

MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, August 22, 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. EXECUTIVE SESSION

Mr. Blanton moved and Mr. Littlejohn seconded the motion to enter into executive session to discuss personnel matters at 2:16 p.m. The motion passed unanimously.

Mr. Blanton moved and Mr. Littlejohn seconded the motion to come out of executive session at 2:49 p.m. The motion passed unanimously.

Mr. Montgomery stated the Commission met to discuss personnel matters and no action was taken during executive session.

On behalf of the Commission, Ms. Viney expressed appreciation to Mr. Boyle for his commitment and hard work to Spartanburg Water and the community over the past year.

Ms. Viney moved and Mayor Rice seconded the motion to increase the salary of the CEO, Guy Boyle, by 5% to be effective beginning July 5, 2023. The motion passed unanimously.

3. APPROVAL OF MINUTES OF REGULAR MEETING OF JUNE 27, 2023

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

4. NACWA FACILITY PEAK PERFORMANCE AWARDS

In July 2023, Spartanburg Sanitary Sewer District received nine Peak Performance Awards from the National Association of Clean Water Agencies (NACWA) based on 2022 performance. NACWA'S Peak Performance Awards recognize member agency facilities for outstanding compliance of their National Pollutant Discharge Elimination System (NPDES) permit limits.

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This recognition program consists of three categories – Platinum, Gold, and Silver.

Platinum Awards: Fingerville WWTF (Platinum-11), Clifton-Converse WWTF (Platinum-10), Page Creek WWTF (Platinum-10), Cowpens WWTF (Platinum-9), and Pacolet Mills WWTF (Platinum-7).

The Platinum-7, Platinum-8, Platinum-9, Platinum-10, and Platinum-11 Awards recognize 100% compliance with NPDES permits for seven, eight, nine, ten and eleven years respectively.

Gold Awards: The South Tyger River WWTF, Lower North Tyger River WWTF, and Chesnee WWTF achieved Gold status for 2022. Gold Awards recognize facilities that have achieved 100% compliance with their NPDES permit for an entire calendar year.

Silver Awards: A. Manning Lynch WWTF achieved Silver Status. Silver Awards recognize facilities that have received no more than five NPDES permit violations per calendar year.

Lance Johnson, Wastewater Director, reviewed the NACWA'S Peak Performance Awards that SSSD received for outstanding compliance of their National Pollutant Discharge Elimination System (NPDES) permit limits.

The Commission congratulated management and staff on this accomplishment.

The above was provided as information to the Commission.

5. MONTHLY FINANCIAL REPORT

Cam Cole presented a financial summary of SSSD expenditures and revenues for the twelve-month period ending June 30, 2023, and one-month period ending July 31, 2023. An explanation was provided for the favorable and unfavorable budget variances.

The above was provided as information to the Commission.

6. CHESNEE COLLECTION SYSTEM SANITARY SEWER SYSTEM EVALUATION – AWARD OF ENGINEERING CONTRACT

The Spartanburg Sanitary Sewer District assumed ownership of the City of Chesnee's wastewater system in January 2022. The collection system contains approximately 62,500 LF of gravity sewer, 7,500 LF of force mains, approximately 290 manholes and three pump stations that convey an average daily flow of 0.15 million gallons per day (MGD) of wastewater to the Chesnee Wastewater Treatment (WWTP). The capacity of the WWTP is 0.50 MGD. During rainfall events the treatment plant receives up to 0.3-0.4 MGD, indicating a serious inflow and infiltration (I/I) presence with the collection system.

The District solicited proposals from interested engineering firms for the purpose of selecting a qualified team for the Chesnee Collection System

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Condition Assessment Project. The District received funding for this project from the South Carolina Infrastructure Investment Program (SCIIP). This federally funded Community Impact Grant will be administered by the South Carolina Rural Infrastructure Authority (RIA) using State and Local Fiscal Recovery Funds received through the American Rescue Plan Act (ARPA). The interested firms were requested to provide proposals to include similar previous experience, project approach and schedule, references, staffing and subcontractors assigned to the project and a fee quote for the scope of services.

The Request for Proposals (RFP) was distributed to eleven firms that provide the type of services requested. Six proposals were submitted and evaluated by a selection committee using a weighted scoring matrix on the above listed criteria.

Proposals were received from the following firms:

- AECOM, Greenville, SC
- Gavel & Dorn Engineering, Greenville, SC
- Kimley-Horn, Columbia, SC
- Weston & Sampson, Greenville, SC
- WK Dickson, Greenville, SC
- Wright-Pierce, Simpsonville, SC

The highest scoring proposal and lowest quote for services was submitted by WK Dickson & Co., Inc. This firm provided a more favorable project approach, schedule and proposed team. Based on the weighted matrix score, management recommended the award of the sewer system evaluation services for the Chesnee Collection System to WK Dickson & Co., Inc. in the not to exceed amount of \$506,000. The project will be funded with a local match of the ARPA/SCIIP grant from sewer capital funds.

Rick Jolley provided the Commission with an overview of the Chesnee Collection System Sanitary Sewer System Evaluation – Award of Engineering Contract agenda item.

Mr. Montgomery asked for confirmation that the requested contract is for evaluation only. Mr. Jolley confirmed.

Ms. Viney asked for clarity on the system differences between the acquired Chesnee system and the SSSD system. Mr. Jolley provided some comparisons and noted the size difference between the two systems.

Mr. Willard moved and Ms. Barnes seconded the motion to approve management's recommendation to award the bid of the sewer system evaluation services for the Chesnee Collection System to WK Dickson & Co., Inc. The motion passed unanimously.

7. REQUEST FOR ANNEXATION – MEADOWS CREEK DRAINAGE BASIN

Spartanburg County awarded the District \$20.1 million in ARPA funding to provide gravity sewer extensions in the Meadows Creek Drainage Basin area. The District needs to annex this drainage basin area into the District

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boundary in order to provide sanitary sewer service. Staff has identified approximately 742 parcels representing 4,211 acres for annexation and since the property owners are not requesting to be annexed, it can only be annexed by authority of Spartanburg County Council.

Management recommended the Commission petition the Spartanburg County Council to undertake the process of annexing these parcels into the District's boundaries.

Gene Jackson reviewed the Request for Annexation for the Meadows Creek Drainage Basin area. This identifies several areas that make up the requested annexation area of approximately 742 parcels representing 4,211 acres.

Mr. Willard moved and Mr. Littlejohn seconded the motion to approve management's recommendation for the Commission to petition the Spartanburg County Council to annex the identified parcels into the District's boundaries. The motion passed unanimously.

8. REQUEST FOR ANNEXATION – MICHAEL T. GREEN

Michael T. Green has requested annexation of approximately 34.5 acres of property located off of John Dodd Road on parcel 6-11-00-108.00. 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 November 20, 2023.

**Resolution of Annexation
Adopted by Spartanburg Sanitary Sewer District Commission
On August 22, 2023**

WHEREAS, Michael T. Green, owner of a 34.5-acre tract, more or less, adjacent to the existing Sewer District boundary line, and located off of John Dodd Road on parcel 6-11-00-108.00 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, 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

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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.

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 34.5 acres of property located off of John Dodd Road on parcel 6-11-00-108.00.

Ms. Barnes moved and Mr. Littlejohn seconded the motion to approve the annexation request by Michael T. Green of approximately 34.5 acres of property located off of John Dodd Road on parcel 6-11-00-108.00. The motion passed unanimously.

9. OWNERSHIP AGREEMENT – ESSENTIA

Rainbow Lake Community Holdings, LLC proposes to construct approximately 180 linear feet of 8-inch gravity sewer line to provide service to one commercial lot in Essentia located off of McMillin Boulevard. 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 Rainbow Lake Community Holdings, 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.

10. CHIEF EXECUTIVE OFFICER REPORT

- A.** Mr. Boyle reminded the Commission that the \$3.00 convenience fee for customers that choose to use a credit or debit card to make their payment will begin Thursday, August 24, 2023. Customers may choose other options to avoid the \$3.00 convenience fee. Spartanburg Water does not receive any funds from the fee.
- B.** Mr. Boyle followed-up from questions regarding acreage at the Page Creek pump station from the meeting last month; there is approximately 8.6 acres at the site; therefore, no additional acreage is needed.
- C.** Mr. Boyle reviewed the schedule for the above mentioned annexation request of approximately 742 parcels representing 4,211 acres for the Meadows Creek Drainage Basin. Since the property owners are not requesting to be annexed, it can only be annexed by authority of Spartanburg County Council. Brad Love, counsel with Haynsworth Sinkler Boyd, will represent SSSD during this process. The City of Inman has raised concerns. SSSD management has had discussions with them, and at this time; it will be on the Spartanburg County Council agenda beginning September 5, 2023.
- D.** Mr. Boyle noted that the Strategic Planning Retreat will be held on Wednesday, November 15. More information will be forthcoming.
- E.** Mr. Boyle confirmed that John Montgomery, Angela Viney, and Woody Willard will serve on the Sewer Audit Committee for this fiscal year.
- F.** Mr. Boyle reminded the Commission that the offices will be closed on Monday, September 4 for the Labor Day holiday.

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- G.** Mr. Boyle shared that Spartanburg Water partnered with SPACE and PAL to create a video regarding the path on Dupre Drive area that was completed last week. Jennifer Candler commented that this area will be called Wild Flower Way, and will be ADA accessible. Spartanburg Water will promote this partnership through social media posts.
- H.** Mr. Boyle informed the Commission that the Wellness Program has been launched and management encourages all employees to participate and monitor their health. A third party works directly with employees, and the program is strictly voluntary. This program is incentivized with monetary contributions applied to paychecks over the fiscal year pay periods, if the employee chooses to actively participate in the program.
- I.** Mr. Boyle noted that Watershed Workdays for employees has been scheduled for October 17 and 18. Employee Volunteers will spend these days cleaning up around all three reservoirs.
- J.** Mr. Boyle shared that the United Way Campaign will kick-off on September 11 and run through October 6. Jennifer Candler will coordinate the campaign. Ms. Candler noted a hybrid campaign will be available this year for online giving.
- K.** Mr. Boyle stated that the Stuff the Bus Campaign through United Way was very successful.
- L.** Mr. Boyle noted that the Pacolet Memorial will receive a landscaping update in coming weeks.
- M.** Mr. Boyle reminded the Commission that the WEFTEC Conference will be held in Chicago, IL, from September 30 through October 4.

Meeting adjourned at 3:22 p.m.

Camlyn M. Cole
Secretary-Treasurer

tbh