

## **AGENDA**

### **SPARTANBURG SANITARY SEWER DISTRICT COMMISSION**

#### **REGULAR MEETING**

**MEETING PLACE: 200 Commerce Street**

**Tuesday, March 21, 2023, 2:15 p.m.**

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 have been forwarded to local and nearby news media (including 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) at least 24 hours prior to this meeting.

- 1. PRAYER**
- 2. APPROVAL OF MINUTES OF REGULAR MEETING OF FEBRUARY 28, 2023**
- 3. MAINTENANCE OPERATOR OF THE YEAR – STATE WINNER**

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, has been selected as the Maintenance Operator of the Year for the State of South Carolina. John received the award and was recognized 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.

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**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 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 recommends 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.

**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.

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In light of the incumbent Chief Financial Officer/Secretary-Treasurer of the SSSD retiring effective March 31, 2023, SSSD, Chief Executive Officer, Guy Boyle; is requesting 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.

**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.

The above is 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 recommends 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**

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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

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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.

**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 recommends the Commission approve the annexation request, adopt a resolution giving 90 days' notice to sub-districts, and annex the property effective June 19, 2023.

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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

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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)

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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.

**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 recommends 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  
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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

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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

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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.

**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 Commission on January, 26, 2023, this agreement has been executed on behalf of the Commission by the Chief Executive Officer.

The above is provided as information to the Commission.

**11. CHIEF EXECUTIVE OFFICER REPORT**