

MINUTES

Spartanburg Sanitary Sewer District Commission, Regular Meeting, held at 200 Commerce Street, Spartanburg, SC, March 21, 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. Boyle opened with a prayer.

2. APPROVAL OF MINUTES OF REGULAR MEETING OF FEBRUARY 28, 2023

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

3. MAINTENANCE OPERATOR OF THE YEAR – STATE WINNER

Rick Jolley stated that The Maintenance Operator of the Year Award is given annually by the Water Environmental Association of South Carolina (WEASC) to those that achieve excellence in the maintenance of water, wastewater, and collection or distribution systems in South Carolina. These are the employees that keep our operations running and our infrastructure in excellent condition.

John Harris, the Maintenance Coordinator of the Wastewater Treatment Department, received The Maintenance Operator of the Year Award for the State of South Carolina, at the annual South Carolina Environmental Conference (SCEC) at Myrtle Beach on March 14, 2023.

John was chosen as the Maintenance Operator of the Year in the local chapter of the WEASC in January 2023. He has been employed with Spartanburg Water for five years and exemplifies a high level of performance and dedication to the District.

The Commission congratulated Mr. Harris on receiving this award from the Water Environmental Association of South Carolina (WEASC).

The above was provided as information to the Commission.

4. WORKERS' COMPENSATION INSURANCE RENEWAL

Spartanburg Water's Workers' Compensation insurance renews annually on April 1. For the 2023 renewal, staff utilized the current agent, McGriff

Spartanburg Sanitary Sewer District Commission – Regular Meeting, March 21, 2023

Insurance Services, to obtain quotes from insurance carriers on behalf of Spartanburg Water. The current policy is written through Amerisure at an annual cost of \$103,747.

The results of the quotes received are tabulated below:

Insurance Carrier	Annual Premium
Eastern Alliance	\$91,970
Amerisure	\$109,529
KeyRisk	\$121,900

Based on the pricing received, management recommended approval of the quote submitted by Eastern Alliance as the carrier for Workers' Compensation insurance at the annual premium cost of \$91,970.

The Workers' Compensation premium will be allocated as follows: \$30,350 for SSSD and \$61,620 for SWS.

Cam Cole provided the Commission with an overview of the Workers' Compensation Insurance Renewal agenda item, noting that management's recommendation of Eastern Alliance will be a reduction in premiums compared to current premiums.

Ms. Barnes moved and Mr. Littlejohn seconded the motion to approve management's recommendation to approve the quote submitted by Eastern Alliance as the carrier for Workers' Compensation insurance. The motion passed unanimously.

5. APPOINTMENT OF SECRETARY-TREASURER

The Chief Financial Officer for the Spartanburg Sanitary Sewer District (SSSD) also holds the responsibility/title of Secretary-Treasurer for the Spartanburg Sanitary Sewer District. The primary responsibilities of the Secretary-Treasurer of the SSSD are to approve the minutes for record keeping, attest to the signatures of the Chief Executive Officer and the Chairperson of the SSSD on various documents and agreements. In addition, with public bond closings, incumbency certificates are included in the final bond documents, which include the service, appointment or election of current members of the Board of Commissioners, the Chief Executive Officer and the Secretary-Treasurer of the Commission.

In light of the incumbent Chief Financial Officer/Secretary-Treasurer of the SSSD retiring effective March 31, 2023, SSSD, Chief Executive Officer, Guy Boyle; requested that the Commission approve the Chief Operating Officer, a position currently held by Mr. Robert Walden, to fulfill the role of Secretary-Treasurer of the SSSD until such time that a new Chief Financial Officer is named for the SSSD.

Spartanburg Sanitary Sewer District Commission – Regular Meeting, March 21, 2023

Mr. Boyle noted that the Chief Financial Officer also holds the position of Secretary-Treasurer for the District. Mr. Boyle recommended the Chief Operating Officer, Mr. Robert Walden, fulfill the role of the Secretary-Treasurer during the interim until a new Chief Financial Officer is named.

Mr. Willard moved and Mr. Littlejohn seconded the motion to approve the Chief Executive Officer's recommendation to approve the Chief Operating Officer, a position currently held by Mr. Robert Walden, to fulfill the role of Secretary-Treasurer of the SSSD until such time that a new Chief Financial Officer is named. The motion passed unanimously.

6. CONTRACT EXECUTED BY THE CHIEF EXECUTIVE OFFICER FOR PROFESSIONAL SERVICES

A professional services engagement has been executed by the Chief Executive Officer with the Raftelis Group - a utility sector consultant, who will review and update sewer and water Rate Models for Fiscal Year 2024 and beyond for the Spartanburg Sanitary Sewer District and the Commission of Public Works of the City of Spartanburg. The engagement will start in March 2023 and will include data collection and review, updating of sewer and water models, preparing recommendations, and working with the CEO on final strategy and planning. The cost of the engagement is \$19,380 for professional services. Costs shall be allocated \$9,690 to SSSD and \$9,690 to SWS.

Mr. Boyle noted that this is being provided as information to the Commission based on the updated Resolution adopted on January 26, 2023, regarding contractual fees paid for professional services, not to exceed \$25,000, may be executed at the discretion of the Chief Executive Officer together with the Secretary-Treasurer on behalf of the District. The Raftelis Group will review data, update rate models, prepare recommendations, and work with the CEO on financial planning.

Mr. Littlejohn asked for clarification of these services and if a rate comparison of other regional providers and the District would be included.

Mr. Pressley stated these services provide for the annual budget process and a 5-year financial planning model that includes fund balances, rates, fees, and other various options for financial planning and includes the regional rate comparison.

The above was provided as information to the Commission.

7. REQUEST FOR ANNEXATION – AJC-101 HOLDINGS, LLC

AJC-101 Holdings, LLC has requested annexation of approximately 23.83 acres of property located off of Highway 101 on parcel 5-29-00-118.01. 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 June 19, 2023.

Spartanburg Sanitary Sewer District Commission – Regular Meeting, March 21, 2023

**Resolution of Annexation
Adopted by Spartanburg Sanitary Sewer District Commission
On March 21, 2023**

WHEREAS, AJC-101 Holdings, LLC, owner of a 23.83-acre tract, more or less, adjacent to the existing Sewer District boundary line, and located off of Highway 101 on parcel 5-29-00-118.01 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.

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

Spartanburg Sanitary Sewer District Commission – Regular Meeting, March 21, 2023

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 23.83 acres of property located off of Highway 101 on parcel 5-29-00-118.01.

Mr. Blanton moved and Mr. Littlejohn seconded the motion to approve management's recommendation to approve the annexation request by AJC-101 Holdings, LLC, of approximately 23.83 acres of property located off of Highway 101 on parcel 5-29-00-118.01. The motion passed unanimously.

8. REQUEST FOR ANNEXATION – ALVERSON PROPERTIES, LLC

Alverson Properties, LLC has requested annexation of approximately 1.63 acres and 0.51 acres of property located off of Highway 101 on parcels 5-29-00-118.00 and 5-29-00-118.02. 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 June 19, 2023.

**Resolution of Annexation
Adopted by Spartanburg Sanitary Sewer District Commission
On March 21, 2023**

WHEREAS, Alverson Properties, LLC, owner of a 1.63-acre tract and a 0.51-acre tract, more or less, adjacent to the existing Sewer District boundary line, and located off of Highway 101 on parcels 5-29-00-118.00 and 5-29-00-118.02 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

Spartanburg Sanitary Sewer District Commission – Regular Meeting, March 21, 2023

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 1.63 acres and 0.51 acres of property located off of Highway 101 on parcels 5-29-00-118.00 and 5-29-00-118.02.

Mr. Littlejohn moved and Ms. Barnes seconded the motion to approve management's recommendation to approve the annexation request by Alverson Properties, LLC, of approximately 1.63 acres and 0.51 acres of property located off of Highway 101 on parcels 5-29-00-118.00 and 5-29-00-118.02. The motion passed unanimously.

9. REQUEST FOR ANNEXATION – UCP BUILDING 1 OWNER, LLC

UCP Building 1 Owner, LLC has requested annexation of the remaining 44 acres of a 106.6-acre tract of property located off of East Mount Olive Road on parcel 3-04-00-028.00. Approximately 62.6 acres of the total 106.6-acre tract is within the Sewer 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 June 19, 2023.

**Resolution of Annexation
Adopted by Spartanburg Sanitary Sewer District Commission
On March 21, 2023**

WHEREAS, UCP Building 1 Owner, LLC, owners of a 106.59-acre tract, more or less, a portion of which is within the Sewer District boundary line, and located off of East Mount Olive Road on parcel 3-04-00-028.00 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

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 the remaining 44 acres of a 106.6-acre tract of property located off of East Mount Olive Road on parcel 3-04-00-028.00. Approximately 62.6 acres of the total 106.6-acre tract is within the Sewer District Boundaries.

Ms. Barnes moved and Mr. Littlejohn seconded the motion to approve management's recommendation to approve the annexation request by UCP Building 1 Owner, LLC, of the remaining 44 acres of a 106.6-acre tract of property located off of East Mount Olive Road on parcel 3-04-00-028.00. Approximately 62.6 acres of the total 106.6-acre tract is within the Sewer District Boundaries. The motion passed unanimously.

10. OWNERSHIP AGREEMENT – BRIARWOOD RESERVE

Mark III Properties proposes to construct approximately 3,708 linear feet of 8-inch gravity sewer line; 2,673 linear feet of 4-inch force main; and one pump station to provide service to 109 residential lots in Briarwood Reserve located off of Zion Hill 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 Mark III Properties. Under the terms of the resolution adopted by the

Spartanburg Sanitary Sewer District Commission – Regular Meeting, March 21, 2023

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. CHIEF EXECUTIVE OFFICER REPORT

Mr. Boyle stated he would like to read a Joint Resolution on behalf of The Commission of Public Works of the City of Spartanburg, South Carolina, and The Spartanburg Sanitary Sewer District Commission.

**JOINT RESOLUTION
OF
THE COMMISSION OF PUBLIC WORKS OF THE CITY OF
SPARTANBURG,
SOUTH CAROLINA
AND
THE SPARTANBURG SANITARY SEWER DISTRICT**

IN RECOGNITION OF

G. NEWTON PRESSLEY

WHEREAS, ***G. NEWTON PRESSLEY***, was employed by Spartanburg Water on January 6, 1986; and,

WHEREAS, ***G. NEWTON PRESSLEY***, has diligently and faithfully pursued the goal of rendering excellent service to Spartanburg Water as Chief Financial Officer and to its customers, thereby earning the respect and loyalty of his colleagues and the Members of the Commission of Public Works of the City of Spartanburg, South Carolina, and the Spartanburg Sanitary Sewer District; and,

WHEREAS, ***G. NEWTON PRESSLEY***, has also served as Secretary of the Commission of Public Works of the City of Spartanburg, South Carolina, and as Secretary of the Spartanburg Sanitary Sewer District in a professional manner; and,

WHEREAS, ***G. NEWTON PRESSLEY***, after graduating with Honors from the University of South Carolina with a degree in Accountancy, began his Professional Career as a Certified Public Account in Public Practice; and,

WHEREAS, ***G. NEWTON PRESSLEY***, originally began his career with Price Waterhouse, and then entered the Public Utility Industry as a Water Professional with Grand Strand Water and Sewer Authority in Conway, South Carolina; and

WHEREAS, ***G. NEWTON PRESSLEY***, transferred to Spartanburg Water as Director of Finance in January 1986, to begin his service to the Spartanburg Community; and,

WHEREAS, ***G. NEWTON PRESSLEY***, has conducted himself in a manner which reflected positively on Spartanburg Water for over thirty-seven years; and,

WHEREAS, ***G. NEWTON PRESSLEY***, has now elected to retire from his position as, ***Chief Financial Officer*** for ***Spartanburg Water*** on ***March 31, 2023***.

Spartanburg Sanitary Sewer District Commission – Regular Meeting, March 21, 2023

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Commission of Public Works of the City of Spartanburg, South Carolina, and the Spartanburg Sanitary Sewer District, along with the other Members of the Commissions express their sincere appreciation and deepest gratitude to **G. NEWTON PRESSLEY** for **37 years** of dedicated and distinguished service to Spartanburg Water, its customers, and the citizens of Spartanburg County.

IN WITNESS WHEREOF, the Members of the **COMMISSION OF PUBLIC WORKS OF THE CITY OF SPARTANBURG, SOUTH CAROLINA, AND THE SPARTANBURG SANITARY SEWER DISTRICT**, have hereunto set their hands and caused the seal of both organizations to be affixed this **21st day of March, 2023**.

**The Commissioners of Public Works
of the City of Spartanburg, South Carolina**

By: _____
John D. Montgomery, Chairperson

By: _____
Angela M. Viney, Vice Chairperson

By: _____
Horace C. Littlejohn, Jr.

**Spartanburg Sanitary Sewer District
Commission**

By: _____
John D. Montgomery, Chairperson

By: _____
Louie W. Blanton, Vice Chairperson

By: _____
Barbara J. Barnes

By: _____
Horace C. Littlejohn, Jr.

By: _____
Angela M. Viney

By: _____
Woody Willard

By: _____
Mayor Jerome Rice, Jr.

The Commission and staff congratulated Mr. Pressley on his upcoming retirement, wished him well, and thanked him for his years of service to Spartanburg Water.

- A.** Mr. Boyle noted that the budget is in process and work sessions will be scheduled in the coming weeks.
- B.** Mr. Boyle informed the Commission that recent negotiations between Spartanburg Regional Medical Center and Blue Cross Blue Shield appear to be making progress towards renewing their contract.
- C.** Mr. Boyle stated that he would be speaking at the upcoming Spartanburg City Council meeting to provide an update on sewer and water projects.
- D.** Mr. Boyle noted that upcoming events are provided to the Commission in their mail packets.

Spartanburg Sanitary Sewer District Commission – Regular Meeting, March 21, 2023

- E. Mr. Boyle informed the Commission that Spartanburg Water will sponsor a clean-up day at Lake Blalock with the Blalock Lakeside Property Owner's Association beginning at 9:00 a.m. on April 22.

Mr. Littlejohn complimented the update of the Pipeline. Mr. Boyle stated that Jennifer Candler and the Communications group has taken ownership of the Pipeline and will distribute it monthly.

Ms. Barnes asked if the Silver Sneakers program is available through retiree insurance. Hariette Stinson will look into this and provide Ms. Barnes with information regarding this inquiry.

Mayor Rice noted that Mr. Boyle recently accompanied him to a meeting held with Spartanburg School District 7 to see if there are opportunities for students to work with Spartanburg Water during the summer months.

Meeting adjourned at 2:42 p.m.

Robert F. Walden
Interim Secretary-Treasurer

tbh