

MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 301 South Avenue, Spartanburg, SC, April 27, 2021, 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, Horton, Littlejohn, Montgomery, and White. 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. Blanton called the meeting to order and Gene Jackson opened with a prayer.

2. APPROVAL OF MINUTES OF REGULAR MEETING OF MARCH 23, 2021

Mr. Montgomery moved and Mr. Horton seconded the motion to approve the minutes as written. The motion passed unanimously.

3. MONTHLY FINANCIAL REPORT

Newt Pressley presented a financial summary of SSSD expenditures and revenues for the nine-month period ending March 31, 2021. An explanation was provided for the favorable and unfavorable budget variances.

The above was provided as information to the Commission.

4. SERIES 2021 REVENUE BOND REFUNDING

Newt Pressley reported to the Commission on the status of the previously approved refunding of the 2013A and 2013B Revenue Bonds. On April 12, 2021, the Sewer District sold \$19,510,000 of Taxable Refunding Revenue Bonds, Series 2021 to advance refund the 2013A and 2013B bonds. David Cheatwood with First Tryon Advisors, the District's financial advisor for bond transactions, has monitored the market to achieve the most advantageous timing for refunding savings. Stephens and RW Baird served as underwriters, and marketed the bonds on behalf of the District to a variety of different investors in the institutional and retail investor classes. During the two-hour order period, the underwriters received over \$177 million in orders. All maturities were "over-subscribed" (more orders than bonds to sell), which allowed the underwriters to reduce the yields after the order period, generating additional savings for the District.

Originally, management expected to attain 6% present value savings, but actually achieved 7.01% present value savings. This resulted in a net present value savings of approximately \$1.2 Million and Cash Flow savings

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of approximately \$1.6 Million over the next 20 years. Management is very pleased with the bond refunding results and the team of financial advisors and underwriters.

The above was provided as information to the Commission.

5. COVID-19 REPORT

Ms. Schneider provided the Commission with an update on COVID-19.

Management continues to monitor cases in South Carolina, Spartanburg, and particularly within Spartanburg Water employees. Monitoring employee cases and exposure allows management to schedule coverage for work areas.

Ms. Schneider stated that senior management is developing re-entry plans for their area of responsibility. Management will review implemented tasks and engineering controls to determine what changes may be necessary for re-entry. Re-entry is expected to take place in three phases, approximately a month apart for each phase.

Company travel is still restricted and necessary visitors are allowed on an as needed basis.

Management continues to share and post vaccination information with employees, and is currently working with DHEC to establish an onsite clinic for vaccinations.

Industrial flows have continued to remain flat and supply chains are being closely monitored for delays or interruptions.

Ms. Barnes asked if management has any idea how many employees can't or choose not to take the vaccine. Ms. Schneider said approximately 42 vaccination cards have been received. If Spartanburg Water is able to provide an onsite vaccination clinic, this may increase participation by offering a convenient opportunity and allow for better information as to how many employees are interested in receiving the vaccination.

The above was provided as information to the Commission.

6. STATIONARY DIESEL GENERATOR FOR SPARTANBURG SANITARY SEWER DISTRICT

Bids were received on April 8, 2021, for the purchase of a stationary diesel generator for the Pacolet Mills Wastewater Treatment Facility. This generator will provide continuous power to the facility in order to maintain treatment through an electrical outage.

The request for bid was advertised in the local media and forwarded to prospective vendors. The solicitation drew responses from four bidders. A cost tabulation is listed below:

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<u>BIDDER</u>	<u>AMOUNT OF BID</u>
National Power, LLC York, SC	\$30,772.00
Cummins, Inc. Spartanburg, SC	\$31,019.30
Carolina Heating Service, Inc. Greenville, SC	\$40,664.00
Generator Services, Inc. Columbia, SC	NON-RESPONSIVE

Based on the results of bid responses, management recommended the approval of an award to National Power, LLC for a purchase and delivery cost of \$30,772.00. Funding will be provided by SSSD capital funds.

Remsen Parrish provided the Commission with an overview of the Stationary Diesel Generator agenda item.

Ms. Barnes moved and Mr. Montgomery seconded the motion to approve management’s recommendation and award the bid to National Power, LLC. The motion passed unanimously.

7. RIVER ROAD CREEK BANK STABILIZATION PROJECT

Proposals were received March 19, 2021, for the restoration of the creek bank along Lawson Fork Creek and sewer right of way access road off River Road in the city of Spartanburg. Approximately 80 LF of creek bank has begun to erode and the staff has been monitoring the bank since a fallen tree was first reported. C&D staff does not have the necessary equipment needed to perform the work safely due to the collection line being located in the side of a high, steeply sloping bluff at that location, as well as the narrow easement roadway.

Proposals were solicited from the list of Spartanburg Sanitary Sewer District pre-qualified contractors. Cost as well as availability were considered when reviewing the proposals.

Proposals received included:

<u>BIDDER</u>	<u>BID/SCHEDULE</u>
Double R Utilities Gaffney, SC	Bid: \$63,900.00 Start: 7 days NTP* Duration: 1 week
Payne, McGinn & Cummins, Inc. Travelers Rest, SC	Bid: \$76,188.00 Start: 17 days from NTP* Duration: 2 weeks

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Dillard Excavating Co. Inc. Pelzer, SC	Bid: \$93,406.50 Start: 10 days from NTP* Duration: 2 weeks
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*NTP – Notice to proceed

Management recommended the award of the contract for the River Road Creek Bank Stabilization Project to Double R Utilities of Gaffney, SC in the amount of \$63,900.00. The project will be funded by the collection system rehabilitation fund.

Bobby Walden provided the Commission with an overview of the River Road Creek Bank Stabilization Project agenda item.

Mayor White moved and Mr. Horton seconded the motion to approve management's recommendation to award the contract to Double R Utilities. The motion passed unanimously.

8. MASTER SERVICES AGREEMENT FOR PROFESSIONAL CIVIL ENGINEERING, ENVIRONMENTAL AND REGULATORY CONSULTING SERVICES

Spartanburg Sanitary Sewer District (SSSD) recently requested a proposal from Rogers & Callcott Environmental to provide a Master Services Agreement for professional engineering services on an as-needed basis. Rogers & Callcott Environmental is a firm which specializes in a wide variety of disciplines related to the wastewater industry and Spartanburg Sanitary Sewer District has had a long standing relationship with Rogers & Callcott Environmental for their laboratory services.

Due to their qualifications, experience, and familiarity with regulations applicable to Spartanburg Sanitary Sewer District facilities and systems, SSSD is interested in establishing a Master Services Agreement for engineering services as needed.

The proposed Master Services Agreement for professional services is based on a time and expense basis in accordance with an established schedule of fees.

Management recommended the Commission authorize the Chief Executive Officer enter into a Master Services Agreement with Rogers & Callcott Environmental for professional engineering services.

Bobby Walden provided the Commission with an overview of the requested proposal from Rogers & Callcott Environmental to provide a Master Services Agreement for professional engineering services on an as-needed basis.

Mayor White moved and Mr. Montgomery seconded the motion to approve management's recommendation to authorize the Chief Executive Officer to enter into a Master Services Agreement with Rogers & Callcott Environmental for professional engineering services. The motion passed unanimously.

9. REQUEST FOR ANNEXATION – FLATWOOD FARMS, LLC

Flatwood Farms, LLC has requested annexation of the remaining 80.5 acres of a 984.2-acre tract of property located off of Bryant Road on parcel 2-45-00-029.00. Approximately 903.7 acres of the total 982.2-acre tract is within the District boundaries. 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 July 26, 2021.

**Resolution of Annexation
Adopted by Spartanburg Sanitary Sewer District Commission
On April 27, 2021**

WHEREAS, Flatwood Farms, LLC, owners of a 984.2-acre tract, more or less, a portion of which is within the Sewer District boundary line, and located off of Bryant Road on parcel 2-45-00-029.00 and more particularly shown on the site location map attached hereto as exhibit "A" has petitioned for annexation of the remaining 80.5-acres of 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 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 had been met, and

WHEREAS, the Commission, after having given due consideration to all matters pertaining to the proposed annexation of such area including but not limited to health hazards, the feasibility of installation and maintenance of a sewer system and cost factors, 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 District 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 Spartanburg Sanitary Sewer 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 County Treasurer, The County Auditor and the County Health Officer.

Gene Jackson provided the Commission with an overview of the Flatwood Farms, LLC request for annexation of the remaining 80.5 acres of a 984.2-acre tract of property located off of Bryant Road on parcel 2-45-00-029.00. Approximately 903.7 acres of the total 982.2-acre tract is within the District boundaries.

Mayor White moved and Mr. Littlejohn seconded the motion to approve management's recommendation to approve the annexation request. The motion passed unanimously.

10. REQUEST FOR ANNEXATION – THE LSC LIMITED PARTNERSHIP

The LSC Limited Partnership has requested annexation of approximately 94.48 acres of property located off of Southport Road on parcel 7-22-00-004.00. 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 July 26, 2021.

**Resolution of Annexation
Adopted by Spartanburg Sanitary Sewer District Commission
On April 27, 2021**

WHEREAS, The LSC Limited Partnership, owners of a 98.48-acre tract, more or less, adjacent to the existing Sewer District boundary line, and located off of Southport Road on parcel 7-22-00-004.00 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 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 had been met, and

WHEREAS, the Commission, after having given due consideration to all matters pertaining to the proposed annexation of such area including but not limited to health hazards, the feasibility of installation and maintenance of a sewer system and cost factors, 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 District 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 Spartanburg Sanitary Sewer 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 County Treasurer, The County Auditor and the County Health Officer.

Gene Jackson provided the Commission with an overview of the LSC Limited Partnership request for annexation of approximately 94.48 acres of property located off of Southport Road on parcel 7-22-00-004.00.

Mr. Littlejohn moved and Mr. Montgomery seconded the motion to approve management's recommendation to approve the annexation request. The motion passed unanimously

11. RIGHT-OF-WAY AND EASEMENT AGREEMENTS

All paperwork has been completed and the Right-of-Way/Easement agreement has been recorded.

- (1) Duke Energy Carolinas, LLC, easement agreement at Clifton Pump Station #5.

Ms. Schneider provided an overview of the easement agreement.

The above was provided as information to the Commission.

12. OWNERSHIP AGREEMENT – CONVERSE MILL LOFTS

Re-Imagine Converse Mill, LLC proposes to relocate approximately 366 linear feet of 8-inch gravity sewer line as part of the site improvements at the Converse Mill Lofts project located at the intersection of East Main Street Extension and Oakland Street. The relocated sewer line will remain connected to the District's infrastructure. The domestic waste will be treated at the Clifton-Converse 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 Re-Imagine Converse Mill, 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 – LIVELY DRAYTON MILL

Drayton Holdings, LLC proposes to relocate approximately 720 linear feet of 12-inch gravity sewer line to provide service to 325 units in the Lively Drayton Mill Apartments located off of Milliken Street. The sewer line will connect to the District's existing 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 Drayton Holdings, 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.

14. NEGOTIATIONS AND MISCELLANEOUS ADMINISTRATIVE MATTERS

- A.** Ms. Schneider reminded the Commission that the May meeting will consist of the Public Hearing and Budget recommendation for approval.
- B.** Ms. Schneider stated that the Audit Committee will need to be selected at the May meeting.
- C.** Ms. Barnes asked if there was an answer to her question asked at the March meeting regarding how vaping is handled within the Spartanburg Water health insurance policy. Ms. Schneider stated that hearing the question and other concerns that were raised by the Commission, it was added as part of the self-identify surcharge if the employee or a covered family member vape.

Meeting adjourned at 2:42 p.m.

G. Newton Pressley
Secretary-Treasurer

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MINUTES

Spartanburg Sanitary Sewer District Commission, Work Session Meeting, held at 297 South Avenue, Spartanburg, SC, April 27, 2021, at 9:30 a.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, Horton, Littlejohn, Montgomery, and White. No one was absent.

The meeting was opened with the following statement:

This is a work session 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.

This work session was held to discuss the proposed FY 2021-2022 budget.

G. Newton Pressley
Secretary-Treasurer

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