annually. A cross functional evaluation team consisting of staff from various departments evaluated the proposals and recommend awarding the contract to Unifirst based on their highest scoring proposal, even though it wasn't lowest bid.

Ms. Viney expressed a desire for selecting the most local firms, but understands the process of highest scoring proposals. Mr. Parrish noted that the Unifirst proposal was the highest scoring proposal even though it wasn't the lowest bid. The proposal was worth the higher cost.

Ms. Barnes asked if the price was set for the 3-year contract or only the first year. Mr. Parrish stated the cost is set for the first year with index pricing following the first year.

Mr. Montgomery moved and Mr. Littlejohn seconded the motion to approve management's recommendation to award the bid to Unifirst based on the highest scoring proposal. The motion passed unanimously.

8. PROPOSALS FOR BILL PRINTING, INSERTING, AND MAILING SERVICES

Proposals were received on August 19, 2025, from suppliers that can receive formatted billing data and to print, insert, sort, and mail water and sewer bills to customers. The current contract for these services is with Amsive, LLC at an annual cost of \$422,000.

An evaluation team was formed to evaluate the proposals from potential bill printing and mailing service suppliers. Members of this team provided input and evaluated the proposals from participating suppliers. The evaluation criteria consisted of five areas and required the supplier to demonstrate their ability to provide approach and strategy; technical competency; cost; MWBE utilization; and Community Benefit Program. Each proposal was evaluated using a weighted score matrix, with the successful supplier being selected for the highest proposal.

Invitations were placed in the local media, the Spartanburg Water System Website, and Demand Star bid platform. A cost tabulation of the responses is listed below. The costs are represented in annual totals, based on the structure.

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<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Surebill Duluth, GA	\$446,640
OneSource Buffalo Grove, IL	\$469,346
Infosend Anaheim, CA	\$469,543
Matrix Coppell, TX	\$500,064
RevSpring Nashville, TN	\$540,166

Management recommended an award to Infosend. While their proposal was not the lowest bid, Infosend was the lowest bid with the highest scoring proposal at an annual cost of \$469,543. Funding will be provided from operating funds and allocated between SSSD (\$140,862.90) and SWS (\$328,680.10).

Remsen Parrish provided the Commission with an overview of the Proposals for Bill Printing, Inserting, and Mailing Services agenda item. Mr. Parrish noted that current provider is Amsive LLC at a price of \$422,000 annually. The evaluation team reviewed the proposals from potential bill printing and mailing service suppliers and recommend awarding the contract to Infosend based on their highest scoring proposal, even though it wasn't lowest bid.

Ms. Viney again expressed a desire for local providers. Mr. Parrish stated that the headquarters of Infosend is in Anaheim, CA, but they have multiple locations which will be helpful if there is an issue at our normally assigned location of Texas. Several other utilities in South Carolina use them as well.

Mr. Montgomery noted that some of the vendors have local locations; but are actually national chains.

Mr. Willard asked if this proposal price based on per piece. Mr. Parrish confirmed that it is. Mr. Willard noted that with growth this price could increase some.

Mr. Willard moved and Mr. Littlejohn seconded the motion to approve management's recommendation's to award the bid to Infosend based on the highest scoring proposal. The motion passed unanimously.

OPERATIONS

NO AGENDA ITEMS

ENGINEERING

AGENDA ITEMS 9-11

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**9. PAGE CREEK UV EFFLUENT DISINFECTION UPGRADE PROJECT -
SUMMARY CHANGE ORDER**

The Page Creek UV Effluent Disinfection Upgrade Project is complete. The project was for the purchase and installation of two disinfection units and containment UV structure, refurbishment of the existing effluent pump station, purchase and installation of a diesel driven backup pump at the existing effluent pump station and demolition of the existing UV system.

Change order No. 1 – was a no cost administrative change order clarifying the contract terms. There was no change to the contract price.

Change order No. 2 – was submitted by the contractor and later withdrawn. There was no change to the contract price.

Change Order No. 3 – was a net increase of \$1,046.25 for concrete testing services.

Change Order No. 4 – was a no cost time extension for weather delays.

Change Order No. 5 – was a net increase of \$9,806.62 for piping modifications within the effluent pump station wet well.

Change Order No. 6 – was a net increase of \$13,280.82 to add a power transformer for the new electrical equipment.

Change Order No. 7 – was a net increase of \$1,902.50 for additional concrete testing services.

Change Order No. 8 – was a no cost time extension for additional weather delays.

These change orders were executed as per current District policy.

The Financial summary of the project construction is as follows:

Original Contract Price -	\$ 2,454,000.00
Change Order No.3	\$ 1,046.25
Change Order No.5	\$ 9,806.62
Change Order No.6	\$ 13,280.82
Change Order No.7	\$ <u>1,902.50</u>
Revised Contract Price	\$ 2,480,036.19

Kevin Smith provided the Commission with an overview of the Page Creek UV Effluent Disinfection Upgrade Project – Summary Change Order agenda item. Mr. Smith reviewed the change orders and stated that this project was completed in June.

The above was provided as information to the Commission.

10. OWNERSHIP AGREEMENT – HUDSON VILLAGE

Holly Drive Properties, Inc., proposes to construct approximately 3,814 linear feet of 8-inch gravity sewer line to provide service to 138 residential lots in Hudson Village located off Cannons Campground Road. The sewer line will connect to the existing SSSD infrastructure. The domestic waste will be treated at the Cowpens 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 Holly Drive Properties, 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 – IRBY GLEN

TMC Development, LLC proposes to construct approximately 1,843 linear feet of 8-inch gravity sewer line to provide service to 46 residential lots in Irby Glen located off Irby 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. 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.

12. CHIEF EXECUTIVE OFFICER REPORT

A. Cam Cole and Jennifer Candler informed the Commission that Spartanburg Water received an award from The Government Finance Officers Association (GFOA) for the Popular Annual Financial Report (PAFR). The PAFR tells a story of Spartanburg Water for the year. There was only one other utility in South Carolina to receive this award in 2024. Mr. Boyle noted that the PAFR is a great resource to share with our community. It includes some financial input from Cam, but Jennifer puts a large effort into this. It is posted on the

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Spartanburg Water website, shared with customers and community leaders, for example, City Council, County Council. The Commission congratulated management on this achievement.

- B.** Mr. Boyle provided the Commission with an update on the Union Street waterline replacement project.
- C.** Mr. Boyle informed the Commission of all licensing and certifications achieved by Spartanburg Water employees in 2025. Management is proud of these employees for committing to their career and continuing their education. Most of these achievements open better opportunities in their career path and a financial impact on their salary. Mr. Littlejohn asked and encouraged management to share this information with students in the community to educate them on careers that are available without a college education. Mr. Boyle agreed and stated that he has personally shared with leaders in the community and education fields. Spartanburg Water participates in career fairs and other educational opportunities to share the message.
- D.** Mr. Boyle shared that the 2025 Employee Picnic was held on September 16 at Engineering and September 18 at C&D. Employees enjoyed catered lunch from The Fuddrucker's Food Truck. Thank you to the Commissioners that were able to join us.
- E.** Mr. Boyle informed the Commission of some thank-you notes received from Converse University, The Children's Museum, and Water Mission for recent projects supported by Spartanburg Water.
- F.** Mr. Boyle noted that United Way Annual Campaign ends on September 30.
- G.** Mr. Boyle reminded the Commission of the upcoming OneSpartanburg Annual Celebration scheduled for September 25 at Indigo Hall from 5:00-9:00 p.m.
- H.** Mr. Boyle stated that the WEFTEC Conference will be held in Chicago on September 27-October 1.
- I.** 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 is coordinating this event.
- J.** Mr. Boyle stated that the upcoming 2nd Annual Trunk or Treat event will be held on Tuesday, October 28 at Lake Bowen Park from 6:00-7:30 p.m. Mr. Boyle stated that information will be provided to the Commission regarding start time of the October Commission meetings. At the August meeting, management requested the Commission meeting start time be adjusted to allow time for employees that want to participate in the Trunk or Treat event.

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- K. Mr. Boyle reminded the Commission that Jon Morgan has been leading the creation of a nature trail at the Lake Blalock Park. More updates on this project will be provided at the October Commission meeting.

13. REFERRALS

Mr. Boyle stated that currently there are two referrals for October. Operations will have a recommendation for an auger and compactor for the headworks at the Pacolet plant, and Engineering will present the Economic Summary Update for FY 24-25.

Ms. Viney asked to make an announcement. She will be moving out of the City of Spartanburg soon, and will no longer be a Commissioner of Public Works upon moving. Ms. Viney has had a desire to relocate to Pendleton, SC and has begun the process of that journey. Ms. Viney added that it has been a joy to serve the City of Spartanburg and has enjoyed working alongside Spartanburg Water employees during her tenure.

Mr. Blanton thanked her for her service and stated it has been a pleasure to serve with her, as she has served Spartanburg well. Mr. Montgomery agreed and noted that she will be missed.

14. 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. Barnes moved and Mr. Littlejohn seconded the motion to enter into Joint Executive Session at 3:03 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.

Ms. Viney moved and Mr. Littlejohn seconded the motion to enter into Joint Executive Session at 3:03 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. Littlejohn moved and Ms. Viney seconded the motion to come out of Joint Executive Session at 3:38 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 3:38 p.m. The motion passed unanimously.

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15. 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 Mr. Littlejohn seconded the motion to approve personnel matters as discussed in Joint Executive Session. The motion passed unanimously.

16. ADJOURNMENT

Meeting adjourned at 3:40 p.m.

Camlyn M. Cole
Secretary-Treasurer

tbh