



Oconee Joint Regional Sewer Authority

623 Return Church Road
Seneca, South Carolina 29678
Phone (864) 972-3900
www.ojrса.org

OCONEE JOINT REGIONAL SEWER AUTHORITY

Commission Meeting

June 3, 2024

The Oconee Joint Regional Sewer Authority Commission meeting was held at the Coneross Creek Wastewater Treatment Plant.

Commissioners that were present:

- Seat 7 (Westminster): Brian Ramey, Board Chair
- Seat 3 (Seneca): Scott McLane
- Seat 4 (Seneca At-Large): Marty McKee
- Seat 5 (Walhalla): Celia Myers (*arrived at 4:06pm*)
- Seat 6 (Walhalla): Scott Parris
- Seat 8 (Westminster): Kevin Bronson
- Seat 9 (Walhalla-Westminster At-Large): David Dial

Commissioners that were not present:

- Seat 1 (Seneca): Bob Faires, III, Board Vice-Chair
- Seat 2 (Seneca): Scott Moulder

OJRSA appointments and staff present were:

- Lynn Stephens, Secretary/Treasurer to the Board and Office Manager
- Chris Eleazer, Executive Director
- Allison McCullough, OJRSA Pretreatment Coordinator
- Dalton Justice, Commercial Pretreatment & Utility Inspector

Others present were:

- Larry Brandt, OJRSA Attorney
- Norm Cannada, Seneca Daily Journal
- India Lancaster, Candidate for County Council District 2
- Tony Adams, Oconee County citizen

A) Call to Order – Mr. Ramey called the meeting to order at 4:05 p.m.

B) Invocation and Pledge of Allegiance – By Mr. Parris.

C) Public Session – No public comments. Mr. Ramey took a moment to welcome Ms. India Lancaster to the meeting and introduced her as a candidate for Oconee County Council.

D) Approval of Minutes:

- **Board of Commissioners Meeting of May 6, 2024**
Mr. Bronson made a motion, seconded by Mr. Dial, to approve the May 6, 2024 Board Meeting minutes as presented. The motion carried.

E) Committee and Other Meeting Reports:

- **Operations & Planning Meeting of May 15, 2024** – *This meeting was cancelled due to lack of agenda items.*
- **Finance & Administration Meeting of May 21, 2024** – Ms. Myers presented the report to the Commission. **See attached minutes*

Ms. Myers made a motion, seconded by Mr. Bronson, to approve the May 21, 2024 Finance & Administration Meeting minutes as presented. The motion carried.

- **Special Meeting: Oconee County and Western Anderson County Sewer Master Plan Stakeholders Meeting of May 22, 2024** – Mr. Eleazer said this meeting would not have normally been a public meeting, but since it had a potential for many commissioners to be present [a quorum of commissioners that could make up the board or a committee], it was given as a public meeting for transparency and compliance with the SC Freedom of Information Act. Mr. Eleazer said he wasn't going to go through the meeting's presentation today, but it was put on the OJRSA website. **See attached minutes.*

Mr. Ramey asked if any of the County Council members attended the meeting. Mr. Eleazer replied no and added that Amanda Brock and James Coley of Oconee County attended. Ms. Myers added that Phil Shirley from Oconee County also attended.

Mr. Dial said the presentation was very good, and it was eye-opening with all the maps, information about where the growth would be in the next 20 years, and comments from the public.

Mr. Bronson made a motion, seconded by Mr. McKee, to approve the May 22, 2024 Special Oconee County and Western Anderson County Sewer Master Plan Stakeholders Meeting minutes as presented. The motion carried.

F) Secretary/Treasurer's Report (Exhibit A) – Ms. Stephens presented the Secretary/Treasurer's Report to the board.

Mr. Bronson made a motion, seconded by Mr. McLane, to approve the Secretary/Treasurer's Report as presented. The motion carried.

G) Oconee County Government Update Regarding Matters Involving Wastewater – None.

H) Presentation and Discussion Items:

- 1. Presentation Regarding Commercial Pretreatment Devices and Inspections, Including Fats, Oils, and Grease/Restaurant Compliance** – The Director said that a couple of citizens came to the May board meeting and addressed the OJRSA regarding the new FOG procedures. He introduced Ms. Allison McCullough (OJRSA Regulatory Services Coordinator) and Mr. Dalton Justice (OJRSA Commercial Pretreatment & Utility Inspector) who will be doing a presentation.

Ms. McCullough stated she oversees the pretreatment program that is required by Federal Environmental Protection Agency (EPA) Regulation 40 CFR Part 122 as part of the NPDES permit for the plant. Ms. McCullough said the EPA states that "The pretreatment program is designed to protect the treatment plant infrastructure and reduce conventional and toxic pollutant levels discharged by industries and other non-domestic wastewater sources into the sewer system and the environment."

Ms. McCullough said she is now specifically doing the industrial wastewater pretreatment compliance and Mr. Justice is doing the FOG items. Ms. McCullough gave the board a handout *(made a part of these minutes)* regarding Federal EPA Regulation 40 CFR Part 403 [titled "National Pretreatment Program Controlling Fats, Oils, and Grease Discharges from Food Service Establishments" by the US EPA dated September 2012] regarding why FOG needs to be controlled. She stated there is a list of what facilities are being regulated.

Mr. Justice distributed a copy of the OJRSA inspection form to the board and gave his presentation *(both made a part of these minutes)*.

Mr. Dial asked what FSE and BMP stood for. Mr. Justice replied that FSE = Food Service Establishment and BMP = Best Management Practices.

Mr. Dial asked what would be found in a religious organization that would concern the OJRSA. Mr. Justice said they usually have an under-the-sink trap, as they have occasional food functions. Ms. McCullough added that this trap would be installed if they wash dishes.

Mr. Dial asked if Oconee County's inspectors inspect new restaurants and establishments that change types of businesses prior to getting sewer or does the OJRSA have to do that. Mr. Justice said the OJRSA must do the inspection, including when restaurants change their menus. Ms. McCullough added that sometimes the restaurants do not inform the OJRSA when their menus have changed.

Ms. McCullough also stated that Oconee County does not inspect FOG items. She added that she has heard owners say that SCDHEC inspected their grease device, to which she replied that they did not inspect the unit but just checked that the unit was in place. SCDHEC used to contact the OJRSA and notify them of a new business and request a letter to accept the flow, but they no longer do that.

Mr. Dial said it's been a month since the inspections that caused complaints and asked if things have settled down. Mr. Justice and Ms. McCullough replied that there haven't been any inspections since then and that meetings are being set up to try to explain to business owners and the Member Cities what the OJRSA requires. Ms. McCullough said she feels things got blown out of proportion; she spoke to one of the upset business owners and they said that Mr. Justice was polite, explained everything, and did not tell the owner that his business would be closed.

Mr. Ramey said the board (and the business owners) know he has a job to do but asked him to keep in mind that the OJRSA needs to serve the customers as well. Mr. Eleazer added that EPA Regulation 40 CRF is commonly known as the "Clean Water Act" and is what mandates these rules.

2. **Consider Changing OJRSA Resolution Numbers to be Based on Calendar Year Instead of Fiscal Year** – Mr. Eleazer said that he cannot find any reason (or policy) why the OJRSA numbers its resolutions by the fiscal year. It makes it confusing. He asked if the Member Cities use the fiscal or calendar years for their resolutions and ordinances. Ms. Myers and Mr. Bronson both said their cities go by calendar year. Mr. Dial added that Oconee County goes by calendar year.

Mr. Ramey said he didn't feel anyone would have a problem changing it to the calendar year. Mr. Eleazer said he will begin to use the calendar year in July.

I) Action Items:

1. **Approve OJRSA Resolution 2024-11 Adoption of Purchasing Card Policy (Exhibit B)**
Mr. Bronson made a motion, seconded by Mr. McKee, to approve Resolution 2024-11 Purchasing Card Policy as presented. The motion carried.
2. **Approve OJRSA Resolution 2024-12 Amendment of the OJRSA Procurement and Property Disposal Policy (Exhibit C)** – The Director explained that the Procurement Policy was drafted by Pope Flynn and was provided to the OJRSA to review, going back and forth for months, and was finally presented to the board. Somehow in the process, a section was accidentally removed regarding change orders. Ms. Sara Weathers of Pope Flynn was asked how to rectify the issue and proposed language as to what to do, which is what is being approved today. This resolution will be added to the Procurement Policy, and nothing else in the policy will change.
Mr. Bronson made a motion, seconded by Mr. Dial, to approve Resolution 2024-12 Amendment of the OJRSA Procurement and Property Disposal Policy as presented. The motion carried.

J) Executive Director's Discussion and Compliance Matters – Mr. Eleazer reported on the following:

1. **Environmental and Regulatory Compliance** – The OJRSA had more line breaks on the Speeds Creek Force Main: one in April and the other on May 15, 2024. The May 15th occurrence was reportable, as it was approximately 4,000 gallons and reached a waterway. A member of the public notified the OJRSA of the leak, as it happened on a cross-country line going beside a yard. This is a matter that the OJRSA is hoping to address very soon with recommendations from the Sewer Basin Study as to what to do with the Speeds Creek Pump Station and possible re-routing of the Martin Creek Pump Station force main.

- 2. Sewer South Update (Exhibit D)** – The engineer feels the contractor has completed 90% of the project and it should be completed by the end of June 2024. The OJRSA anticipates receiving a permit to operate at that time.

Mr. Dial asked if that means Phase I and Phase II will be completed by June. Mr. Eleazer replied yes, and that the OJRSA should begin to receive wastewater from the Welcome Center at that time.

Mr. Dial pointed out a picture in the handout and asked if the contractor was painting or sealing the walls. Mr. Eleazer replied that they are coating the concrete wetwell to avoid corrosion.

The Director added he met with Terry Pruitt of Pioneer Water today and provided him with a copy of the OJRSA's rates and also went over it. Mr. Pruitt said Pioneer is getting ready to change billing systems and shouldn't have a problem at all with billing.

The Director reported that the project should come in under budget, even with two (2) new projects that need to be done:

- 1) Stabilizing a creek bank at Broomway Lane behind where the pump station is going. OJRSA was going to originally get in through a controlled-access gated fence alongside the interstate, but the SCDOT wouldn't let the gate be installed. The OJRSA now must access it from Broomway Lane; and
- 2) The original plan for potable water at the Welcome Center Pump Station was to extend the line to the existing treatment plant and set a yard hydrant there and submeter the water used there. Then the OJRSA would pay either the Welcome Center or Pioneer for that water until a permanent meter was installed for the station. When the OJRSA goes to open the yard hydrant, it drops the pressure inside the Welcome Center so drastically that the OJRSA was asked not to use it anymore. When Mr. Eleazer spoke to the engineer at SC PRT, he stated that it must be an internal plumbing issue on their side which requires the OJRSA to get its own connection. He asked Mr. Pruitt for a cost for a 2" tap on Pioneer's main (at end of Highway 11) and set a 1" meter and then bring a 2" line to the new pump station.

Mr. Eleazer added that these two (2) projects will be done outside of the Sewer South project to avoid having to extend the grant.

- 3. June Operations & Planning Committee Meeting Date** – Mr. Eleazer stated he will be on vacation for most of the month of June. He said the F&A Committee already cancelled their June meeting and asked the O&P Committee members if there is anything they need to discuss. If they want to have a meeting, he can only do it at the end of this week or just a couple days prior to the July board meeting.

The O&P Committee members didn't know of anything to discuss, so it was agreed to cancel the June meeting. Mr. Eleazer stated he will provide the updated projects list at the July board meeting.

- 4. Board Resolution Numbering System** – This item was discussed (it was moved to earlier in the meeting on the agenda but was not removed here in error).
- 5. August 5, 2024 Board Meeting Location** – The August board meeting will be held at the Gignilliat Center in Seneca. The July board meeting will be held at the Westminster Depot.
- 6. Miscellaneous (If Any)** – Mr. Eleazer said he will be on vacation from June 7, 2024 through the middle of the last week of June.

K) Commissioners' Discussion – None.

L) Executive Session - ***NOTE: Board may act on matters discussed in executive session upon returning to open session.*** Executive Director Evaluation and Consideration of Contract Extension. *[Executive Session Permissible Under SC Law 30-4-70(a)(1), Which States: Discussion of Employment, Appointment, Compensation, Promotion, Demotion, Discipline, or Release of an Employee, a Student, or a Person Regulated by a Public Body or the Appointment of a Person to a Public Body; However, If an Adversary Hearing Involving the Employee or Client Is Held, the Employee or Client Has the Right to Demand That the Hearing be Conducted Publicly. Nothing Contained in This Item Shall Prevent the Public Body, In Its Discretion, From Deleting the Names of the Other Employees or Clients Whose Records Are Submitted for Use at the Hearing.]*

At 4:57 p.m., Mr. Bronson made a motion, seconded by Mr. Dial, to enter Executive Session to perform the Executive Director's evaluation and consider a contract extension. The motion carried.

At 5:15 p.m., Mr. Dial made a motion, seconded by Mr. Bronson, to return to Regular Session. The motion carried.

Mr. Bronson made a motion, seconded by Mr. Dial, to extend the Executive Director's contract by one (1) additional year through June 30, 2027 and increase the vehicle allowance to \$800.00 per month. The motion carried.

M) Upcoming Meetings:

- 1. Operations & Planning Meeting – *To Be Determined***
NOTE: This meeting was cancelled in today's meeting.
- 2. Finance & Administration Meeting – *Cancelled by F&A Committee. Next meeting will be July 23, 2024.***
- 3. Commission Meeting – Monday, July 1, 2024 at 4:00 p.m. *to be held at the Westminster Historic Railroad Depot, 129 Main Street, Westminster, South Carolina. Meeting will include the presentation of the Oconee County and Western Anderson County Sewer Master Plan by Weston & Sampson/Bolton & Menk.***

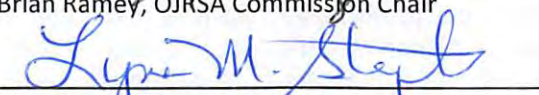
N) Adjourn – Mr. Ramey adjourned the meeting at 5:16 p.m.

Approved By:



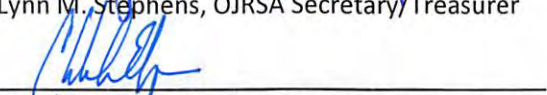
Brian Ramey, OJRSA Commission Chair

Approved By:



Lynn M. Stephens, OJRSA Secretary/Treasurer

Approved By:



Christopher R. Eleazer, OJRSA Executive Director

Notification of the meeting was distributed on May 9, 2024 to *Upstate Today*, *Anderson Independent-Mail*, *Westminster News*, *Keowee Courier*, WGOG Radio, WSNW Radio, City of Seneca Council, City of Walhalla Council, City of Westminster Council, Oconee County Council, SC DHEC, www.ojrsa.org, and posted at the OJRSA Administration Building.

***ATTACHMENTS STARTING NEXT PAGE**



Board of Commissioners Meeting
OJRSA Operations & Administration Building
Lamar Bailes Board Room
June 3, 2024 at 4:00 p.m.

Agenda

- A. Call to Order** – Brian Ramey, Board Chair
- B. Invocation and Pledge of Allegiance** – Led by Commissioner Scott Parris
- C. Public Session** – Receive comments relating to topics that may or may not be on this agenda. Session is limited to a maximum of 30 minutes with no more than 5 minutes per speaker.
- D. Approval of Minutes**
- Board of Commissioners Meeting of May 6, 2024
- E. Committee and Other Meeting Reports**
- Operations & Planning Meeting of May 15, 2024 – *Cancelled due to lack of agenda items*
 - Finance & Administration Meeting of May 21, 2024 – Celia Myers, Committee Chair
 - Special Meeting: Oconee County and Western Anderson County Sewer Master Plan Stakeholders Meeting of May 22, 2024 – Chris Eleazer, Director
- F. Secretary/Treasurer’s Report** (Exhibit A) – Lynn Stephens, Secretary/Treasurer
- G. Oconee County Government Update Regarding Matters Involving Wastewater** – Oconee County Administrator or Appointed County Representative
- H. Presentation and Discussion Items** *[May include Vote and/or Action on matters brought up for discussion]*
1. Presentation regarding commercial pretreatment devices and inspections, including fats, oils, and grease/restaurant compliance – Allison McCullough, Regulatory Services Coordinator
 2. Consider changing OJRSA resolution numbers to be based on calendar year instead of fiscal year – Chris Eleazer, Director
- I. Action Items**
1. Approve OJRSA Resolution 2024-11 Adoption of Purchasing Card Policy (Exhibit B) – Chris Eleazer, Director
 2. Approve OJRSA Resolution 2024-12 Amendment of the OJRSA Procurement and Property Disposal Policy (Exhibit C) – Chris Eleazer, Director
- J. Executive Director’s Discussion and Compliance Matters** – Chris Eleazer, Director
1. Environmental and regulatory compliance
 2. Sewer South update (Exhibit D)
 3. June Operations & Planning Committee meeting date
 4. Board resolution numbering system
 5. August 5, 2024 Board meeting location
 6. Miscellaneous *(if any)*
- K. Commissioners’ Discussion** – Brian Ramey, Board Chair
Discussion can be related to matters addressed in this meeting or for future consideration by the Board or Committee. Voting is not permitted during this session.
- L. Executive Session** *NOTE: Board may act on matters discussed in executive session upon returning to open session*
- Executive Director evaluation and consideration of contract extension. *[Executive Session permissible under SC Law 30-4-70(a)(1), which states: Discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee, a student, or a person regulated by a public body or the appointment of a person to a public body; however, if an adversary hearing involving the employee or client is held, the employee or client has the right to demand that the hearing be conducted publicly. Nothing contained in this item shall prevent the public body, in its discretion, from deleting the names of the other employees or clients whose records are submitted for use at the hearing.]*
- M. Upcoming Meetings** *All meetings to be held in the Lamar Bailes Board Room unless noted otherwise.*
- Operations & Planning Committee – TBD

- Finance & Administration Committee – *June meeting canceled by F&A Committee. Next scheduled meeting will be July 23, 2024.*
- Board of Commissioners – July 1, 2024 at 4:00 p.m. *To be held at the Westminster Historic Railroad Depot, 129 Main Street, Westminster, South Carolina. Meeting will include the presentation of the Oconee County and Western County Sewer Master Plan by Weston & Sampson/Bolton & Menk.*

N. Adjourn



Board of Commissioners Meeting Sign-in Sheet

Date: 6/3/24 Time: 4pm Location: WWTP Board Room

NAME (Print)	POSITION/TITLE	ORGANIZATION
<u>Norm Cannada</u>	<u>Reporter</u>	<u>The Journal</u>
<u>Judia Lancaster</u>	<u>D2 Candidate</u>	<u>---</u>
<u>LARRY C. BRANDT</u>	<u>ARMY</u>	<u>OJRSA</u>
<u>Tony Adams</u>	<u>PRIVATE CITIZEN</u>	



Secretary/Treasurer's Report for Board of Commissioners

Prepared for the June 3, 2024 OJRSA Board of Commissioners Meeting

Cash and investment information stated herein come from bank and other financial records as of: May 30, 2024

UNRESTRICTED FUNDS CASH AND INVESTMENTS SUMMARY

Account/Fund Name	Cash (\$)	Investments (\$)	Total (\$)
Wholesale Operations & Maintenance (O&M)	1,398,987	1,225,000	2,623,987
Retail Operations & Maintenance (RO&M)	753,009	245,000	998,009
TOTAL UNRESTRICTED FUNDS	2,151,996	1,470,000	3,621,996

RESTRICTED FUNDS CASH AND INVESTMENTS SUMMARY

Account/Fund Name	Cash (\$)	Investments (\$)	Total (\$)
Projects and Contingency (PCF)	73,715	490,000	563,715
Wholesale Impact Fund (WIF)	514,832	4,093,000	4,607,832
Retail Impact Fund (RIF)	0	0	0
TOTAL RESTRICTED FUNDS	588,547	4,583,000	5,171,547

Combined Total for All Funds

Cash 2,740,543 Investments 6,053,000 Combined 8,793,543

Account Notes:

Balances are as of Thursday 5/30/24 due to getting this report done in time for board meeting.

DAYS CASH ON HAND

Financial & Accounting Policy Section 2.10(H) states the minimum balances established for OJRSA Wholesale O&M and Retail O&M funds are 120 Days Operating Cash on Hand.

$$\text{Formula for Cash on Hand} = \frac{\text{Cash} + \text{Cash Equivalents}}{(\text{Annual Operating Expense} - \text{Depreciation}) \div 365 \text{Days}}$$

	Cash on Hand (Days)	Annual Operating Expense minus Depreciation (\$)	Budget Amended During Fiscal Year?
O&M Fund	143.9	6,657,488	x NO YES
RO&M Fund	27.2	13,390,177	x NO YES

INDEPENDENT RECONCILIATION OF ACCOUNTS

All transactions for all funds have been satisfactorily reconciled by an independent accounting firm for the month of April 2024 (mark with an "X" on appropriate line): YES **NO** See attached document(s) from accountant.

Reconciliation Notes:

See next page for more information

INVESTMENTS UPDATE

Maturing Investment	%age Rate	Fund Code	Maturity Date	Amount (\$)	To Be Reinvested?	
Crossfirst	5.3	WIF	6/28/2024	100,000.00	<input checked="" type="checkbox"/>	YES
						NO
					YES	NO
					YES	NO
					YES	NO
					YES	NO
					YES	NO
					YES	NO
					YES	NO
					YES	NO
					YES	NO
					YES	NO
					YES	NO
					YES	NO

Investment Notes:

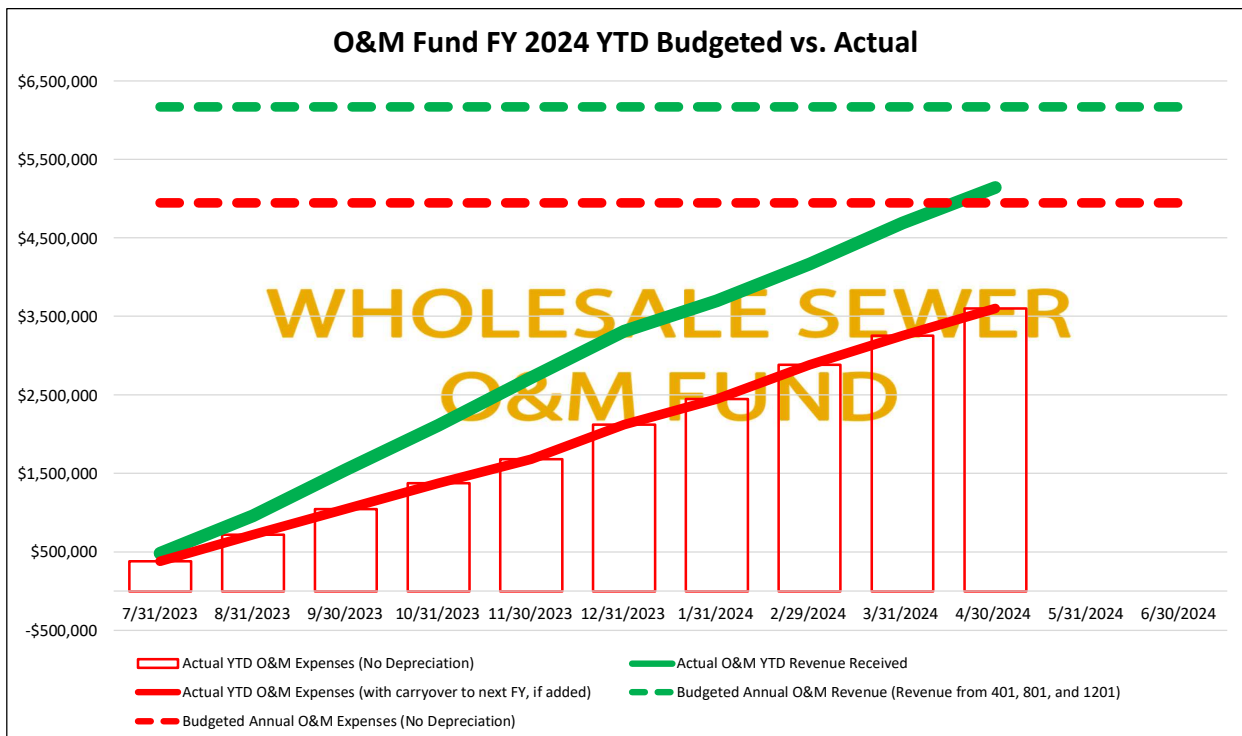
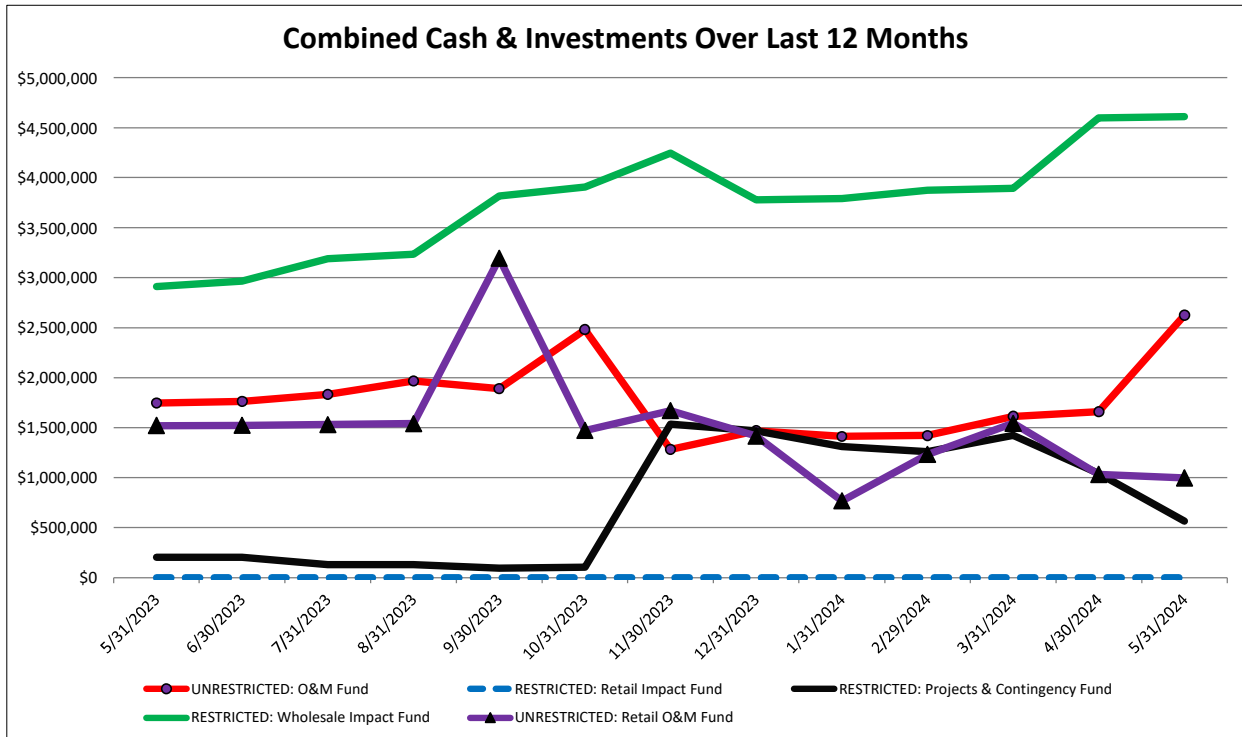
See additional sheets for investment information and trends

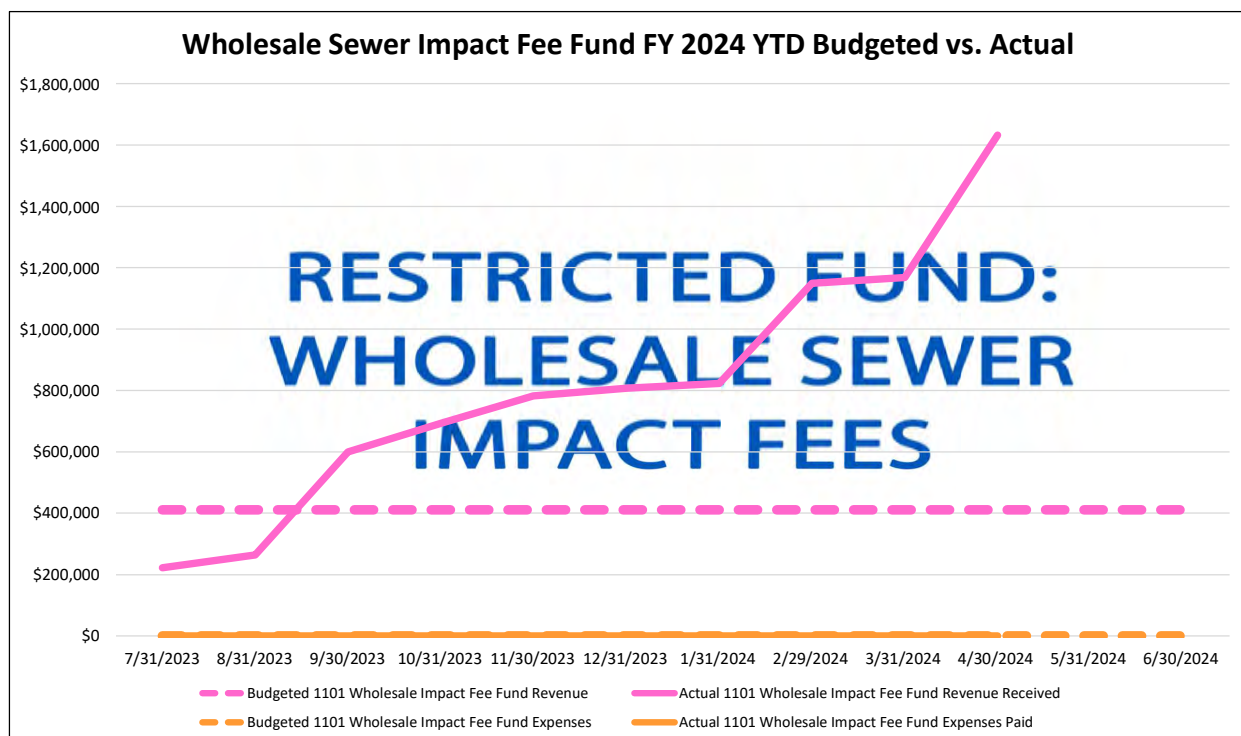
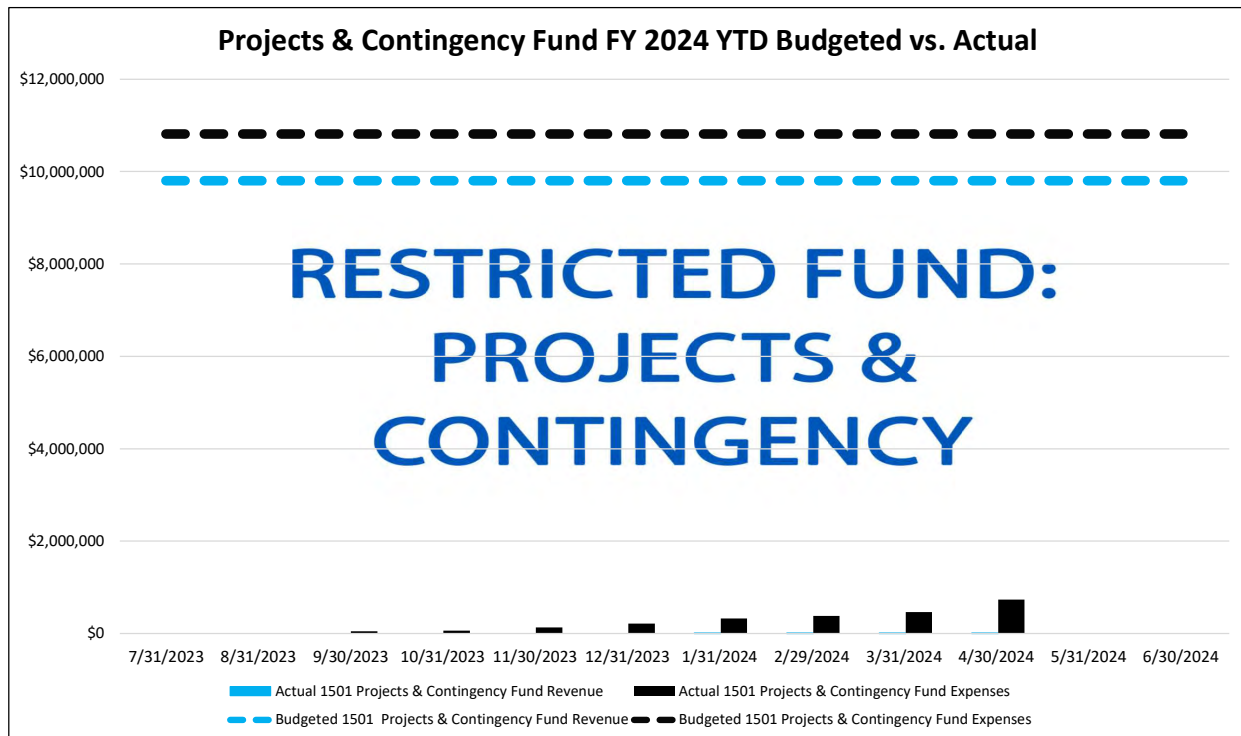
By my signature, to the best of my knowledge, I certify this report is accurate.

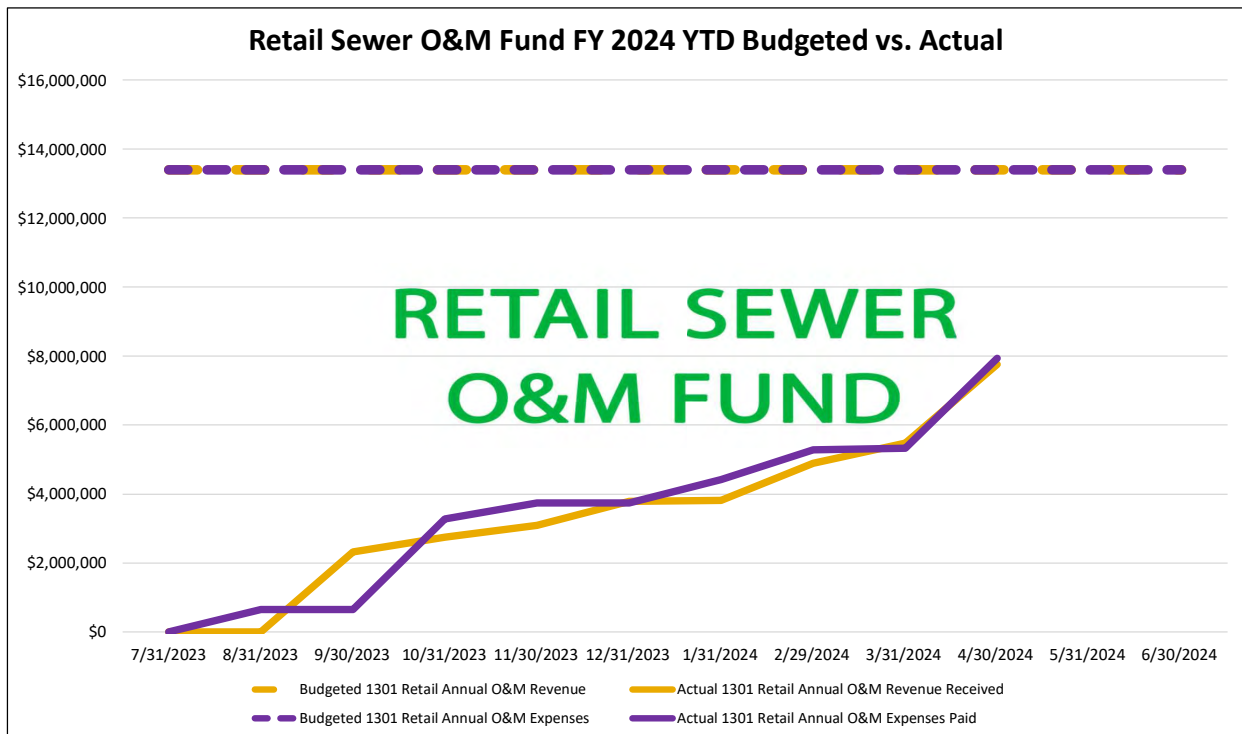
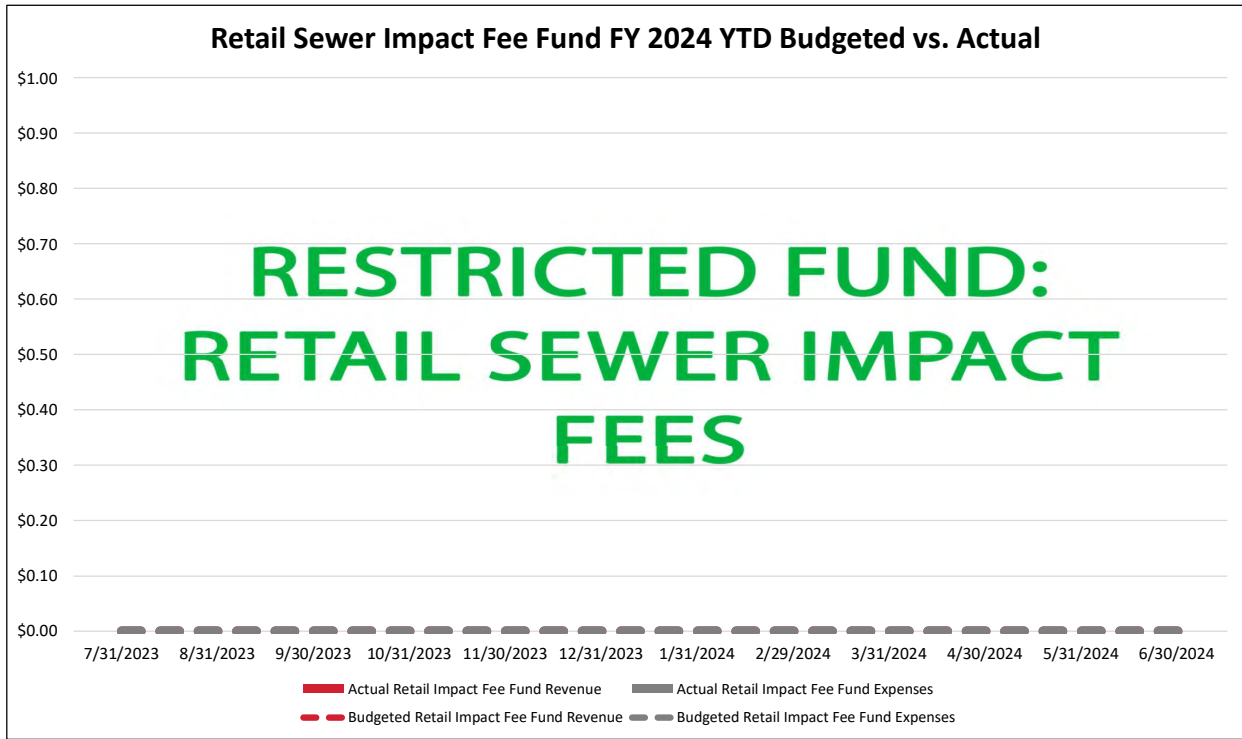


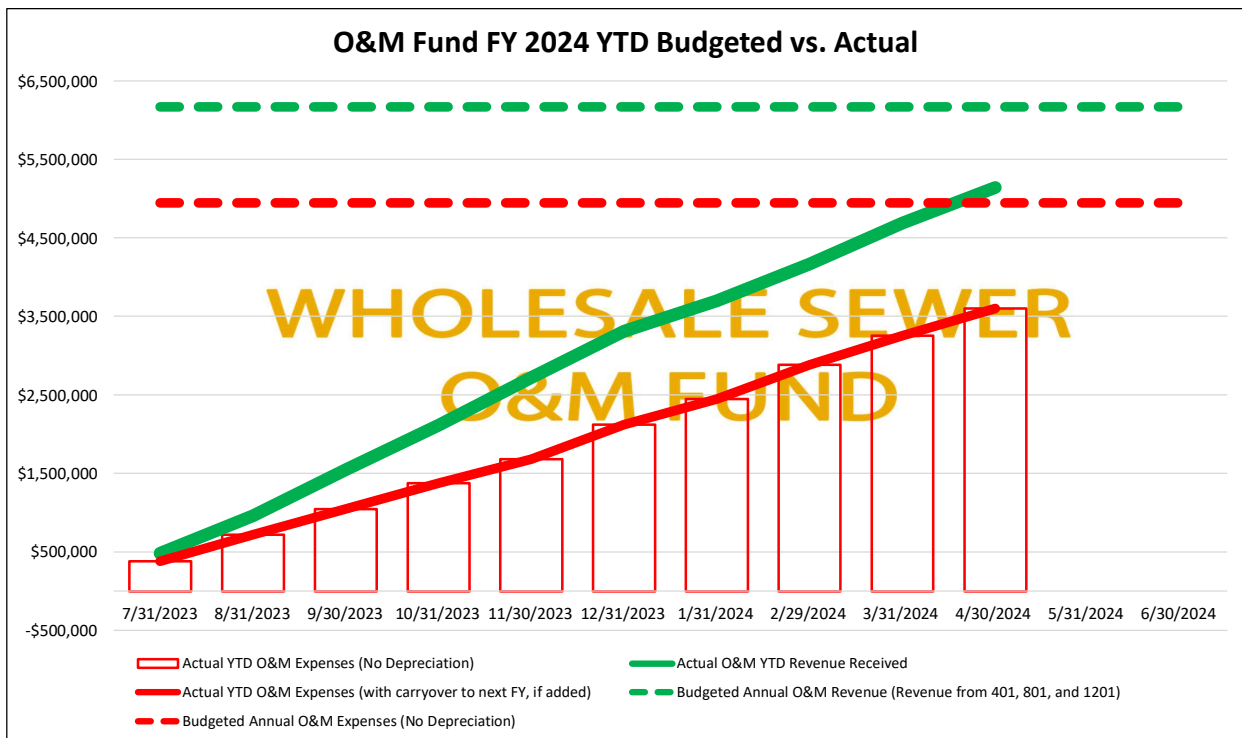
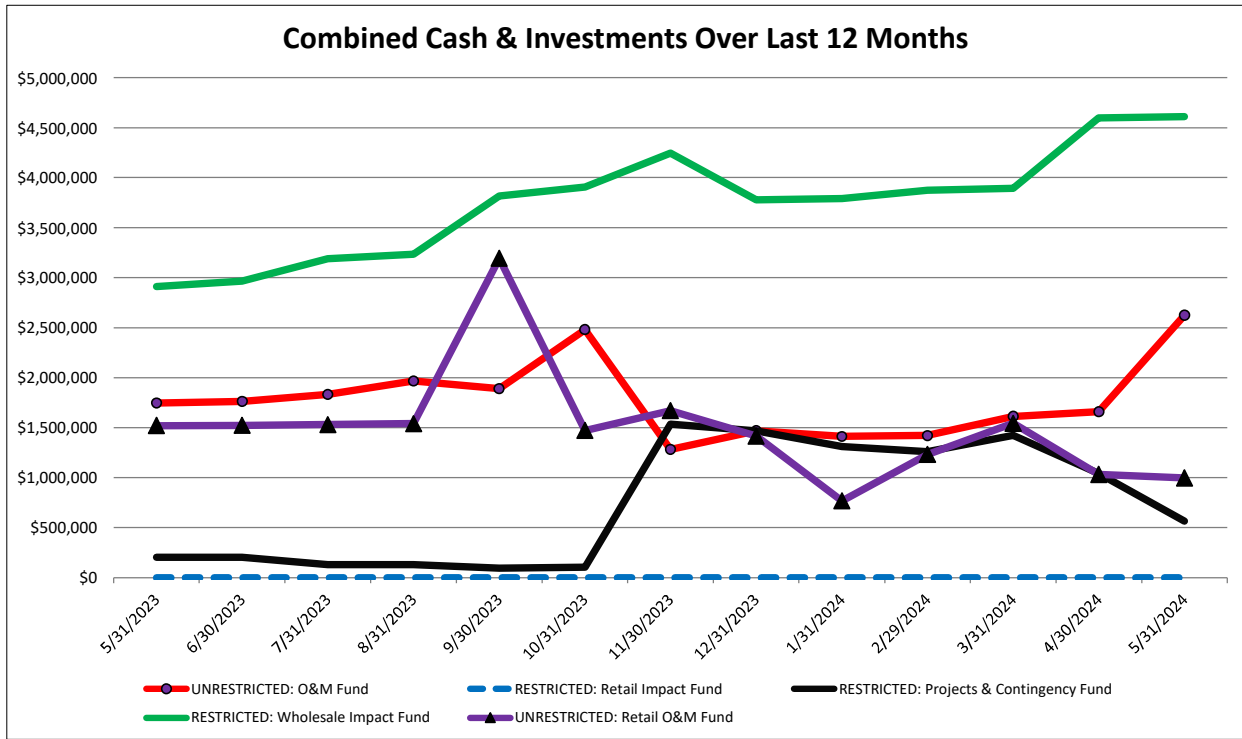
Lynn Stephens

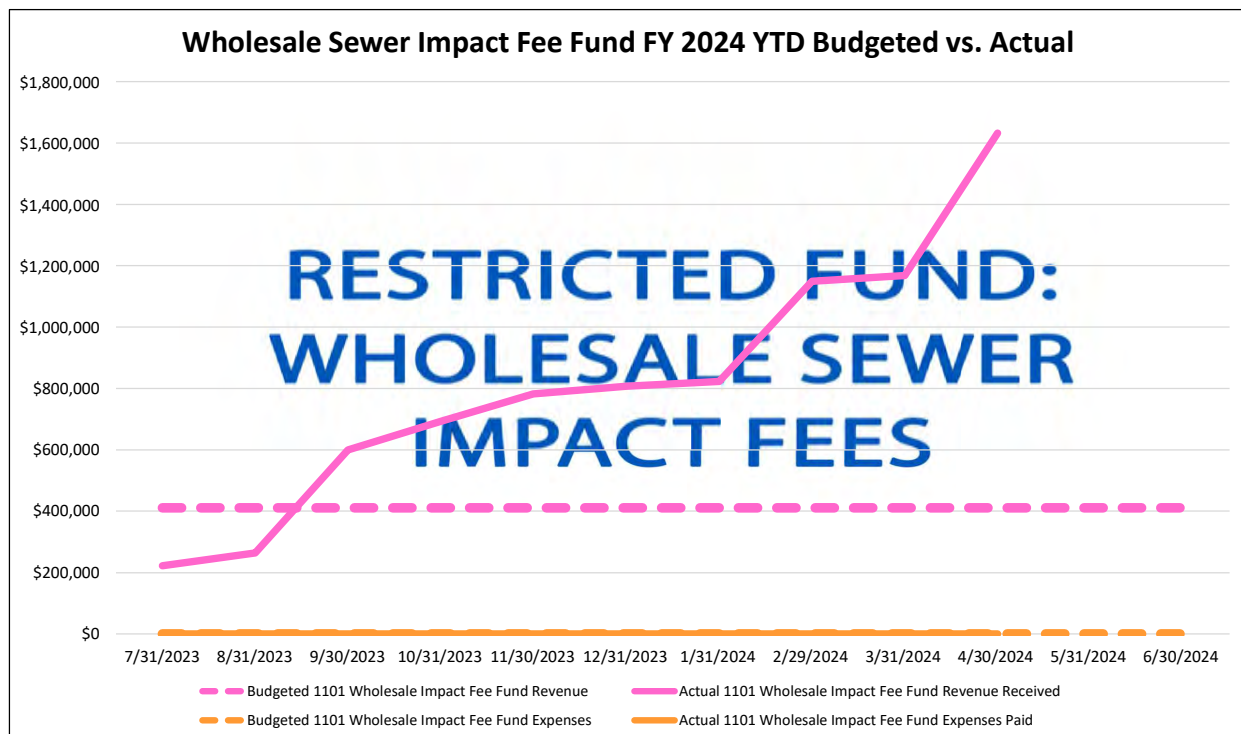
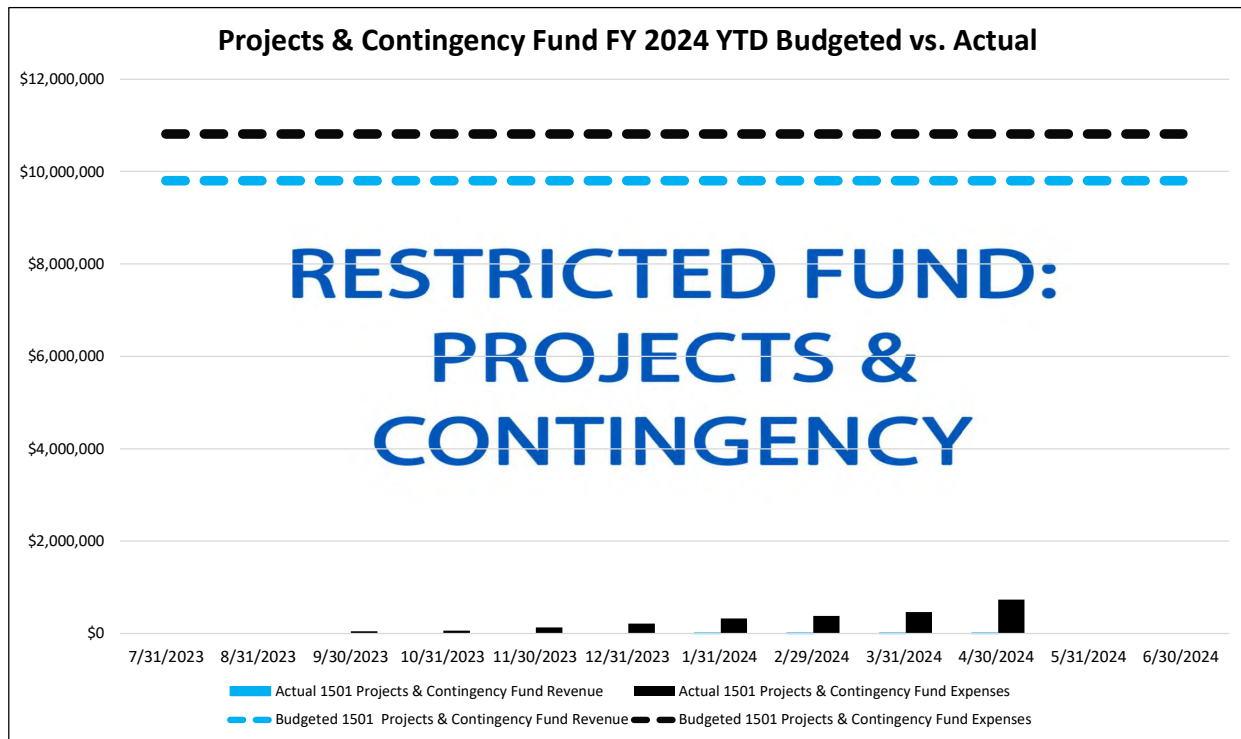
OJRSA Secretary/Treasurer

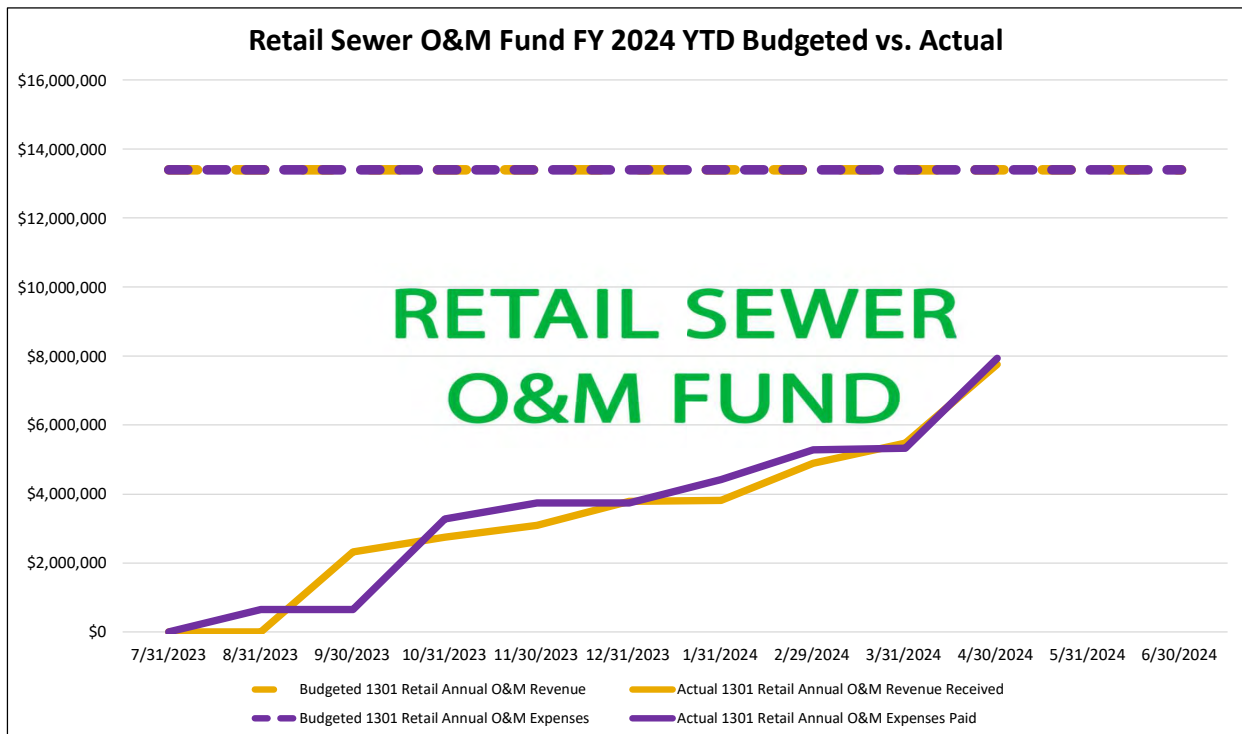
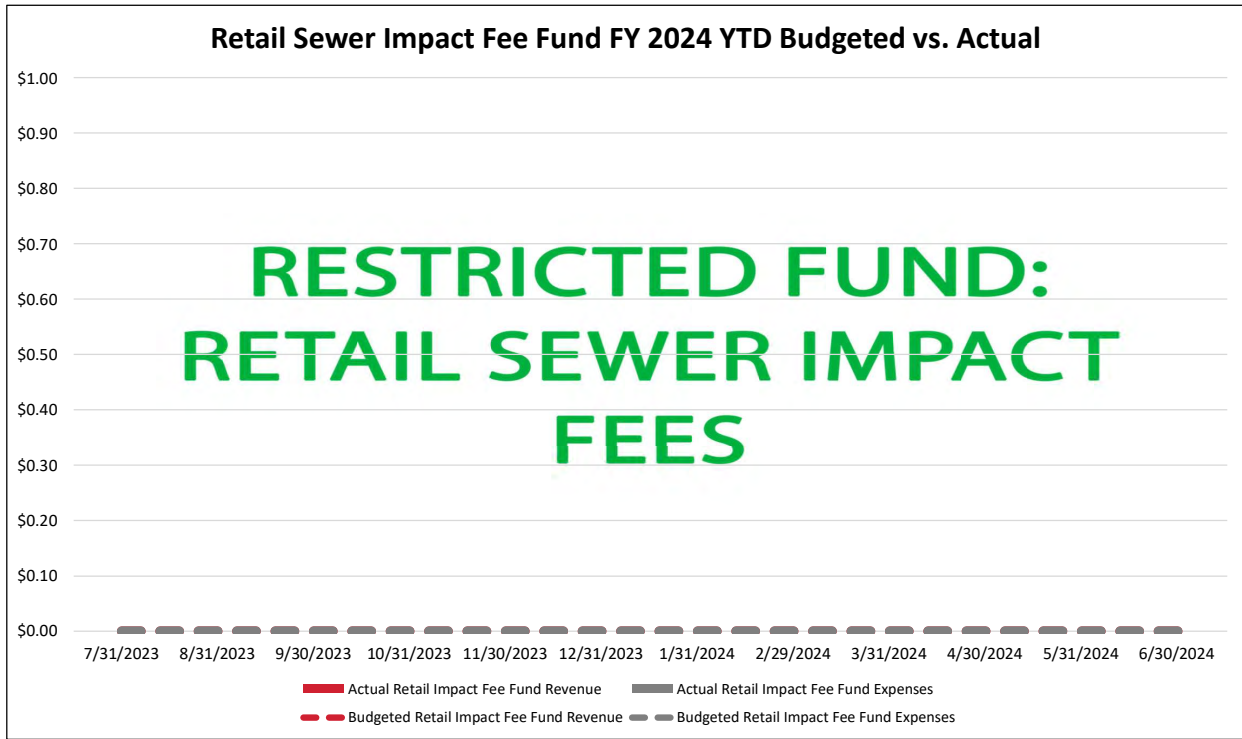














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& STAMEY, LLP

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May 31, 2024

Lynn Stephens
Oconee Joint Regional Sewer Authority
623 Return Church Road
Seneca, SC 29678

RE: Bank Reconciliations for OJRSA April 2024

Dear Lynn,

We have completed the bank reconciliations for the Oconee Joint Regional Sewer Authority for the month ending April 30, 2024. Copies of the bank reconciliations are attached for your review. Please contact me if you have any questions.

Sincerely,

Susan M. Stamey, CPA
Enclosures



FATS, OILS, AND GREASE INSPECTIONS & PROGRAM



National Pretreatment Program

(40 CFR 403)



Controlling Fats, Oils, and Grease Discharges from Food Service Establishments

Summary

The National Pretreatment Program implements Clean Water Act requirements to control pollutants that are introduced into POTWs. As part of this program, EPA has promulgated General Pretreatment Regulations that require the establishment of State and local pretreatment programs to control pollutants which pass through or interfere with POTW treatment processes or may contaminate POTW sewage sludge. Meeting these requirements may require elimination of interference caused by the discharge to POTWs of Fats, Oils, and Grease (FOG) from food service establishments (FSE). More specifically, the Pretreatment Program regulations at 40 CFR 403.5(b)(3) prohibit "solid or viscous pollutants in amounts which will cause obstruction" in the POTW and its collection system.

What is the environmental problem with FOG discharges into sewers?

EPA's Report to Congress on combined sewer overflows (CSOs) and sanitary sewer overflows (SSOs) identified that "grease from restaurants, homes, and industrial sources are the most common cause (47%) of reported blockages. Grease is problematic because it solidifies, reduces conveyance capacity, and blocks flow." See Impacts and Controls of CSOs and SSOs, EPA-833-R-04 001, August 2004.

Controlling FOG discharges will help POTWs prevent blockages that impact CSOs and SSOs, which cause public health and water quality problems. Controlling FOG discharges from FSEs is an essential element in controlling CSOs and SSOs and ensuring proper operations for many POTWs. The interference incidents identified in CSO/SSO Report to Congress may indicate the need for additional oversight and enforcement of existing regulations and controls. See 71 FR 76660 (21 December 2006).

TYPES OF FACILITIES THE OJRSA REGULATES

- Food Service Establishments, Day Care, Schools, Religious Organizations, Nursing homes, Assisted Living
- Dental Offices
- Car Washes, Vehicle Servicing Facilities
- Multi-Unit Commercial Facilities (Strip Malls/Plazas)
- Multi-Family Developments
- Tattoo Parlors
- Industries
- Brewery, Distilleries
- Non-Residential laundry facilities Salons, Barbershops, Pet grooming

Section 9 – Fats, Oils, and Grease (FOG) Control Program

The OJRSA is mandated by Federal and State regulations to prevent the discharge of untreated sewer to the environment. OJRSA is subject to enforcement actions from SCDHEC and/or EPA when untreated wastewater reaches the environment. Fats, oils, and grease (FOG) can block the sewer lines and cause the untreated sanitary wastewater to overflow into the environment. In order to address this requirement, the OJRSA has established the following FOG Control Program, which is also supported by the OJRSA Development Policy and other policies as applicable.

9.1 PURPOSE

- A. The FOG Control Program has been developed in accordance with SECTION 3 and SECTION 4 of this Regulation with its purpose being to provide for the regulation of the collection, control, and transportation of non-hazardous FOG of animal or vegetable origin generated by Users. All Users, including FOG Generators such as Food Service Establishments, must comply with established grease limits as contained in SECTION 4.2.
- B. Compliance with this Regulation in support of the FOG Control Program shall be evaluated based on all the following criteria:
 1. Properly sized and approved FOG Control Devices;
 2. Approval and implementation of Best Management Plans;
 3. Placement of FOG control signs above FOG Generator sinks;
 4. Regularly scheduled maintenance of FOG Control Device(s);
 5. Documentation of maintenance and proper disposal;
 6. Employee education and training; and
 7. Demonstrated adherence to established quantitative concentration or mass limit(s) as measured at the nearest accessible point prior to FOG Generator's connection to the public sewer.

9.2 DUTIES

- A. The Director has the authority to enforce compliance with Permits and Regulations. Acting under the Director is the Regulatory Services Coordinator or his/her assigned representative(s) (e.g., FOG Program Coordinator), who shall be responsible for implementing this Regulation.
- B. The Regulatory Services Coordinator or their assigned representatives shall be responsible for all administrative actions such as inspections, plan review, analyses, and records maintenance.
- C. Any reference to OJRSA within this Regulation as the responsible or authoritative party shall mean the designated and assigned OJRSA representatives.
- D. Duties regarding the enforcement of these requirements are outlined in SECTION 8 of this Regulation.

9.3 APPLICABILITY

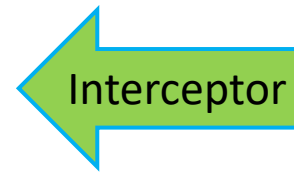
- A. The FOG Control Program is applicable to all Nonresidential Users who generate or transport FOG. The Regulation also applies to Hauled Waste Transporters of the FOG generated from these and other facilities. Classifications for the types of FOG Generators can be found in SECTION 9.7.
- B. All Users shall provide approved FOG Control Devices necessary to meet limits established in the Regulation or any FOG Permit issued by OJRSA.
- C. Devices shall not be required for Single-Family Residential or dwelling units unless associated with regulated Multi-Family Developments as follows:
 1. Multi-Family Developments shall be required to install a FOG Control Device in compliance with SECTION 9.7 when five (5) or more units occupy a single building and where the individual living units share a common wastewater drain line that serves more than one (1) unit within the building.
 2. This will apply to all new Multi-Family Developments that are Issued a Capacity Permit after June 30, 2023. Existing facilities will be grandfathered as constructed unless the facility has to do substantial modifications which include replacement of fifty percent (50%) or more of the drain

FATS, OILS, & GREASE INSPECTIONS ARE BASED ON THE OJRSA SUR



SEWER USE REGULATION

IS THIS DEVICE AN IN GROUND INTERCEPTOR OR AN UNDER THE SINK TRAP



These photographs are from current
FSE inspections

HAS THE FOG DEVICE BEEN APPROVED BY THE OJRSA?

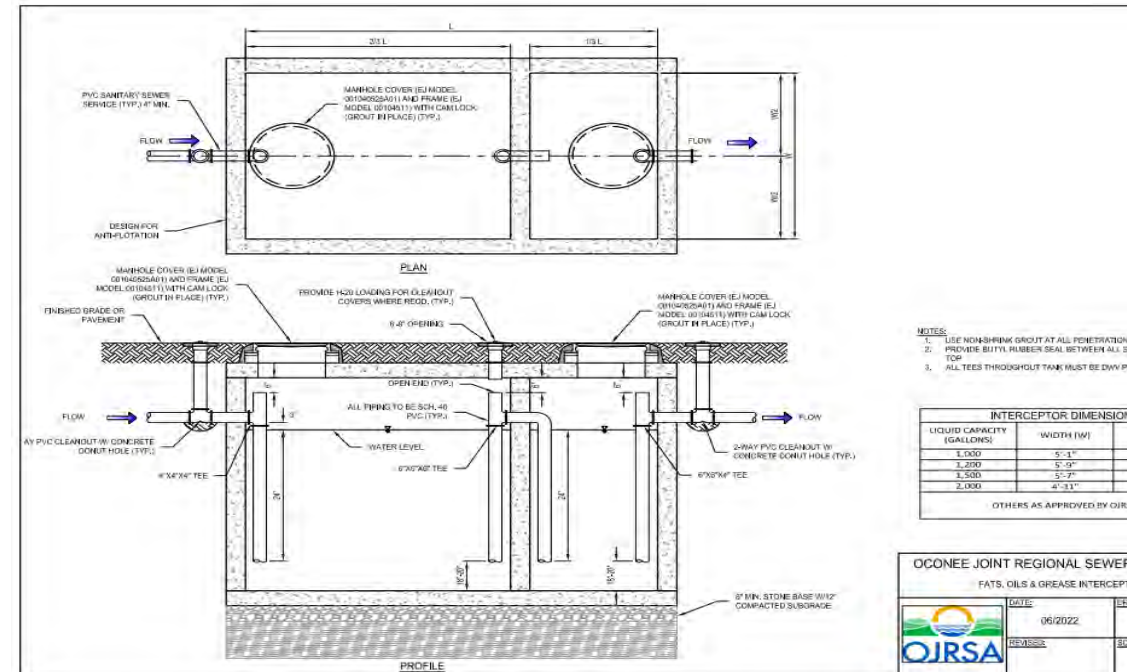
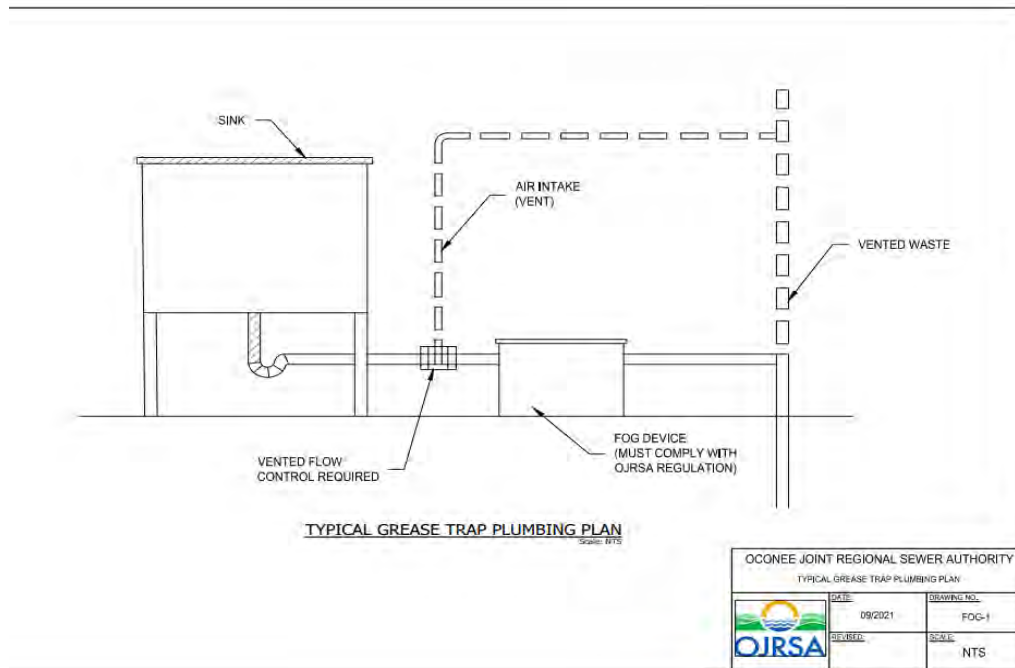
- BEFORE purchasing a FOG device, calculations are to be sent to the OJRSA along with specifications of the planned FOG device for approval by OJRSA. Once the calculations and the device have been approved, the device can be purchased.
- If the device installed prior to 2020, the device would be considered grandfathered unless there was a transfer of ownership after 2020.



IS THE DEVICE INSTALLED PROPERLY?

Specifications of installation on both Traps and Interceptors are located in Sections 6.6.6 and 6.6.7 of the OJRSA Development Policy

Installation diagrams can be found on the OJRSA website at <https://www.ojrsa.org/resources/>



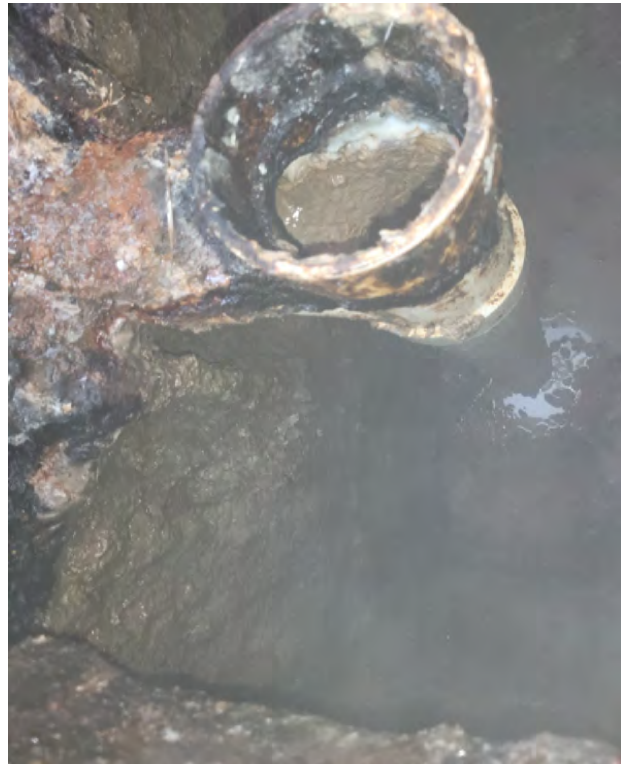
REQUIRED DOCUMENTATION

- Has the establishment completed the OJRSA FSE Questionnaire?
- Has the establishment submitted BMP's to the OJRSA?
- Is the FSE following their BMP's?
- Does the FSE keep maintenance and cleanout records on site? If not, can they access them?
- Is the FSE cleanout and maintenance schedule compliant with the OJRSA SUR frequency requirement? (Weekly for traps) (Every 90 Days for Interceptors)
- Does the FSE have a device cleanout or sizing variance approval by the OJRSA?
- Has a variance agreement been signed and approved by both parties?
- Waste haulers will be doing inspections on the devices upon cleanouts in the future and will fill out the waste hauler inspection form.

MISCELLANEOUS

- Is there grease around the yellow grease recycling bin?
- Does the FSE have signage posted above or around their sinks, including handwashing sinks?
- Is there signs of FOG being discharged into the handwashing sinks or cleaning use only sinks?
- Is there a hose bib or water source within 40 feet of the FOG device?







QUESTIONS?

DALTON JUSTICE

DALTON.JUSTICE@OJRSA.ORG

864-972-3900 EXT.8



National Pretreatment Program

(40 CFR 403)



Controlling Fats, Oils, and Grease Discharges from Food Service Establishments

Summary

The National Pretreatment Program implements Clean Water Act requirements to control pollutants that are introduced into POTWs. As part of this program, EPA has promulgated General Pretreatment Regulations that require the establishment of State and local pretreatment programs to control pollutants which pass through or interfere with POTW treatment processes or may contaminate POTW sewage sludge. Meeting these requirements may require elimination of interference caused by the discharge to POTWs of Fats, Oils, and Grease (FOG) from food service establishments (FSE). More specifically, the Pretreatment Program regulations at 40 CFR 403.5(b)(3) prohibit "solid or viscous pollutants in amounts which will cause obstruction" in the POTW and its collection system.

What is the environmental problem with FOG discharges into sewers?

EPA's Report to Congress on combined sewer overflows (CSOs) and sanitary sewer overflows (SSOs) identified that "grease from restaurants, homes, and industrial sources are the most common cause (47%) of reported blockages. Grease is problematic because it solidifies, reduces conveyance capacity, and blocks flow." See Impacts and Controls of CSOs and SSOs, EPA-833-R-04-001, August 2004.

Controlling FOG discharges will help POTWs prevent blockages that impact CSOs and SSOs, which cause public health and water quality problems. Controlling FOG discharges from FSEs is an essential element in controlling CSOs and SSOs and ensuring proper operations for many POTWs. The interference incidents identified in CSO/SSO Report to Congress may indicate the need for additional oversight and enforcement of existing regulations and controls. See 71 FR 76660 (21 December 2006).

What is the source of FOG at Food Service Establishments?

FOG wastes are generated at food service establishments (FSEs) as byproducts from food preparation activities. FOG captured on-site is generally classified into two broad categories: yellow grease and grease trap waste. Yellow grease is derived from used cooking oil and waste greases that are separated and collected at the point of use by the food service establishment.

The annual production of collected grease trap waste and uncollected grease entering sewage treatment plants can be significant and ranges from 800 to 17,000 pounds/year per restaurant.

What is the legal authority for POTWs to require FSEs to control FOG discharges?

The National Pretreatment Program already provides the necessary regulatory tools and authority to local pretreatment programs for controlling interference problems. Under the provisions of Part 403.5(c)(1) & (2), a POTW must establish and enforce specific local limits for industrial users to prevent interference with the operation of the municipally-owned treatment works in the following circumstances:

- (1) POTWs with approved pretreatment programs;
 - (2) POTWs that have experienced Interference or Pass-Through and such violation is likely to recur.
- See also 46 FR 9406 (28 January 1981).

Consequently, pretreatment oversight programs should include activities designed to identify and control sources of potential interference and, in the event of actual interference, enforcement against the violator.

How do POTWs determine whether they have FOG issues and how to address them?

POTWs should base their FOG programs on knowledge of their systems and a suite of best practices that have proven to reduce FOG discharges and related backups in their collection systems. These efforts are often best implemented through a Capacity, Management, Operations, and Maintenance (CMOM) or an Asset Management program which provides a framework for addressing FOG and other collection system challenges.

The use of Geographic Information System (GIS) mapping to inventory and locate entities that produce FOG constituents, paired with a complaint database that notes when FOG is responsible for blockages, can be a powerful tool in assessing problems and developing solutions. With knowledge of the sources and of

problems areas, a number of steps can then be taken to ensure that FOG does not impact the smooth functioning of the system. A POTW may work towards amending or putting in place a FOG ordinance to be followed in the community, or establish design requirements for grease traps or other structures to prevent FOG from entering the collection system. POTWs should establish an enforcement program to ensure compliance with FOG related policies and ordinances, including an inspection program to ensure that related equipment is working properly. In addition, POTWs may target or prioritize cleaning of the distribution systems based on discharges due to FOG or other root causes. For examples of controls, local limits, and/or pollution prevention measures, see "Where can I get more information?" below).

How can CMOM help control FSE FOG discharges?

EPA expects that blockages from FOG discharges will decrease as POTWs incorporate FOG reduction activities into their Capacity, Management, Operations, and Maintenance (CMOM) program and daily practices. CMOM programs are comprehensive, dynamic, utility specific programs for better managing, operating and maintaining sanitary sewer collection systems, investigating capacity constrained areas of the collection system, and responding to SSOs.

Collection system owners or operators who adopt FOG reduction activities as part of their CMOM program activities are likely to reduce the occurrence of sewer overflows and improve their operations and customer service.

What can FSEs do to control FOG discharges?

Food service establishments can adopt a variety of best management practices or install interceptor/collector devices to control and capture the FOG material before discharge to the POTW collection system.

For example, instead of discharging yellow grease to POTWs, food service establishments often accumulate this material for pick up by consolidation service companies for re-sale or re-use in the manufacture of tallow, animal feed supplements, fuels, or other products.

Additionally, food service establishments can install interceptor/collector devices (e.g., grease traps) in order to accumulate grease on-site and prevent it from entering the POTW collection system.

How should FSEs design and maintain their FOG controls?

Proper design, installation, and maintenance procedures are critical for these devices to control and capture the FOG. For example,

- ◆ Interceptor/collector devices must be designed and sized appropriately to allow FOG to cool and separate in a non-turbulent environment.
- ◆ FSE must be diligent in having their interceptor/collector devices serviced at regular intervals.

The required maintenance frequency for interceptor/collector devices depends greatly on the amount of FOG a facility generates as well as any best management practices (BMPs) that the establishment implements to reduce the FOG discharged into its sanitary sewer system.

In many cases, an establishment that implements BMPs will realize financial benefit through a reduction in their required grease interceptor and trap maintenance frequency.

What are some POTWs doing today to control FOG discharges from FSEs?

A growing number of control authorities are using their existing authority (e.g., general pretreatment standards in Part 403 or local authority) to establish and enforce more FOG regulatory controls (e.g., numeric pretreatment limits, best management practices including the use of interceptor/collector devices) for food service establishments to reduce interferences with POTW operations (e.g., blockages from fats, oils, and greases discharges, POTW treatment interference from *Nocardia filamentous* foaming, damage to collection system from hydrogen sulfide generation).

For example, since identifying a 73% non-compliance rate with its grease trap ordinance among restaurants, New York City has instituted a \$1,000-per-day fine for FOG violations.

Likewise, more and more POTWs are addressing FOG discharges by imposing mandatory measures of assorted kinds, including inspections, periodic grease pumping, stiff penalties, and even criminal citations for violators, along with 'strong waste' monthly surcharges added to restaurant sewer bills. Surcharges are reportedly ranging from \$100 to as high as \$700 and

more, the fees being deemed necessary to cover the cost of inspections and upgraded infrastructure. Pretreatment programs are developing and using inspection checklists for both food service establishments and POTW pretreatment inspectors to control FOG discharges. Additionally, EPA identified typical numeric local limits controlling oil and grease in the range of 50 mg/L to 450 mg/L with 100 mg/L as the most commonly reported numeric pretreatment limit.

Where can I get more information?

Report to Congress: Impacts and Controls of CSOs and SSOs, EPA-833-R-04 001, August 2004, http://cfpub.epa.gov/npdes/cso/cpolicy_report2004.cfm

Local Limits Development Guidance, EPA-833-R-04-002A, July 2004, and EPA's Pretreatment Web site, http://cfpub.epa.gov/npdes/home.cfm?program_id=3

CMOM information is located in the following document, Guide for Evaluating Capacity, Management, Operation, and Maintenance (CMOM) Programs at Sanitary Sewer Collection Systems, EPA-305-B-05-002, January 2005, http://www.epa.gov/npdes/pubs/cmom_guide_for_collection_systems.pdf

Additional information is also available from your state or EPA Region.



Fats, Oils, & Grease (FOG) Control Device Inspection Form

Facility Name: _____ Contact Name: _____

Date: _____ Time: _____ Owner Name: _____

Type of Business: _____ Email: _____

Fiscal Address: _____ Phone: _____

Mailing Address: _____ Number of Seats: _____

General Information:

1. Inspection type: Initial Annual Follow-up (from inspection performed on _____)
2. Type of FOG Control Device ("Device") present at the establishment:
 Trap Interceptor Oil/Water Interceptor or Sand/Oil Interceptor Other _____
 None
3. Is the Device covered under a variance resulting from a request as stated in OJRSA Sewer Use Regulation Section 9.13? No Yes (if yes, complete information below)
 - a. Has a Variance Conditions and Acknowledgement Agreement been signed? Yes No
If "Yes", date was Agreement signed by facility representative: _____
 - b. General variances covered by Agreement: Smaller Size Modified Cleaning Frequency
 Hydromechanical Device Missing FOG Interceptor Baffle Wall Installation Location
 Other _____ Other _____
 - c. Is facility in compliance with approved variances? Yes No (minor) NO (MAJOR)
4. Is the Device cleaned and maintained regularly as required by the Regulation or variance?
 Yes NO (MAJOR) N/A (Initial inspection)
5. Frequency of maintenance: _____ N/A (Initial inspection)
6. Are maintenance/cleaning records kept on-site? Yes NO (MAJOR) N/A (Initial inspection)
7. Does facility have Best Management Practices (BMPs) that have been approved by the OJRSA?
 Yes No (minor)
8. Does it appear that BMPs are being followed? Yes No (minor) N/A (Initial inspection)
9. Are fats, oils, and/or grease (FOG) visible around the yellow grease recycle bin?
 No (minor) No N/A
10. Is FOG present in downstream manhole? Yes No (may require additional investigation) Not Inspected
11. Were downstream sewer lines inspected? Yes No
12. Was a sample taken? Yes No If "Yes," from where? _____

FOG Traps:

If facility does not have a FOG Trap, leave blank and skip to next section.

1. Enter the information about the FOG Trap below:

Size: _____ gpm / _____ lbs Make/Model: _____

Location Installed: _____

Continued on following page

Fixtures Served: _____

2. Has the Device been approved by the OJRSA for installation?
 Yes **NO (MAJOR)** Installed prior to 2020 (Device is "Grandfathered") (Records may or may not exist stating Device was approved by OJRSA and/or Oconee County Sewer Commission prior to this year)

If Device is grandfathered, select the responses to the following questions:
 - a. Does trap have a baffle wall? Yes No
 - b. Is Device effluent free of visible solids? Yes **NO (MAJOR)**
 - c. Is body metallic and showing signs of corrosion? Yes **No (minor)** N/A
3. Is this FOG trap constructed of non-metallic, non-corrosive materials? Yes **NO (MAJOR)**
4. Is this FOG trap located above grade of floor? Yes **NO (MAJOR)**
5. Does this Device meet the regulated minimum requirement of 20 gallons per minute and 40 pounds?
 Yes **NO (MAJOR)**
6. Is the flow control device installed and visible for future inspections and servicing? Yes **No (minor)**
7. Is the FOG trap installed properly? Yes **NO (MAJOR)**
8. Is this trap accessible for servicing and cleaning, to include ability to fully remove baffle walls?
 Yes **NO (MAJOR)**
9. Is the trap maintained according to OJRSA Regulations and other applicable policies?
 Yes **NO (MAJOR)** N/A (Initial inspection)

FOG Interceptors:

If facility does not have a FOG Interceptor, leave blank and skip to next section.

1. Enter the information about the FOG Interceptor below:
Size: _____ gallons Material: _____

Location Installed: _____
2. Has the Device been approved by the OJRSA for installation?
 Yes **NO (MAJOR)** Installed prior to 2020 (Device is "Grandfathered") (Records may or may not exist stating Device was approved by OJRSA and/or Oconee County Sewer Commission prior to this year)

If Device is grandfathered, select the responses to the following questions:
 - a. Does interceptor have a baffle wall? Yes No
 - b. Is the Device effluent free of visible solids? Yes **NO (MAJOR)**
3. Is this interceptor accessible for servicing and cleaning? Yes **NO (MAJOR)**
4. Is there a hose bibb located within 40 feet for cleaning FOG Interceptor?
 Yes **No (minor)** Installed prior to 2024 (Device is "Grandfathered")
5. Is the Device maintained according to OJRSA Regulations? Yes **NO (MAJOR)** N/A (Initial inspection)

Oil/Water Interceptors or Sand/Oil Interceptors:

1. Enter the information about the Oil/Water Interceptor or Sand/Oil Interceptor below:
Size: _____ gallons Material: _____

Location Installed: _____
2. Has the Device been approved by the OJRSA for installation?
 Yes **NO (MAJOR)** Installed prior to 2020 (Device is "Grandfathered") (Records may or may not exist stating Device was approved by OJRSA and/or Oconee County Sewer Commission prior to this year)

Continued on following page

If Device is grandfathered, select the responses to the following questions:

- a. Does interceptor have a baffle wall? Yes No
- b. Is the Device effluent free of visible solids? Yes **NO (MAJOR)**
- 3. Is this interceptor accessible for servicing and cleaning? Yes **NO (MAJOR)**
- 4. Is there a hose bibb located within 40 feet for cleaning Special Device?
 Yes **No (minor)** Installed prior to 2024 (Device is "Grandfathered")
- 5. Is the Device maintained according to OJRSA Regulations? Yes **NO (MAJOR)** N/A (Initial inspection)

Compliance Result:

- SATISFACTORY** – No further action required beyond actions currently taken
- NEEDS IMPROVEMENT** – Consists of two (2) or fewer minor deficiencies as noted in the inspection report. Actions necessary by the facility:
 - Follow-up Necessary – To be conducted on or soon after _____
 - No follow-up necessary but items will need to be adequately addressed prior to next inspection or an Unsatisfactory rating could be issued
- UNSATISFACTORY** – Serious violations constituting of one (1) "major" or three (3) or more "minor" deficiencies or those identified during follow-up* inspections. Unsatisfactory rating could lead to enforcement actions as defined in the *OJRSA Sewer Use Regulation*. Follow-up required and will be conducted on or soon after _____.

Actions Required/Comments:

OJRSA Representative (sign): _____

OJRSA Representative (print): _____

* It is at the discretion of the inspector as to whether issues identified during a follow-up inspection constitutes an Unsatisfactory compliance rating or other type rating.



RESOLUTION 2024-11

Adoption of Purchasing Card Policy

A RESOLUTION ADOPTING A POLICY OF THE OCONEE JOINT REGIONAL SEWER AUTHORITY REGARDING THE USE OF PURCHASING CARDS; AND OTHER MATTERS RELATED THERETO.

NOW, THEREFORE, BE IT RESOLVED by the Oconee Joint Regional Sewer Authority Commission (the “Commission”), the governing body of the Oconee Joint Regional Sewer Authority, South Carolina (“OJRSA”) in a meeting duly assembled as follows:

Section 1 Findings. The Commission hereby makes the following findings of fact in connection with the adoption of this resolution (this “Resolution”):

- A. OJRSA was established pursuant to Title 6, Chapter 25 of the Code of Laws of South Carolina 1976, as amended (the “Act”) by its three member-municipalities: the City of Seneca, the City of Walhalla, and the City of Westminster under the terms of an Intergovernmental Agreement dated October 31, 2007 (the “Agreement”).
- B. Pursuant to the Act and the Agreement, the Commission is tasked with the management and control over the joint regional sewer system owned by OJRSA.
- C. In fulfilling this charge, the Commission has determined it is in the best interest of OJRSA to adopt a formal policy regarding use of purchasing cards by employees (the “Purchasing Card Policy” or “P-Card Policy”).

Section 2 Adoption. In accordance with the findings above, the Commission hereby adopts Purchasing Card Policy as set forth at Exhibit A.

Section 3 Effective Date. The Purchasing Card Policy is effective immediately upon the adoption of this Resolution. All resolutions or policies that are in conflict with the provisions of this Resolution or the P-Card Policy are hereby repealed to the extent of the conflict or inconsistency or in their entirety where the conflict or inconsistency is not severable from such document.

DONE AND ADOPTED by the Oconee Joint Regional Sewer Authority Board of Commissioners, Seneca, South Carolina on this 3rd day of June 2024.

Brian Ramey, Chair
OJRSA Board of Commissioners

Attest: _____
Lynn Stephens, Secretary/Treasurer
OJRSA Board of Commissioners -and-
OJRSA Office Manager

Approved as to form:

Larry Brandt, OJRSA Attorney

Date: _____

<seal>

RESOLUTION 2024-11 OJRSA Purchasing Card Policy (P-Card Policy)
June 3, 2024

Exhibit A

Attached beginning on following page

OJRSA Purchasing Card Policy
June 3, 2024

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OJRSA Purchasing Card Policy
June 3, 2024

SECTION 0 – DEFINITIONS, ACRONYMS, AND FORMAT

This Section of the *OJRSA Purchasing Card Policy* contains definitions, acronyms, abbreviations, and formatting that are specific to this document.

0.1 DEFINITIONS

The following words, unless the context, custom or intent clearly indicates otherwise, shall mean:

Board shall mean the Board of Directors of the Oconee Joint Regional Sewer Authority as the governing body of OJRSA.

Cardholder shall mean any OJRSA employee in possession of a P-Card, obtained pursuant to SECTION 4 of this P-Card Policy.

Executive Director shall mean the Executive Director of OJRSA.

Fiscal Year shall mean the budget year defined in the *OJRSA Financial and Accounting Policy*.

Fuel Card shall mean a debit or credit card issued for the exclusive purpose of purchasing fuel for vehicles and equipment owned and operated by OJRSA. Fuel Cards must be used in a manner consistent with this P-Card Policy and the explicit requirements of SECTION 7.

May is permissive. Shall is mandatory.

Personal Identification Number (PIN) shall mean a number issued to each employee for use of Fuel Cards. *A PIN may also include letters and/or special characters.*

Procurement Policy shall mean the *OJRSA Procurement and Property Disposal Policy*.

Purchasing Card (P-Card) shall mean a debit or credit card issued in accordance with this Policy, to be used by Cardholders in a manner consistent with this Policy and the Procurement Policy of OJRSA. This definition includes Fuel Cards.

Purchasing Card Coordinator shall mean the Office Manager who shall manage and administer this P-Card Policy along with the Procurement Officer, as defined in the Procurement Policy. In the absence of an Office Manager, this position shall be Executive Director or his/her designee.

Purchasing Limits shall mean the spending limits further defined in SECTION 5 which all Cardholders must comply with.

Shall is mandatory. May is permissive.

0.2 ACRONYMS AND ABBREVIATIONS

ATM: Automatic Teller Machine

e.g.: “for example” (Latin)

etc.: *Et Cetera*, Latin for “and other things” (generally)

OJRSA: Oconee Joint Regional Sewer Authority

P-Card: Purchasing Card

PIN: Personal Identification Number

US: United States

0.3 DOCUMENT FORMAT

This manual contains fonts and styles that mean certain things, including points of emphasis or reference other sections or materials. Below is a list of the types used within this manual and what it represents when encountered in the *OJRSA Purchasing Card Policy*.

BOLD RED CAPITAL LETTERS

Important point of emphasis

Dashed Underline

Name of a form to use for documenting a task referenced in the document

Italics

Title of books, manuals, policies, and other documents

OJRSA Purchasing Card Policy

June 3, 2024

MIX-SIZED CAPITAL LETTERS

Underlined Italics

Name of sections in a book, manual, policy, or other document

A note of caution or warning

SECTION 1 – ADOPTION

The *OJRSA Purchasing Card Policy* shall become effective in accordance with OJRSA Resolution 2024-11.

SECTION 2 – PURPOSE

The Oconee Joint Regional Sewer Authority (“OJRSA”) has determined to adopt this Purchasing Card Policy (this “P-Card Policy”) to regulate the use of purchasing cards (“P-Cards”) and accomplish the following:

- A. To ensure that payment of all expenses with P-Cards, including but not limited to travel expenses, registration, and purchases made on the internet, are accomplished in accordance with this P-Card Policy;
- B. To establish the appropriate internal controls regarding the use of P-Cards;
- C. To ensure that OJRSA bears no legal liability from inappropriate use of P-Cards;
- D. To provide a convenient method for small purchases and to facilitate internet transactions and/or payments; and
- E. To develop a training program for all prospective individuals holding a P-Card (“Cardholders”) and those OJRSA employees that oversee Cardholders and the administration of this P-Card Policy.

SECTION 3 – SCOPE

This P-Card Policy is applicable to all OJRSA employees and establishes the procedures for becoming a Cardholder, purchasing goods and services, reporting obligations and other aspects of P-Card use. This P-Card Policy is to be read in tandem with the Procurement Policy. It is the preference of OJRSA that purchases be made as set forth in the Procurement Policy. When it is determined necessary to utilize a P-Card, this P-Card Policy shall be strictly followed.

SECTION 4 – ESTABLISHING A CARDHOLDER

- A. Any OJRSA employee with an appropriate need may become a Cardholder upon the completion of a Purchasing Card Issue Form (See APPENDIX A) and approval by the Purchasing Card Coordinator.
- B. A Cardholder’s credit limit shall be approved by the Purchasing Card Coordinator. Credit limits may vary. For credit limits exceeding two thousand dollars (\$2,000), the Procurement Officer, Executive Director, and the Board must approve the credit limit.
- C. Upon approval by the Purchasing Card Coordinator, the Cardholder will receive a copy of this P-Card Policy. Once the P-Card Policy has been reviewed, the Cardholder and the Cardholder’s supervisor will sign the Purchasing Card Issue Form (See APPENDIX A).
- D. With the exception of Fuel Cards, the Purchasing Card Coordinator shall order the Cardholder’s P-Card upon execution and receipt of a Purchasing Card Issue Form. Employees will receive a PIN during orientation at OJRSA.
- E. The Purchasing Card Coordinator shall require the execution of Purchasing Card Receipt & Purchasing Cardholder Agreement (See APPENDIX B) prior to the delivery of the P-Card.

SECTION 5 – CARDHOLDER PURCHASING LIMITS FOR SMALL PURCHASES

- A. The P-Card can be used for small value purchases of supplies, materials, equipment, or services, that are not otherwise prohibited or restricted. All purchases must be consistent with the Purchasing Limits.
- B. A Cardholder’s Purchasing Limits shall be established by the Purchasing Card Coordinator in coordination with the Cardholder’s supervisor. Purchasing Limits greater than two thousand dollars (\$2,000) must be approved in writing by the Procurement Officer, Executive Director, and the Board.
- C. Purchasing Limits

OJRSA Purchasing Card Policy

June 3, 2024

2. Level I: The single transaction limit for Level I Cardholders is one thousand dollars (\$1,000), including tax and all other charges and fees. Single items must be less than five hundred dollars (\$500). Cardholders are prohibited from splitting purchases to circumvent this amount. (See SECTION 8) All purchases exceeding one thousand dollars (\$1,000), or single item purchases exceeding five hundred dollars (\$500), including taxes must be approved by the Procurement Officer (as defined in the *OJRSA Procurement and Property Disposal Policy*) or the Executive Director in writing prior to the transaction.
3. Level II: The single transaction limit for Level II Cardholders is two thousand dollars (\$2,000), including tax and all other charges and fees with no single item totaling one thousand dollars (\$1,000). Cardholders are prohibited from splitting purchases to circumvent this amount. (See SECTION 8) All purchases exceeding two thousand dollars (\$2,000), or single item purchases exceeding one thousand dollars (\$1,000), including taxes must be approved by the Procurement Officer (as defined in the *OJRSA Procurement and Property Disposal Policy*) or the Executive Director in writing prior to the transaction.

SECTION 6 – PURCHASING PROCEDURES

- A. For Level I Cardholders after completing a purchase, the following steps are required:
 1. The Cardholder shall sign each customer's copy of the receipt and maintain for records;
 2. The Cardholder shall prepare the appropriate OJRSA requisition or purchase form ("Requisition Form") as defined in the *OJRSA Procurement and Property Disposal Policy* within two (2) business days of a transaction;
 3. The Cardholder shall provide the receipt and a Requisition Form to their direct supervisor for approval;
 4. The Cardholder's direct supervisor shall approve the Requisition Form, allocate the expense to a budget item and provide the supporting materials to the Purchasing Card Coordinator;
 5. The Purchasing Card Coordinator shall review and verify the Requisition Form and create a purchase order through accounting systems of OJRSA;
 6. Every month the Purchasing Card Coordinator shall reconcile the monthly P-Card statements against Requisition Forms; and
 7. The Purchasing Card Coordinator shall maintain monthly statements and corresponding receipts for a minimum of twelve (12) months, and in accordance with *OJRSA Records Retention Policy*, whichever is greater.
- B. For Level II Cardholders after completing a purchase, the following steps are required:
 1. The Cardholder shall sign each customer's copy of the receipt and maintain for records;
 2. The Cardholder shall review the credit card statement and on a monthly basis prepare appropriate OJRSA Purchasing Card Reconciliation Form (See APPENDIX C);
 3. The Cardholder shall provide the receipts and a Purchasing Card Reconciliation Form to the Purchasing Card Coordinator five (5) business days after receipt of the monthly statement;
 4. The Purchasing Card Coordinator shall review and verify the Purchasing Card Reconciliation Form and monthly statements have been properly reconciled before providing to the Executive Director for final review;
 5. The Executive Director shall review and verify the Purchasing Card Reconciliation Form and monthly statements have been properly reconciled; and
 6. The Purchasing Card Coordinator shall maintain monthly statements, Purchasing Card Reconciliation Forms, and corresponding receipts for a minimum of twelve (12) months, and in accordance with *OJRSA Records Retention Policy*, whichever is greater.
- C. For Fuel Cards after completing a purchase, the following steps are required:
 1. The Cardholder shall sign each customer's copy of the receipt;
 2. The Cardholder shall provide the receipt to the Purchasing Card Coordinator, or his/her designee, immediately;
 3. The Purchasing Card Coordinator, or his/her designee, shall review, verify, and reconcile the monthly

OJRSA Purchasing Card Policy

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- statements of the Fuel Cards;
4. In the event the Purchasing Card Coordinator designates the monthly reconciliation, the Purchasing Card Coordinator shall perform a monthly verification of the reconciliation; and
 5. The Purchasing Card Coordinator shall maintain all monthly statements and receipts for a minimum of twelve months, and in accordance with *OJRSA Records Retention Policy*, whichever is greater.
- D. The Executive Director or Procurement Officer (as defined in the *OJRSA Procurement and Property Disposal Policy*) must authorize purchases of gift cards, stored value cards, calling cards, pre-paid cards, or similar products, including purchases of catalog value credits.
 - E. In the case of the Executive Director, reconciliation shall be performed by the Purchasing Card Coordinator and a member of the OJRSA Executive Committee as defined in the *OJRSA Bylaws*.
 - F. If a receipt has been lost and a duplicate cannot be obtained, the Cardholder shall complete a Purchasing Card Missing Receipt Affidavit (See APPENDIX D), or other applicable form as designated by the Purchasing Card Coordinator. A single Cardholder can use the applicable form no more than three (3) times in one (1) fiscal year (as defined in the *OJRSA Financial and Accounting Policy*). Use of the applicable form more than three (3) times in one (1) fiscal year shall result in suspension of card privileges. (See SECTION 8).
 - G. All items purchased with a P-Card must be shipped to an OJRSA address. Items should not be shipped to the Cardholder's personal residence or other site not owned or managed by OJRSA.
 - H. All services purchased with a P-Card must be performed at an OJRSA address and never the Cardholder's personal residence or other site not owned or managed by OJRSA.
 - I. Any free or promotional item received by virtue of a purchase transacted with a P-Card is property of OJRSA. These items may include but are not limited to: candy, office supplies, clothing, and accessories. These items are not personal gifts and must be given to the Purchasing Card Coordinator for distribution at their discretion in consultation with the Executive Director. Abuse of this policy shall cause termination of a Cardholder's purchasing card privileges and possibly other disciplinary action. (See SECTION 8) Cardholders should deter vendors from shipping free gifts, if possible.
 1. Store rebates in the form of checks or gift cards are also sometimes offered and are acceptable because of their money saving value to OJRSA. If received, these are to be reported to the Purchasing Card Coordinator.
 2. Personal rewards/store points should not be received when using a P-Card.
 - J. All purchases made with the P-Card must be made by the Cardholder, whose name appears on the card or, as applicable, approved with the Cardholder's assigned PIN. Cardholders shall not share PINs or P-Cards held in their personal name for others to complete transactions.
 - K. **FAILURE TO COMPLY WITH THESE POLICIES AND PROCEDURES MAY RESULT IN AN UNAUTHORIZED PROCUREMENT. AN UNAUTHORIZED PROCUREMENT MUST BE RATIFIED BY THE EXECUTIVE DIRECTOR AND COULD RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION. OJRSA RESERVES THE RIGHT TO PURSUE ALL REMEDIES AVAILABLE UNDER THE LAWS OF THE STATE OF SOUTH CAROLINA. THE CARDHOLDER MAY ALSO HAVE TO REIMBURSE THE BOARD FOR ANY SUCH PURCHASE IF THE PURCHASE IS NOT RATIFIED.**
 - L. Unless necessary under the allowed conditions of a qualified emergency as stated within the appropriate section(s) of the *OJRSA Procurement and Property Disposal Policy*, professional services obtained with the P-Card must have prior approval by the Executive Director or his/her designee. The vendor of the professional services must provide OJRSA with a W-9 Form (Request for Taxpayer Identification Number and Certification).

SECTION 7 – FUEL CARDS

- A. Purchases with Fuel Cards must be limited to the OJRSA vehicle or equipment which the card is assigned.
- B. Cardholders must complete Fuel Card transactions by utilizing their assigned Personal Identification Number.
- C. Purchases must conform with Purchasing Procedures set forth in Section VI of this P-Card Policy.

OJRSA Purchasing Card Policy
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SECTION 8 – CARDHOLDER OBLIGATIONS

- A. Cardholders must maintain knowledge of this P-Card Policy and any future amendments, and ensure all purchases are compliant with this P-Card Policy and any additional applicable policies, including the Procurement Policy.
- B. Prior to the consummation of any transaction, Cardholders must ensure transactions are within their specific Purchasing Limits and that there is a sufficient credit limit remaining on their P-Card.
- C. Cardholders must notify the Purchasing Card Coordinator for card cancellation if the P-Card has not been used for more than one hundred eighty (180) days.
- D. Cardholders shall maintain security of the P-Card, card number, expiration date, and security code. If any of these items are thought to have been compromised, then they are to let the Purchasing Card Coordinator know immediately.
- E. To avoid fraudulent purchases that may be associated with scams, Cardholders are never to use P-cards to purchase something that is a direct solicitation that is received by electronic or other means (e.g., email, US Mail, fax, etc.) and shall always verify by phone directly to a known person within the company that generated the request for funds using a phone number that is known and verified by an OJRSA employee that the request is legitimate. Do not use phone numbers, email addresses, or other such information provided in the request for payment.
- F. Adhere to the purchasing procedures set forth in SECTION 6.

SECTION 9 – OBLIGATIONS OF THE CARDHOLDER’S SUPERVISOR

- A. The Cardholder’s Supervisor must attend all training pertaining to P-Cards and ensure P-Card Policy knowledge is current.
- B. Monitor all transactions to ensure P-Card use is in compliance with this P-Card Policy.
- C. Participate in the monthly reconciliation pursuant to SECTION 6.

SECTION 10 – PURCHASING CARD COORDINATOR OBLIGATIONS

- A. The Purchasing Card Coordinator is responsible for administering this P-Card Policy including but not limited to conducting an annual review and potential proposal of amendments, establishing internal policies regulating the training of Cardholders, and process for integrating new Cardholders.
- B. The Purchasing Card Coordinator is responsible for immediately reporting discrepancies, suspected misuse, or fraudulent use in writing to both the Executive Director and the Chair of the Board.
- C. It shall be the responsibility of the Purchasing Card Coordinator to monitor Cardholder accounts for inactivity and promptly close accounts pursuant to SECTION 8.

SECTION 11 – PROHIBITED PURCHASES

The following *non-exhaustive* list of P-Card purchases and uses are prohibited under any circumstance:

- A. Alcoholic beverages;
- B. Cash advances, use at ATM’s, use at money transfer locations such as Western Union and Telecheck, and any use that results in the liquidation of OJRSA funds;
- C. Cellular phones and services (cellular phone accessories are allowed);
- D. Payment of State and local taxes to the Department of Revenue.
- E. Payment on open accounts maintained with vendors, or payments toward an accumulated balance of an account;
- F. Personal purchases of any kind;
- G. Personal entertainment, including in-room services while traveling;
- H. Tobacco products; and
- I. Other prohibited items stated within this P-Card Policy.

OJRSA Purchasing Card Policy
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SECTION 12 – DISCIPLINARY ACTION

- A. **VIOLATIONS OF THIS POLICY ARE SUBJECT TO DISCIPLINARY ACTION IN ACCORDANCE WITH OJRSA PERSONNEL POLICY, UP TO AND INCLUDING TERMINATION.**
- B. Along with potential disciplinary action in accordance with SECTION 12.A, the following abuses shall result in the offending Cardholder's P-Card privileges being suspended for thirty (30) days:
1. If a receipt has been lost and a duplicate cannot be obtained, a Purchasing Card Missing Receipt Affidavit in accordance with SECTION 6.F.
 2. Purchasing Procedures set forth at SECTION 6 not being completed according to the requirements of this P-Card Policy by the Cardholder or Cardholder supervisor more than two (2) times in a given Fiscal Year.
 3. Loss of the physical P-Card more than one (1) time in a given Fiscal Year.
 4. Purchases from merchants that are blocked by the Executive Director or his/her designee more than one (1) time in a given Fiscal Year. A list of blocked merchants will be provided to the Cardholder during training.
- C. Along with potential disciplinary action in accordance with SECTION 12.A, the following shall result in the permanent loss of P-Card privileges unless otherwise determined in writing by the Executive Director and Purchasing Card Coordinator:
1. Exceeding Purchasing Limits.
 2. P-Card purchase where goods or services violate SECTION 6.G or SECTION 6.H.
 3. Three (3) or more P-Card suspensions in a given fiscal year.
 4. Purchase of personal items or services, alcohol, tobacco, or other items as stated in SECTION 11.
 5. Use of the P-Card at an ATM, for cash advances, or Western Union or similar uses.
 6. Splitting of purchases for the purpose of circumventing the Purchasing Limits established in SECTION 5.

SECTION 13 – TERMINATION OF P-CARD PRIVILEGES

- A. Upon termination of a Cardholder's privileges, it is the responsibility of the Purchasing Card Coordinator to notify the Cardholder's supervisor of the termination and to immediately cancel the P-Card. The supervisor must obtain the canceled P-Card and deliver to the Purchasing Card Coordinator for destruction.
- B. If for any reason the Cardholder no longer requires use of the P-Card, the Cardholder's supervisor must notify the Purchasing Card Coordinator as soon as possible and turn the P-Card into the Purchasing Card Coordinator for cancellation and destruction.
- C. If a P-Card goes more than one hundred eighty (180) days without use, it will be cancelled by the Purchasing Card Coordinator, unless a need for seasonal usage is established. Upon notification to the Cardholder and the Cardholder's supervisor, the P-Card must then be turned into the Purchasing Card Coordinator immediately for destruction. If at any time the Cardholder, or Cardholder's supervisor discovers that the P-Card has not been used for more than one hundred eighty (180) days, they must notify the Purchasing Card Coordinator immediately for card cancellation, unless a need for seasonal usage is established.

SECTION 14 – DISPUTES

- A. If a Cardholder's attempted transaction is declined, the Cardholder should first contact the customer service number associated with the P-Card to resolve the issue. If the declined transaction cannot be resolved, the Cardholder should contact the Purchasing Card Coordinator during normal business hours.
- B. If a Cardholder seeks to return an item, the vendor must issue a credit to the corresponding P-Card account. This credit will appear on a subsequent statement and posted to the appropriate department.
- C. **CARDHOLDERS ARE PROHIBITED FROM ACCEPTING CASH, CHECK, OR IN-STORE CREDIT IN LIEU OF A CREDIT TO THEIR P-CARD.** Cardholders should always attempt to resolve any disputes or billing errors directly with the vendor. In most cases, the vendor will issue a credit to the card account. If an agreement cannot be reached with the vendor, staff should contact the Purchasing Card Coordinator for resolution.

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SECTION 15 – EMERGENCY USE

- A. When there exists a threat to public health, welfare, critical economy and efficiency, safety under emergency conditions, or where normal daily operations are affected, the Executive Director may authorize the Purchasing Card Coordinator to take action to facilitate P-Card purchases.
1. Actions of the Executive Director may include unblocking certain merchants and raising Purchasing Limits, or both on a temporary basis.
 2. Requests for this action shall be received in writing or email by the Purchasing Card Coordinator from the Executive Director and may be received on a retroactive basis.
- B. All transactions during emergency use must be properly documented according to any requirements established by the Purchasing Card Coordinator including at a minimum all transaction approvals. This information will be submitted in accordance with SECTION 6.

REVISION HISTORY

This and previous editions of the *OJRSA Purchasing Card Policy* must be maintained in accordance with the *OJRSA Records Retention Policy*.

Table 1: OJRSA Purchasing Card Policy revision history

Revision Number	Date	Description of Changes
0001	XX/XX/2024	Initial adoption of <i>OJRSA Purchasing Card Policy</i> by Resolution 2024-XXX.

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APPENDIX B – PURCHASING CARD RECEIPT & PURCHASING CARDHOLDER AGREEMENT

NOTE: The form in APPENDIX B is subject to change based on needs within the agency and may be updated with the approval of the Executive Director. Such a change is not considered as a substantive change to this Policy. Obtain up-to-date copy of form from Purchasing Card Coordinator or Executive Director.



OCONEE JOINT REGIONAL SEWER AUTHORITY
Department of Administration and Finance

Purchasing Card Receipt & Purchasing Cardholder Agreement

Purchasing Cardholder: _____
Department: _____
Purchasing Card Account Number: _____
Personal Identification Number for Fuel Card: _____
Purchasing Limit Level: _____

OJRSA Purchasing Card Agreement

I, _____, acknowledge receipt of Oconee Joint Regional Sewer Authority ("OJRSA") Purchasing Card ("P-Card") and/or Personal Identification Number (PIN). The P-Card is OJRSA property and should be used with good judgement and in accordance with all OJRSA policies. As a Cardholder, I understand and agree to comply with the P-Card guidelines summarized below and detailed in the *OJRSA Purchasing Card Policy*.

1. I understand that I am being entrusted with a valuable purchasing tool and will be making financial commitments on behalf of my department and will strive to obtain the best value for OJRSA. I understand that OJRSA is financially liable for all authorized charges made on the P-Card.
2. I agree to use the card for approved purchases only and agree not to use the P-Card for personal purchases. I understand that I am the sole user of the P-Card and PIN and that secondary use is prohibited. I understand that my supervisor and the Purchasing Card Coordinator will review the use of the P-Card and the related management reports and take appropriate action on any discrepancies.
3. I understand that purchases must comply with the Purchase Limits level assigned to me. Under no circumstances should a transaction be split into separate receipts to bypass the single transaction Purchase Limit.
4. I understand that improper use of the P-Card can be considered misappropriation of OJRSA funds, which may result in disciplinary action up to and including termination.
5. I will not use the P-Card to circumvent or divert the rules of the *OJRSA Procurement and Property Disposal Policy*. Should OJRSA determine that failure to comply with the policies of the *OJRSA Procurement and Property Disposal Policy* was a deliberate or negligent act of the cardholder, discipline, up to and including termination will occur.
6. I understand that all charges are billed directly and paid directly by OJRSA. Any personal charges on the P-Card may be considered misappropriation of funds because the cardholder cannot pay the bank directly.
7. I agree to complete monthly reconciliation in a timely manner which includes providing original, itemized receipts. I understand that I am required to provide, when requested, information about any specific purchase. I understand that consistent failure to comply may result in revocation of my card purchasing privileges and that willful violations may result in disciplinary actions, including termination.
8. I will follow the established procedures for the use of the P-Card, as set forth by the *OJRSA Purchasing Card Policy*. Failure to do so may result in either revocation of my privileges or other disciplinary actions, including termination of employment.
9. If the card is lost or stolen, I agree to notify my department supervisor and the Purchasing Card Coordinator immediately
10. I agree to return the P-card immediately upon request or upon termination of employment (e.g., retirement or voluntary/involuntary termination). Upon my transfer to another organization unit with

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OJRSA or change in my duties that does not require the use of the purchasing card, I also agree to return my P-card and arrange for a new one, if appropriate.

- 11. The Executive Director may request I surrender the P-Card at his/her discretion.
- 12. I agree to comply with any changes to these terms and conditions or policies and procedures that OJRSA issues.

Certification

The following individuals certify that they have reviewed the P-Card Policy and agree that they will abide by all OJRSA policies, procedures and requirements pertaining to P-Cards.

Cardholder Signature: _____ Date: _____

Purchasing Card
Coordinator Signature: _____ Date: _____

Print Name: _____

SAMPLE
Obtain Copy from
Purchasing Card
Coordinator or
Executive Director
(this form subject to
change as
necessary)

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APPENDIX D – PURCHASING CARD MISSING RECEIPT AFFIDAVIT

NOTE: The form in APPENDIX D is subject to change based on needs within the agency and may be updated with the approval of the Executive Director. Such a change is not considered as a substantive change to this Policy. Obtain up-to-date copy of form from Purchasing Card Coordinator or Executive Director.



OCCONEE JOINT REGIONAL SEWER AUTHORITY
Department of Administration and Finance

Purchasing Card Missing Receipt Affidavit

Employee Name: _____

Purchasing Card Number (last four digits): _____

Vendor Name: _____

Transaction Date: _____

Transaction Amount: _____

Transaction Description:

Account Coding: _____

Reason Receipt is Missing:

I, the undersigned, certify that I (a) have made reasonable attempts to locate the above-referenced receipt and (b) that this expense will not be submitted again in the future to OJRSA or any other organization for reimbursement or tax purposes.

Employee Signature: _____

Date: _____

Director/Manager Approval: _____

Date: _____

Executive Director Approval: _____

Date: _____



RESOLUTION 2024-12

Amendment of the Procurement and Property Disposal Policy

A RESOLUTION AMENDING THE PROCUREMENT AND PROPERTY DISPOSAL POLICY OF THE OCONEE JOINT REGIONAL SEWER AUTHORITY; AND OTHER MATTERS RELATED THERETO.

NOW, THEREFORE, BE IT RESOLVED by the Oconee Joint Regional Sewer Authority Commission (the "Commission"), the governing body of the Oconee Joint Regional Sewer Authority, South Carolina ("OJRSA") in a meeting duly assembled as follows:

Section 1 Findings. The Commission hereby makes the following findings of fact in connection with the adoption of this resolution (this "Resolution"):

- A. In providing for the management and control of OJRSA, the Commission adopted a formal policy regarding procurement and property disposal (the "Procurement Policy") on February 5, 2024.
- B. The Commission has since determined it is in the best interest of OJRSA to amend and restate a portion of the Procurement Policy as set forth in this Resolution (the "Amendment").

Section 2 Amendment of the Procurement Policy. In accordance with the findings above, the Commission hereby amends and restates Section 6.2.3 of the Procurement Policy as follows (underlining shows added language for illustrative purposes only; ~~strike-through~~ shows removed language for illustrative purposes only):

Section 6.2.3 Changes to Contracts (Change Orders) and Fiscal Responsibility

The Procurement Officer or his/her Designee shall be allowed to approve and pay for Change Orders which do not alter the original scope or intent of the project, and which do not exceed the previously approved project budget, including project contingency if so included. The Executive Director will promptly notify the Board of all Change Orders over one twenty-five thousand dollars (\$25,000). ~~However~~ Every Contract Modification, Change Order, or contract price adjustment under a Construction contract with OJRSA in excess of the total project budget or the total contract budget one hundred thousand dollars (\$100,000) shall be approved by the Board after receiving a report from the Procurement Officer as to the effect of the Contract Modification, Change Order, or contract price adjustment ~~on the total project budget or the total contract budget.~~ Change Orders which do not alter the original scope or intent of the project and result in a reduction of the total project cost do not require Board notice or approval.

Section 3 Effective Date. The Amendment is effective immediately upon the adoption of this Resolution. All resolutions or policies (including former financial policies) that are in conflict with the provisions of this Resolution or the Procurement Policy are hereby repealed to the extent of the conflict or inconsistency or in their entirety where the conflict or inconsistency is not severable from such document.

DONE AND ADOPTED by the Oconee Joint Regional Sewer Authority Board of Commissioners, Seneca, South Carolina on this 3rd day of June 2024.

Attest: _____

Brian Ramey, Chair
OJRSA Board of Commissioners

Lynn Stephens, Secretary/Treasurer
OJRSA Board of Commissioners -and-
OJRSA Office Manager

Approved as to form:

Date: _____

Larry Brandt, OJRSA Attorney

<seal>

I-85 CORRIDOR SEWER EXPANSION PROJECT-OJRSA

CONTRACTOR: MOORHEAD CONSTRUCTION COMPANY ENGINEER: DAVIS & FLOYD, INC.

DATE: MAY 29, 2024

COUNCIL BRIEFING/UPDATE -

CONTRACTOR HAS INSTALLED ALL GRAVITY SEWER, FORCE MAIN AND SERVICES. APPROXIMATELY 44 SEWER SERVICES HAVE BEEN INSTALLED.

THE FORCE MAINS HAVE BEEN PRESSURE TESTED. AIR TESTING OF GRAVITY SEWER MANHOLES IS COMPLETED WITH DEFLECTION TESTING REMAINING.

RESTORATION OF DRIVEWAY PATCHES AND OTHER PAVEMENT RESTORATION WORK IS UNDERWAY, BUT NOT COMPLETED. GRASSING/SEEDING OF PROJECT AREAS IS NOT COMPLETE.

INSTALLATION OF NEW PUMP STATIONS AT THE WELCOME CENTER AND BROOMWAY LANE IS COMPLETE WITH GENERATORS INSTALLED AND ELECTRICAL TESTING COMPLETE. PUMPS AND GENERATORS NEED TO BE STARTED UP AND TESTED.

ORIGINAL CONTRACT AMOUNT: \$12,311,447.00

ISSUED CHANGE ORDERS (NOS. 1 & 2): (\$500,831.75)

CURRENT CONTRACT AMOUNT: \$11,810,615.25

APPROXIMATE VALUE OF WORK INSTALLED THROUGH END OF APRIL 2024: \$9,961,878.97 OR 84% OF CURRENT CONTRACT AMOUNT. ACTUAL COMPETION AS OF MAY IS ESTIMATED AT OVER 90% COMPLETE.

THE CONTRACTOR IS SCHEDULED TO BE COMPLETE BY THE END OF JUNE 2024.



I-85 CORRIDOR SEWER EXPANSION UPDATE

MAY 29, 2024

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OCONEE JOINT REGIONAL SEWER AUTHORITY

Finance & Administration Committee

May 21, 2024

The Finance & Administration Committee meeting was held at the Coneross Creek Wastewater Treatment Plant.

Commissioners that were present:

- Seat 5 (Walhalla): Celia Myers, Chair
- Seat 2 (Seneca): Scott Moulder
- Seat 4 (Seneca At-Large): Marty McKee
- Seat 8 (Westminster): Kevin Bronson

Commissioners that were not present:

- None. All Commissioners were in attendance.

OJRSA appointments and staff present were:

- Chris Eleazer, Executive Director
- Amanda Kelley, Records Clerk (served as secretary/treasurer for this meeting)

Others present were:

- None

A) Call to Order - Ms. Myers called the meeting to order at 9:04 a.m.

B) Public Session – None.

C) Presentation and Discussion Items:

- **Update on Current Projects** – Mr. Eleazer stated that in Exhibit A, projects are moving along with no delays. Mr. Eleazer said on the third page, the Consent Order project funded by SCIIP is in Columbia for RIA to review (Project 2024-08) before it can go out to bid. Mr. Bronson asked what this project was to serve. Mr. Eleazer explained the location and the work being done on the south side of Westminster. Mr. McKee asked about a project listed on the first page that had an item stricken and replaced with other text. Mr. Eleazer said a bypass port was installed instead of a 3-way valve at the Millbrook Pump Station.

D) Committee Action Items:

- **Review March and Fiscal Year-to-Date Financial Reports (Exhibit B)** – Mr. Eleazer stated that Lynn Stephens [OJRSA Office Manager and Secretary/Treasurer to the Board] had emailed the April Financial Report to the board on May 8, and we are in good financial shape. Mr. Bronson stated that user fees are on track at 8% per month and impact fees have done well. Mr. Eleazer said we have received more projects moving forward this year than anticipated and there are several more in the review phase.

Mr. Bronson made a motion, seconded by Mr. Moulder, to approve the April 2024 Financial Reports. The motion carried.

E) Action Items to Recommend to the Board:

1. **Consider OJRSA Purchasing Card (“P-Card”) Policy (Exhibit C)** – The Director asked the committee members to consider a 13-page P-Card Policy by Pope Flynn, as recommended as a separate policy from the Procurement and Property Disposal Policy.

Mr. Bronson made a motion, seconded by Mr. Moulder, to approve the P-Card Policy by Pope Flynn. The motion carried.

2. **Approve Amendment of the OJRSA Procurement and Property Disposal Policy (Exhibit D)** – This draft resolution by Pope Flynn corrects an error in the change order for projects as stated in Section 6.2.3. If approved by the board, the policy will incorporate only this correction into the document.

Mr. Bronson made a motion, seconded by Mr. Moulder, to approve the P-Card Policy by Pope Flynn. The motion carried.

F) Executive Director’s Report and Discussion:

1. **Procurement Item** – Mr. Eleazer stated a matter took place where a roll-up door (that was not an immediate safety or security matter) needed to be replaced. An employee got a quote that was under \$5,000 to replace the door. As the door was being installed, an electric motor was added to the purchase which brought the cost of the door to \$5,800. Mr. Eleazer spoke with counsel and they recommended creating a memorandum to attach to the purchase order and bringing it to the board or committee to explain what happened. Staff have been trained.

2. **Consider Alternate Date, if Necessary, for June 2024 F&A Committee Meeting** – Mr. Eleazer will be on vacation when the next two committees meet and asked if the F&A Committee would like to reschedule the June meeting. Ms. Myers asked if there are any agenda items. Mr. Eleazer replied that there were not.

Mr. Moulder made a motion, seconded by Mr. Bronson, to cancel the next Finance & Administration Meeting. The motion carried.

3. **Miscellaneous (if any)** – Mr. Eleazer stated there is revision to the Employee Handbook coming but will not bring it to the board until the next committee meeting so that the committee has an opportunity to review and discuss before taking to the board for vote.

G) Committee Members’ Discussion – Mr. Eleazer stated there will be a Special Called Meeting tomorrow from 3:30pm until 5pm. Mr. Bronson said Katherine Amidon sent out an agenda this morning. Mr. Eleazer said the meeting will discuss four large, big picture scenarios about the future of OJRSA to the stakeholders but that it is not to be considered final as there is still more work to do by the consultants.

H) Upcoming Meetings:

1. **Special Meeting: Oconee County and Western Anderson County Sewer Master Plan Stakeholders Meeting** – May 22, 2024 at 3:30 p.m.

To be held at the Seneca Light & Water Lake Keowee Water Treatment Plant, 630 Northampton Road, Seneca, South Carolina. This meeting may have a quorum of the OJRSA Board or a standing committee in attendance; however, action will not be taken as this meeting is for information purposes only. As this is a presentation and discussion for a specific project, there will not be an opportunity for the public to provide comments or ask questions at this meeting.

2. **Board of Commissioners** – Monday, June 3, 2024 at 4:00 p.m.
3. **Operations & Planning Committee** – TBD at 8:30 a.m.
4. **Finance & Administration Committee** – Cancelled.

I) Adjourn – The meeting adjourned at 9:21 a.m.

Notification of the meeting was distributed on May 9, 2024 to *Upstate Today*, *Anderson Independent-Mail*, *Westminster News*, *Keowee Courier*, WGOG Radio, WSNW Radio, City of Seneca Council, City of Walhalla Council, City of Westminster Council, Oconee County Council, SC DHEC, www.ojrsa.org, and posted at the OJRSA Administration Building.



Finance & Administration Committee Meeting

OJRSA Operations & Administration Building

Lamar Bailes Board Room

May 21, 2024 at 9:00 a.m.

Agenda

- A. **Call to Order** – Celia Myers, Committee Chair
- B. **Public Session** – Receive comments relating to topics on this agenda. Session is limited to a maximum of 30 minutes with no more than 5 minutes per speaker.
- C. **Presentation and Discussion Items** *[May include Vote and/or Action on matters brought up for discussion]*
 - Update on current projects (Exhibit A) – Chris Eleazer, Director
- D. **Committee Action Items**
 - Review April and Fiscal Year-to-Date Financial Reports (Exhibit B) – Chris Eleazer, Director and Lynn Stephens, OJRSA Secretary/Treasurer and Office Manager
- E. **Action Items to Recommend to the Board**
 1. Consider OJRSA Purchasing Card (“P-Card”) Policy (Exhibit C) – Chris Eleazer, Director
 2. Approve amendment of the OJRSA Procurement and Property Disposal Policy (Exhibit D) – Chris Eleazer, Director
- F. **Executive Director’s Report and Discussion** – Chris Eleazer, Director
 1. Procurement item
 2. Consider alternate date, if necessary, for June 2024 F&A Committee meeting
 3. Miscellaneous *(if any)*
- G. **Committee Members’ Discussion** – Committee Chair
Discussion can be related to matters addressed in this meeting or for future consideration by this Committee. Voting is not permitted during this session.
- H. **Upcoming Meetings** *All meetings to be held in the Lamar Bailes Board Room unless noted otherwise.*
 - Special Meeting: Oconee County and Western Anderson County Sewer Master Plan Stakeholders Meeting – May 22, 2024 at 3:30 p.m. *To be held at the Seneca Light & Water Lake Keowee Water Treatment Plant, 630 Northampton Road, Seneca, South Carolina. This meeting may have a quorum of the OJRSA Board or a standing committee in attendance; however, action will not be taken as this meeting is for information purposes only. As this is a presentation and discussion for a specific project, there will not be an opportunity for the public to provide comments or ask questions at this meeting.*
 - Board of Commissioners – June 3, 2024 at 4:00 p.m.
 - Operations & Planning Committee – TBD at 8:30 a.m.
 - Finance & Administration Committee – TBD at 9:00 a.m.
- I. **Adjourn**

O&M Project (Project Number (if applicable); PM) <u>CANNOT CARRY OVER TO NEXT FISCAL YEAR WITHOUT BUDGET APPROVAL</u>		Approx % Complete	Anticipated Completion	PO/Contract Amount (\$)	O&M PROJECT MILESTONES				Obligated/ Spent (\$)	Budget Remaining (\$)	GL Code (XXXXX = get from Office Mgr)	Comp. Performing (and Project Mgr)
					Bids/RFQ/etc. Issue/Advertised	Req/Contract Signed	Started Work	Completed				
FY 2023 O&M Fund Projects Consent Order Engineering and Assessment Tasks	Consent Order 21-025-W Project: Sewer Use Regulation Revision and Adoption (CE)	100%	6/30/2023	N/A	N/A	N/A	1/26/2022	9/11/2023	0	0	N/A	Michael Traynham OJRSA Counsel
	Consent Order 21-025-W Project: Biannual Report (CE)	100%	5/9/2024	0	N/A	N/A	4/16/2024	5/10/2024	0	0	N/A	Chris Eleazer OJRSA
	CCTV for CMOM/Consent Order YEAR 2 (#2024-04; KL)	100%	12/15/2023	117,010	7/31/2023	10/11/2023	10/11/2023	12/4/2023	127,591	(10,581)	ConSys: Prof Svcs 601-02430	David Blizzard Blizzard Consulting
	Engineering Projects WKD TO#10 (PS Evals: CON/PERK/MART/CHOE) (KL, CE)	100%	8/30/2023	5,106	9/28/2022	12/19/2022	1/17/2023	10/6/2023	5,106	0	ConSys: Prof Svcs 601-02430	WK Dickson Joe Swaim
	Engineering Projects WKD TO#11 (COLSYS Eval of FY 2023 CCTV/SSES) (KL, CE)	100%	8/30/2023	4,580	9/28/2022	1/3/2023	1/17/2023	8/11/2023	4,580	0	ConSys: Prof Svcs 601-02430	WK Dickson Joe Swaim
	Engineering Projects WKD TO#9 (COLSYS Inspect Report/Recommend) (KL, CE)	100%	8/30/2023	18,590	9/28/2022	1/3/2023	1/17/2023	8/1/2023	8,555	10,035	ConSys: Prof Svcs 601-02430	WK Dickson Joe Swaim
	GIS Improvements -- Easement Importation (CE)	90%	12/1/2023	13,200	N/A	9/12/2023	10/3/2023		3,468	9,732	Admin: Admin Svcs 501-02420	Weston & Sampson Jason Gillespie
	Hydraulic Model Update (CE)	100%	1/30/2023	45,000	2017 Project Continued	2017 Project Continued	8/1/2022	7/14/2023	31,600	13,400	ConSys: Prof Svcs 601-02430	Will Nading GMC
	Install Fence and Gate at GCCP PS (MD)	100%	N/A	N/A	N/A	N/A	N/A	N/A	0	0	Contr Svcs: Bldg Grnd 1201-02550	Jamie Gilbert OEA
	Install Radar Level Indicators and Repair Pipes on Digesters (MD)	100%	2/1/2024	5,680	1/3/2024	1/3/2024	1/3/2024	1/10/2024	5,680	0	WRF: R&M 701-03000	Mark Dain OJRSA
	NPDES Permit Renewal Phase 2 (JM, KL)	100%	6/30/2024	17,350	4/19/2022	8/22/2022	7/1/2022	1/29/2024	17,350	0	WRF: Prof Svcs 701-02430	Goldie Associates Amy Anderson
	PAA Study Phase 3 (30 day full scale test) (KL, JM)	100%	2/30/2023	20,750	4/1/2022	8/2/2023	8/2/2023	12/15/2023	20,750	0	WRF: Prof Svcs 701-02430	Goldie Associates Bob Schmitt
	Paving Around Solids Pad and Dewatering Building (JM)	0%	TBD	TBD	ON HOLD - HIGH BIDS	ON HOLD - HIGH BIDS	ON HOLD - HIGH BIDS	ON HOLD - HIGH BIDS	0	0	WRF: Bldgs Grnds 701-02550	TBD
	Install Bypass Replace 3-way Valve at Millbrook PS (MD)	100%	2/2/2024	14,745	9/29/2023	10/5/2023	1/22/2024	1/23/2024	14,745	0	ConSys: Millbrook PS 601-05110	Cove Utilities Jeff Caffary
	Replace/Paint Walkway Handrails (JM)	75%	5/31/2024	12,500	N/A	N/A	4/3/2024		371	12,129	WRF: Bldgs Grnds 701-02550	OJRSA Johnny McCall
	Seneca Creek Pump Station and Force Main Replacement Design (#2023-05; CE, KL)	95%	6/1/2023	339,400	Took over from SL&W	8/17/2022	8/16/2022		317,575	21,825	O&M CIP: ConSys 1401-06071	GMC Michael Knapp
	Streambank & Easement Repairs (KL)	95%	6/30/2024	40,000	N/A	N/A	7/3/2023		31,118	8,882	Consys: Grav & FM 601-05230	OJRSA ConSys Michael McClain
	Transformer/Switchgear Cleaning and Inspection at Pump Stations (MD)	100%	12/15/2023	0	N/A	N/A	N/A	N/A	0	0	ConSys: Prof Svcs 601-02430	Instel Stewart Reynolds
	Transformer/Switchgear Cleaning and Inspection at WRF (MD)	100%	12/15/2023	8,000	N/A	N/A	12/6/2023	12/6/2023	8,500	(500)	WRF: Prof Svcs 701-02430	Instel Stewart Reynolds
	H2S Control Investigation at Martin Creek PS/FM (KL)	20%	6/30/2024	22,500	TBD	TBD	2/14/2024		0	22,500	WRF: Prof Svcs 701-02430	Morgan Young Garver
Consent Order - General Services (#2024-09; CE)	N/A	N/A	N/A for FY 2024	N/A	4/22/2024			0	0	ConSys: Prof Svcs 601-02430	Joe Swaim WK Dickson	
Utility Water Engineering Assessment (JM, KL)	75%	5/31/2024	21,000	11/17/2023	1/22/2024	2/29/2024		2,190	18,810	WRF: Prof Svcs 701-02430	Weston & Sampson Jason Gillespie	
Seneca Creek Force Main Replacement Constr Administration/Inspect (#2023-05; CE, KL)	0%	FY 2025 TBD	FY 2025 140,000	N/A	4/29/2024			0	0	O&M CIP: ConSys 1401-06071	GMC Michael Knapp	
705,411				TOTAL FUNDS OBLIGATED/ACTUAL TO DATE:				599,179	-106,232	TOTAL AWARDED BUDGET REMAINING		

FY2024 O&M Fund Projects

5/15/2024 15:45

O&M Project <i>(Project Number (if applicable); PM)</i> <u>CANNOT CARRY OVER TO NEXT FISCAL YEAR WITHOUT BUDGET APPROVAL</u>	Notes
Consent Order 21-025-W Project: Sewer Use Regulation Revision and Adoption <i>(CE)</i>	7/10: Presented to OJRSA Board for consideration. Plan to approve for public notice at 8/7 Board meeting. 8/7: Board approved for public notice. Hearing scheduled for 9/11. 9/11: Board approved after receiving no public comments. COMPLETE .
Consent Order 21-025-W Project: Biannual Report <i>(CE)</i>	DUE TO DHEC EVERY SIX MONTHS. Reports submitted: 11/14/2021, 5/9/2022, 11/10/2022, 5/9/2023, 11/9/2023. 5/10: COMPLETE and submitted on its due date of 5/10/2024. Next due 11/10/2024.
CCTV for CMOM/Consent Order YEAR 2 <i>(#2024-04; KL)</i>	10/11: Mobilized and began work. 10/16: Has completed 4 line segments, very little sediment and issues found so far. 11/13: Have 2 segments left to CCTV then finished. 11/17: Completed field work, still owes evaluation and CCTV footage. 12/15: COMPLETE .
Engineering Projects WKD TO#10 (PS Evals: CON/PERK/MART/CHOE) <i>(KL, CE)</i>	For SCIP Match. CONTINUATION OF FY 2023 PROJECT (Spent FY 2023: \$64,894 of \$70,000). 9/5: KL and MD reviewing. 9/15: KL sent comments to WK Dickson. 10/6: Received report. KL confirmed it is complete. COMPLETE .
Engineering Projects WKD TO#11 (COLSYS Eval of FY 2023 CCTV/SSSES) <i>(KL, CE)</i>	For SCIP Match. CONTINUATION OF FY 2023 PROJECT (Spent FY 2023: \$36,920 of \$41,500). 8/11: COMPLETE .
Engineering Projects WKD TO#9 (COLSYS Inspect Report/Recommend) <i>(KL, CE)</i>	For SCIP Match. CONTINUATION OF FY 2023 PROJECT (Spent FY 2023: \$30,410 OF \$49,000). 9/5: COMPLETE . This was used to go out for bid that was awarded to Tugaloo.
GIS Improvements -- Easement Importation <i>(CE)</i>	12/15: Working with L Brandt's office to locate missing easements (if they are indeed missing, otherwise no easements exist for several sewers within system) 2/16: Met with consultant and they showed the system. Looks very good. Nearing end of project.
Hydraulic Model Update <i>(CE)</i>	FY 2023 project that was finalized in early FY 2024. 6/8: Received draft report. 7/14: COMPLETE
Install Fence and Gate at GCCP PS <i>(MD)</i>	9/29: J Gilbert mentioned at OEA meeting they will be installing. 10/3: Emailed J Gilbert and Kyle. JG responded and said they're taking care of it and no assistance is needed from OJRSA. Considered COMPLETE .
Install Radar Level Indicators and Repair Pipes on Digesters <i>(MD)</i>	11/13: Still waiting. Have repaired pipes. 12/15: Negotiating prices, expect to order next week. 1/2: Got quote today. 1/16: Equipment has arrived from Clearwater. COMPLETE
NPDES Permit Renewal Phase 2 <i>(JM, KL)</i>	<u>Continued from Phase 1 FY 2023.</u> 1/16: KL going over to Goldie to enter info into ePermitting once OJRSA approves of draft. 1/29: Application submitted to DHEC. COMPLETE
PAA Study Phase 3 (30 day full scale test) <i>(KL, JM)</i>	CONTINUATION OF FY 2023 PROJECT (Spent FY 2023: \$29,250). 11/13: Goldie having to now do toxicity. Should be finished by end of month. 12/15: COMPLETE . Passed all criteria. Goal is to have it included in next NPDES permit.
Paving Around Solids Pad and Dewatering Building <i>(JM)</i>	10/16: Spoke with King, waiting to hear from Doug. 11/13: King finally showed up. Came in substantially over budget. ON HOLD. 2/15: KL talking with another paving company to see what their price will be. 3/15: Can't get the other company to come over.
Install Bypass Replace 3-way Valve at Millbrook PS <i>(MD)</i>	10/3: Got back quote, it's within budget. Now will work on scheduling. MD gathering parts. 10/5: Authorized Cove to perform work. 10/16: Waiting on parts. 11/13: Still waiting on parts. 12/15: Scheduled for 1/24/2024. 1/24: COMPLETE . Waiting on invoice.
Replace/Paint Walkway Handrails <i>(JM)</i>	1/2: Sherwin Williams said we will have to wait until temps are above 60. 3/15: JM going to wait until April to start. 4/2: Will begin this week. 5/15: Painted mix box, tank containment, and some of walkway. Need more paint.
Seneca Creek Pump Station and Force Main Replacement Design <i>(#2023-05; CE, KL)</i>	4/18: Obtained easement for Lewis property. 8/22: Signed agreement with Fountain Res. Properties LLC 4/29: Signed agreement with GMC for const admin/inspection REIMBURSABLE by FRP. 5/2: Delivered check to Lewis for easement.
Streambank & Easement Repairs <i>(KL)</i>	1/16: Repaired at MH 451 (9 total). 2/8: Had to perform emergency repair related to 2/6 SSO. 3/15: Had to purchase a lot to repair trench where 2/6 SSO occurred. Still have more to do on this project. 5/15: West Union SSO site completed.
Transformer/Switchgear Cleaning and Inspection at Pump Stations <i>(MD)</i>	8/17: Need to schedule. 9/5: MD called Instel to set up schedule 10/3: Scheduled for 12/6-7. 12/15: Not needed because all transformers are owned by Blue Ridge Electric Co-op and it is their responsibility to maintain these, not ours. COMPLETE
Transformer/Switchgear Cleaning and Inspection at WRF <i>(MD)</i>	8/17: Need to schedule. 9/5: MD called Instel to set up schedule 10/3: Scheduled for 12/6-7. 12/6: COMPLETE . Will need to budget to correct deficiencies found during inspection.
H2S Control Investigation at Martin Creek PS/FM <i>(KL)</i>	Added 2/14/2024 to address H2S and odors associated with Martin Creek PS/FM in the Friendship Rd/Wells Hwy area. 4/30: Received Garver investigation summary from site visit. 5/15: Providing GIS info to Garver.
Consent Order - General Services <i>(#2024-09; CE)</i>	#2024-09. For general projects and investigations related to Consent Order. Funds may or may not be used during FY 2024.
Utility Water Engineering Assessment <i>(JM, KL)</i>	4/1: Continuing finalization of hydraulic model and developing concept for improvements. Will come on 4/24 with recommendations. 5/15: Presented recommendations and OJRSA provided feedback.
Seneca Creek Force Main Replacement Constr Administration/Inspect <i>(#2023-05; CE, KL)</i>	In FY 2025 O&M Budget - \$140,000. Reimbursible up to full amount by Fountain Residential Properties LLC per agreement. 5/7: Tyler Morgan (GMC) sent email from FRP saying they will likely begin sometime this summer.

								RESTRICTED FUND PROJECT MILESTONES							
Restricted Fund Projects (Project Manager)		OJRSA Project #	Approx % Complete	Anticipated Completion	OJRSA Funding Amount (\$)	Max Funding by Others (\$)	PO/Contract Amount (\$)	Bids/RFQ/etc. Issue/Advertised	PO/Contract Signed	Started Work	Completed	Obligated/ Spent (\$)	Budget Remaining (\$)	GL Code (XXXXX = get from Office Mgr)	
FY 2024 Restricted Funds Capital Projects <i>Projects may carry across budget years</i>	Oconee County & Western Andeson County Sewer Master Plan (CE)	2022-01	70%	6/3/2024	217,800	100,000	317,800	N/A	8/9/2023	9/12/2023		118,190	199,610	PROJ & CONT 1501-09007	
	Consent Order SSES/Rehab 2022 CONSTRUCTION SCIIP MATCH (CE, KL)	2024-02	95%	4/30/2024	351,291	0	351,291	7/28/2023	10/17/2023	12/4/2023		278,812	72,479	PROJ & CONT 1501-09008	
	Consent Order SSES/Rehab 2023 ENGINEERING SCIIP MATCH (CE, KL)	2024-08	70%	8/31/2025	398,000	0	398,000	N/A	9/15/2023	10/3/2023		126,295	271,705	PROJ & CONT 1501-09009	
	Consent Order SSES/Rehab 2023 CONSTRUCTION SCIIP GRANT (CE, KL)		0%	8/31/2025	0	5,062,475	TBD	TBD				0	0	PROJ & CONT 1501-TBD	
	Dewatering Equipment Replacement ENGINEERING SCIIP MATCH (KL)	2024-06	30%	PHASE II 6/30/2026	73,200	367,100	440,300	9/15/2023	12/19/2023	1/11/2024		80,150	360,150	PROJ & CONT 1501-09011	
	Dewatering Equipment Replacement CONSTRUCTION SCIIP GRANT (KL)		0%	TBD	0	2,432,900	TBD	MUST	COMPLETE	ENGINEERING	FIRST	0	0	PROJ & CONT 1501-TBD	
	Exit 4/Oconee Manufacturing Park PS/Sewer ENGINEERING (CE)	TBD	90%	TBD	0	0	N/A OCONEE CO PROJ	N/A OCONEE CO PROJ	N/A OCONEE CO PROJ	Sometime in 2022		0	0	TBD	
	Flat Rock PS Replacement ENGINEERING/CONST SVCS SCIIP MATCH (CE)	2022-03	67%	10/23/2024	177,800	0	177,800	2/14/2022	7/5/2055	7/1/2022		118,653	59,147	PROJ & CONT 1501-09005	
	Flat Rock PS Replacement CONSTRUCTION SCIIP GRANT (CE)		30%	9/30/2024	0	1,307,308	1,307,308	6/7/2023	8/29/2023	3/25/2024		408,240	899,068	PROJ & CONT 1501-09005	
	Regional Sewer Feasibility Study RIA GRANT (CE)	2024-01	75%	11/29/2024	0	100,000	100,000	5/26/2023	10/10/2023	11/8/2023		66,719	33,281	PROJ & CONT 1501-09010	
	Sewer South Phase II ENG/INSPECT SVCS COUNTY FUNDED (CE)	2019-XX	65%	6/30/2024	0	480,850	480,850	Inherited from Oconee Co	5/4/2023	5/4/2023		256,155	224,695	SSF: CIP 1401-06050	
	Sewer South Phase II CONSTRUCTION EDA/RIA/COUNTY FUNDED (CE)	2023-06	65%	6/30/2024	0	12,311,447	11,843,452	9/27/2022	3/23/2023	6/1/2023		8,391,186	3,452,266	SSF: CIP 1401-06050	
	Thickener Sludge Pump (P-113), Including Install (MD)	OJRSA Internal	100%	5/30/2023	29,571	0	29,571	8/1/2022	12/13/2023	6/29/2023	8/4/2023	37,949	(8,378)	PROJ & CONT 1501-09002	
			0%									0	0		
		0%									0	0			
					1,247,662	22,162,080	15,446,372	TOTAL RESTRICTED FUNDS OBLIGATED/ACTUAL TO DATE:					9,882,349	-5,564,023	TOTAL AWARDED BUDG

Restricted Fund Projects <i>(Project Manager)</i>	Comp. Performing (and Project Mgr)	Notes
Oconee County & Western Andeson County Sewer Master Plan <i>(CE)</i>	Weston & Sampson Kip Gearhart	To continue under #2022-01 (Southern Oconee/Western Anderson Sewer Master Plan). 4/1: Develop the planning report with public input results. 5/8: Meeting to present study results and high level recommendations.
Consent Order SSES/Rehab 2022 CONSTRUCTION SCIIP MATCH <i>(CE, KL)</i>	Tugalo Pipeline Ed Hare	Carryover from FY 2023 <i>OJRSA CONG: \$40,000</i> . 5/15: Nearly complete. Had to do additional concrete work on final repair but well within contingency budget (\$6,785.98). Seed/straw complete. Still have to repair 2 manholes they hit and damaged.
Consent Order SSES/Rehab 2023 ENGINEERING SCIIP MATCH <i>(CE, KL)</i>	WK Dickson Joe Swaim	3/6: WKD finalizing drawings and development of front end and specs documents. 4/3: Hoping to have to RIA for review for approval to bid within next 2-3 weeks, have some SCDOT comments to address. Hoping to begin construction around 8/2024. 5/13: DOT requested revised encorachment permit app. Signed and submitted.
Consent Order SSES/Rehab 2023 CONSTRUCTION SCIIP GRANT <i>(CE, KL)</i>	TBD	
Dewatering Equipment Replacement ENGINEERING SCIIP MATCH <i>(KL)</i>	KCI Technologies Tom Vollmar	3/21: RIA approved RFP for advertisement. 3/22: Advertised on website, SCBO, and paper. 3/28: Pre-submittal meeting. 4/1: Board authorized contract for engineering. 4/10: Deadline for inquiries 4/22: Submittal deadline 4/30: Interviews 5/6: Project award to Harper GC. 5/15: Waiting for RIA approval to execute Phase I agreement to Harper.
Dewatering Equipment Replacement CONSTRUCTION SCIIP GRANT <i>(KL)</i>	TBD	
Exit 4/Oconee Manufacturing Park PS/Sewer ENGINEERING <i>(CE)</i>	Thomas & Hutton Lee Brackett	3/15: A Brock mentioned several weeks ago that there may be a slight modification to the route of this; if so, OJRSA will need to review. 4/16: Received updated plans from T&S. 4/19: Sent T&S plan review letter. 5/15: Still waiting for response from T&S.
Flat Rock PS Replacement ENGINEERING/CONST SVCS SCIIP MATCH <i>(CE)</i>	KCI Technologies Tom Vollmar	11/13: Scheduled to begin construction in 3/2024 due to electrical/genset. 3/14: Mobilization scheduled to begin week of 3/15 and bypass pumping week of 4/1. 4/2: Bypass installed and operational 4/15: Pumps arriving today and progress meeting tomorrow.
Flat Rock PS Replacement CONSTRUCTION SCIIP GRANT <i>(CE)</i>	Cove Utilities Jeff Caffery	
Regional Sewer Feasibility Study RIA GRANT <i>(CE)</i>	WK Dickson Angie Mettlen	1/2: Meetings set up for later this month. 2/14: AM said all meetings with cities, county complete. On schedule. 4/15: To be presented at 8/5/2024 OJRSA Board meeting. 5/9: AM says they are in "report writing" phase.
Sewer South Phase II ENG/INSPECT SVCS COUNTY FUNDED <i>(CE)</i>	Davis & Floyd John Reynolds	10/6: County approved additional \$6,350 to survey access road. Contract total increased by this amount. 1/31: Pipe underneath lake complete and started work on pump stations. 2/28: On schedule. And we were able to obtain the additional easement that was necessary. 3/28: Still on schedule. Will finish gravity sewer soon.
Sewer South Phase II CONSTRUCTION EDA/RIA/COUNTY FUNDED <i>(CE)</i>	Kevin Moorhead Moorhead Construct	
Thickener Sludge Pump (P-113), Including Install <i>(MD)</i>	Greenstone Drew Goldie	<i>Carryover from FY 2023. Some costs may have been paid during previous FY.</i> 9/15: COMPLETE.

SET REMAINING

010 OJRSA FUND
 004 REVENUE
 00401 REVENUE

Revenue Report

Oconee Joint Rsa
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Level 4 Summary for April 2024

Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Current Pd Revenue	Curr Pct	Year To Date Revenue	YTD Pct	Budget Balance
010 OJRSA FUND								
004 REVENUE								
00401 REVENUE								
01770 CONNECTION FEES	\$0.00	\$0.00	\$0.00	\$2,145.20	0	\$6,381.01	0	(\$6,381.01)
01790 UNRESTRICTED INTEREST	\$2,500.00	\$0.00	\$2,500.00	\$951.84	38	\$61,153.14	2446	(\$58,653.14)
01800 SALE OF ASSETS	\$0.00	\$0.00	\$0.00	\$0.00	0	\$19,525.00	0	(\$19,525.00)
01830 HAULED WASTE SVCES	\$273,159.00	\$0.00	\$273,159.00	\$17,426.00	6	\$169,620.33	62	\$103,538.67
01840 OTHER REVENUE	\$16,750.00	\$0.00	\$16,750.00	\$8,063.46	48	\$34,435.95	206	(\$17,685.95)
01880 CAPACITY FEES	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
01910 USER FEES	\$5,662,336.00	\$0.00	\$5,662,336.00	\$409,967.94	7	\$4,677,962.65	83	\$984,373.35
Total Revenue	\$5,954,745.00	\$0.00	\$5,954,745.00	\$438,554.44	7	\$4,969,078.08	83	\$985,666.92
00801 PRETREATMENT								
01850 INDUSTRIES	\$175,932.00	\$0.00	\$175,932.00	\$11,867.44	7	\$145,271.47	83	\$30,660.53
Total Pretreatment	\$175,932.00	\$0.00	\$175,932.00	\$11,867.44	7	\$145,271.47	83	\$30,660.53
01101 IMPACT FEES								
01780 RESTRICTED INTEREST	\$1,400.00	\$0.00	\$1,400.00	\$33,549.26	2396	\$124,132.66	8867	(\$122,732.66)
01880 CAPACITY FEES	\$290,000.00	\$0.00	\$290,000.00	\$425,100.00	147	\$1,408,200.00	486	(\$1,118,200.00)
01930 UNUSED CAPACITY FEES	\$120,000.00	\$0.00	\$120,000.00	\$1,492.52	1	\$100,097.24	83	\$19,902.76
Total Impact Fees	\$411,400.00	\$0.00	\$411,400.00	\$460,141.78	112	\$1,632,429.90	397	(\$1,221,029.90)
01201 CONTRACT OPERATIONS								
01900 INTERGOV. REIMBURSEMENT	\$39,616.00	\$0.00	\$39,616.00	\$9,069.60	23	\$28,057.72	71	\$11,558.28
Total Contract Operations	\$39,616.00	\$0.00	\$39,616.00	\$9,069.60	23	\$28,057.72	71	\$11,558.28
01301 RETAIL SERVICES								
01780 RESTRICTED INTEREST	\$0.00	\$0.00	\$0.00	\$798.00	0	\$32,141.03	0	(\$32,141.03)
01821 GRANTS - SEWER SOUTH	\$6,659,875.00	\$0.00	\$6,659,875.00	\$2,224,572.32	33	\$7,483,863.84	112	(\$823,988.84)
01900 INTERGOV. REIMBURSEMENT	\$6,730,302.00	\$0.00	\$6,730,302.00	\$52,386.40	1	\$241,490.93	4	\$6,488,811.07
Total Retail Services	\$13,390,177.00	\$0.00	\$13,390,177.00	\$2,277,756.72	17	\$7,757,495.80	58	\$5,632,681.20
01501 CONTINGENCY FUND								
01780 RESTRICTED INTEREST	\$300.00	\$0.00	\$300.00	(\$782.12)	(261)	\$2,210.90	737	(\$1,910.90)
01840 OTHER REVENUE	\$9,799,975.00	\$0.00	\$9,799,975.00	\$0.00	0	\$0.00	0	\$9,799,975.00
Total Contingency Fund	\$9,800,275.00	\$0.00	\$9,800,275.00	(\$782.12)	0	\$2,210.90	0	\$9,798,064.10
Total REVENUE	\$29,772,145.00	\$0.00	\$29,772,145.00	\$3,196,607.86	11	\$14,534,543.87	49	\$15,237,601.13
Total OJRSA FUND	\$29,772,145.00	\$0.00	\$29,772,145.00	\$3,196,607.86	11	\$14,534,543.87	49	\$15,237,601.13
TOTAL ALL FUNDS	\$29,772,145.00	\$0.00	\$29,772,145.00	\$3,196,607.86	11	\$14,534,543.87	49	\$15,237,601.13

010 OJRSA FUND
 005 EXPENSES
 00501 ADMINISTRATION

Expenditure Report

Ocone Joint Rsa
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Level 4 Summary for April 2024

Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
010 OJRSA FUND									
005 EXPENSES									
00501 ADMINISTRATION									
01140 100% DEPRECIATION EXPENSE	\$1,178,823.00	\$0.00	\$1,178,823.00	8	\$982,352.50	83	\$0.00	\$196,470.50	17
01300 PAYROLL: SALARIES	\$1,110,027.00	\$0.00	\$1,110,027.00	8	\$834,060.20	75	\$0.00	\$275,966.80	25
01310 OVERTIME	\$33,582.00	\$0.00	\$33,582.00	13	\$26,480.99	79	\$0.00	\$7,101.01	21
01350 PAYROLL: FICA/MEDICARE WH	\$93,139.00	\$0.00	\$93,139.00	8	\$69,045.27	74	\$0.00	\$24,093.73	26
01380 PAYROLL: RETIREMENT	\$212,254.00	\$0.00	\$212,254.00	11	\$154,722.83	73	\$0.00	\$57,531.17	27
02200 COMMISSIONER EXPENSES	\$13,680.00	\$0.00	\$13,680.00	7	\$10,380.00	76	\$0.00	\$3,300.00	24
02220 GROUP INSURANCE	\$189,671.00	\$0.00	\$189,671.00	10	\$167,446.97	88	\$0.00	\$22,224.03	12
02240 WORKERS' COMPENSATION	\$23,400.00	\$0.00	\$23,400.00	0	\$17,954.00	77	\$0.00	\$5,446.00	23
02250 INSURANCE-PROPERTY/GENERAL	\$73,065.00	\$0.00	\$73,065.00	0	\$72,586.57	99	\$0.00	\$478.43	1
02260 EMPLOYEE WELLNESS	\$2,400.00	\$0.00	\$2,400.00	4	\$1,969.48	82	\$0.00	\$430.52	18
02270 UNIFORMS	\$28,130.00	\$0.00	\$28,130.00	5	\$17,725.19	63	\$0.00	\$10,404.81	37
02280 TRAVEL & POV MILEAGE	\$250.00	\$0.00	\$250.00	0	\$165.00	66	\$0.00	\$85.00	34
02290 AGENCY MEMBERSHIPS	\$11,665.00	\$0.00	\$11,665.00	26	\$6,850.00	59	\$0.00	\$4,815.00	41
02300 LICENSES/CERTIFS/MEMBERSHIPS	\$4,655.00	\$0.00	\$4,655.00	7	\$2,215.68	48	\$0.00	\$2,439.32	52
02310 SEMINARS/WKSHOPS & TRAINING	\$29,220.00	\$0.00	\$29,220.00	1	\$13,947.75	48	\$0.00	\$15,272.25	52
02320 EVENTS & MEETING EXPENSES	\$3,800.00	\$0.00	\$3,800.00	12	\$3,566.56	94	\$0.00	\$233.44	6
02340 PUBLIC RELATIONS & ADVERTISING	\$9,600.00	\$0.00	\$9,600.00	16	\$12,873.20	134	\$0.00	(\$3,273.20)	(34)
02360 MAILING/SHIPPING	\$600.00	\$0.00	\$600.00	0	\$367.36	61	\$0.00	\$232.64	39
02370 SAFETY EQUIPMENT	\$32,060.00	\$0.00	\$32,060.00	17	\$27,869.84	87	\$696.80	\$3,493.36	11
02380 OFFICE SUPPLIES	\$69,242.00	\$0.00	\$69,242.00	5	\$25,555.52	37	\$62.50	\$43,623.98	63
02390 JANITORIAL SUPPLIES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
02410 TECHNOLOGY: PHONES/INTERNET/TV	\$17,724.00	\$0.00	\$17,724.00	4	\$11,340.31	64	\$0.00	\$6,383.69	36
02420 ADMINISTRATION SERVICES	\$186,070.00	\$0.00	\$186,070.00	21	\$203,159.32	109	\$0.00	(\$17,089.32)	(9)
02440 O&M CONTINGENCY	\$60,000.00	\$0.00	\$60,000.00	0	\$0.00	0	\$0.00	\$60,000.00	100
02520 FUEL: VEHICLES & EQUIPMENT	\$37,000.00	\$0.00	\$37,000.00	0	\$24,315.21	66	\$0.00	\$12,684.79	34
02530 R&M: VEHICLES/TRAILERS/EQUIP	\$34,500.00	\$0.00	\$34,500.00	11	\$24,804.92	72	\$166.79	\$9,528.29	28
02560 FEES & PENALTIES	\$7,685.00	\$0.00	\$7,685.00	1	\$3,953.98	51	\$0.00	\$3,731.02	49
02590 ROLLING STOCK & EQUIPMENT	\$36,750.00	\$0.00	\$36,750.00	0	\$29,441.00	80	\$0.00	\$7,309.00	20
Total Administration	\$3,498,992.00	\$0.00	\$3,498,992.00	8	\$2,745,149.65	78	\$926.09	\$752,916.26	22
00601 CONVEYANCE SYSTEM									
02400 SUPPLIES/TOOLS	\$17,000.00	\$0.00	\$17,000.00	33	\$17,694.62	104	\$1,267.99	(\$1,962.61)	(12)
02401 MAINTENANCE TOOLS & SUPPLIES	\$13,000.00	\$0.00	\$13,000.00	6	\$7,648.10	59	\$782.55	\$4,569.35	35
02411 TECHNOLOGY: SCADA	\$20,500.00	\$0.00	\$20,500.00	0	\$11,629.88	57	\$0.00	\$8,870.12	43
02430 SERVICES: PROFESSIONAL/CONSULT	\$177,408.00	\$0.00	\$177,408.00	0	\$184,164.28	104	\$0.00	(\$6,756.28)	(4)
02450 CHEMICALS: SODIUM HYPOCHLORITE	\$20,593.00	\$0.00	\$20,593.00	17	\$18,079.36	88	\$0.00	\$2,513.64	12
02455 CHEMICALS: HERBICIDE/PESTICIDE	\$1,500.00	\$0.00	\$1,500.00	0	\$731.22	49	\$0.00	\$768.78	51
02490 ELECTRICITY	\$261,977.00	\$0.00	\$261,977.00	10	\$228,231.28	87	\$0.00	\$33,745.72	13
02500 WATER	\$8,950.00	\$0.00	\$8,950.00	11	\$8,337.38	93	\$0.00	\$612.62	7
02521 FUEL: GENERATORS	\$6,500.00	\$0.00	\$6,500.00	0	\$3,688.78	57	\$0.00	\$2,811.22	43

**010 OJRSA FUND
005 EXPENSES
00601 CONVEYANCE SYSTEM**

**Oconee Joint Rsa
Expenditure Report
Level 4 Summary for April 2024**

Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
02540 EQUIPMENT RENTALS	\$5,000.00	\$0.00	\$5,000.00	15	\$2,182.50	44	\$0.00	\$2,817.50	56
02550 BUILDINGS & GROUNDS	\$16,500.00	\$0.00	\$16,500.00	2	\$5,976.61	36	\$11.41	\$10,511.98	64
02590 ROLLING STOCK & EQUIPMENT	\$244,884.00	\$0.00	\$244,884.00	0	\$223,226.81	91	\$0.00	\$21,657.19	9
04000 FLOW MONITOR STAS	\$600.00	\$0.00	\$600.00	0	\$0.00	0	\$0.00	\$600.00	100
05000 PUMP STATIONS	\$178,600.00	\$0.00	\$178,600.00	2	\$48,924.69	27	(\$31.80)	\$129,707.11	73
05010 PUMP STATIONS: CANE PS	\$0.00	\$0.00	\$0.00	0	\$953.31	0	(\$171.87)	(\$781.44)	0
05020 PUMP STATIONS: CHOESTOE A PS	\$0.00	\$0.00	\$0.00	0	\$1,072.29	0	\$0.00	(\$1,072.29)	0
05030 PUMP STATIONS: CONEROSS PS	\$0.00	\$0.00	\$0.00	0	\$110.97	0	\$0.00	(\$110.97)	0
05050 PUMP STATIONS: DAVIS CRK 1 PS	\$0.00	\$0.00	\$0.00	0	\$10,497.18	0	\$0.00	(\$10,497.18)	0
05060 PUMP STATIONS: DAVIS CRK 2 PS	\$0.00	\$0.00	\$0.00	0	(\$4,741.14)	0	\$0.00	\$4,741.14	0
05070 PUMP STATIONS: FLAT ROCK PS	\$0.00	\$0.00	\$0.00	0	\$2,197.92	0	\$0.00	(\$2,197.92)	0
05090 PUMP STATIONS: ISS PS	\$0.00	\$0.00	\$0.00	0	\$94.45	0	\$0.00	(\$94.45)	0
05100 PUMP STATIONS: MARTIN CREEK PS	\$0.00	\$0.00	\$0.00	0	\$3,109.07	0	\$0.00	(\$3,109.07)	0
05110 PUMP STATIONS: MILLBROOK PS	\$0.00	\$0.00	\$0.00	0	\$25,474.40	0	\$0.00	(\$25,474.40)	0
05120 PUMP STATIONS: PELHAM CREEK PS	\$0.00	\$0.00	\$0.00	0	\$510.24	0	\$0.00	(\$510.24)	0
05130 PUMP STATIONS: PERKINS PS	\$0.00	\$0.00	\$0.00	0	\$13,828.68	0	\$0.00	(\$13,828.68)	0
05140 PUMP STATIONS: SENECA PS	\$0.00	\$0.00	\$0.00	0	\$1,151.66	0	\$0.00	(\$1,151.66)	0
05150 PUMP STATIONS: SPEEDS PS	\$0.00	\$0.00	\$0.00	0	\$608.53	0	\$0.00	(\$608.53)	0
05160 PUMP STATIONS: WEXFORD PS	\$0.00	\$0.00	\$0.00	0	\$115.61	0	\$0.00	(\$115.61)	0
05230 GRAVITY SEWER & FORCE MAINS	\$76,000.00	\$0.00	\$76,000.00	15	\$74,683.66	98	\$8,305.00	(\$6,988.66)	(9)
Total Conveyance System	\$1,049,012.00	\$0.00	\$1,049,012.00	5	\$890,182.34	85	\$10,163.28	\$148,666.38	14
00701 WRF OPERATIONS									
02400 SUPPLIES/TOOLS	\$8,000.00	\$0.00	\$8,000.00	0	(\$107.70)	(1)	\$181.90	\$7,925.80	99
02411 TECHNOLOGY: SCADA	\$13,500.00	\$0.00	\$13,500.00	0	\$15,005.13	111	\$0.00	(\$1,505.13)	(11)
02430 SERVICES: PROFESSIONAL/CONSULT	\$217,790.00	\$0.00	\$217,790.00	1	\$53,519.81	25	\$0.00	\$164,270.19	75
02451 CHEMICALS: CHLORINE	\$60,242.00	\$0.00	\$60,242.00	0	\$29,439.18	49	\$0.00	\$30,802.82	51
02452 CHEMICALS: POLYMER	\$66,450.00	\$0.00	\$66,450.00	10	\$43,192.61	65	\$0.00	\$23,257.39	35
02454 CHEMICALS: SODIUM BISULFITE	\$21,474.00	\$0.00	\$21,474.00	0	\$11,462.84	53	\$12,006.51	(\$1,995.35)	(9)
02457 CHEMICALS: OTHER	\$8,500.00	\$0.00	\$8,500.00	0	\$3,633.57	43	\$0.00	\$4,866.43	57
02470 GARBAGE	\$2,024.00	\$0.00	\$2,024.00	1	\$247.50	12	\$0.00	\$1,776.50	88
02480 NATURAL GAS	\$2,520.00	\$0.00	\$2,520.00	0	\$1,075.72	43	\$0.00	\$1,444.28	57
02490 ELECTRICITY	\$336,000.00	\$0.00	\$336,000.00	8	\$254,989.28	76	\$0.00	\$81,010.72	24
02500 WATER	\$2,835.00	\$0.00	\$2,835.00	7	\$4,630.18	163	\$0.00	(\$1,795.18)	(63)
02510 SLUDGE DISPOSAL	\$344,658.00	\$0.00	\$344,658.00	5	\$168,004.20	49	\$0.00	\$176,653.80	51
02521 FUEL: GENERATORS	\$4,000.00	\$0.00	\$4,000.00	0	\$0.00	0	\$0.00	\$4,000.00	100
02540 EQUIPMENT RENTALS	\$5,000.00	\$0.00	\$5,000.00	0	\$2,229.14	45	\$0.00	\$2,770.86	55
02550 BUILDINGS & GROUNDS	\$51,900.00	\$0.00	\$51,900.00	3	\$8,836.56	17	(\$36.44)	\$43,099.88	83
03000 WATER RECLAMATION FACILITY	\$90,800.00	\$0.00	\$90,800.00	9	\$78,733.94	87	(\$213.06)	\$12,279.12	14
Total Wrf Operations	\$1,235,693.00	\$0.00	\$1,235,693.00	5	\$674,891.96	55	\$11,938.91	\$548,862.13	44
00801 PRETREATMENT									
01300 PAYROLL: SALARIES	\$73,892.00	\$0.00	\$73,892.00	8	\$63,438.58	86	\$0.00	\$10,453.42	14
01380 PAYROLL: RETIREMENT	\$13,714.00	\$0.00	\$13,714.00	12	\$11,664.68	85	\$0.00	\$2,049.32	15

010 OJRSA FUND
005 EXPENSES
00801 PRETREATMENT

Oconee Joint Rsa
Expenditure Report
Level 4 Summary for April 2024

Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct	
02220 GROUP INSURANCE	\$7,325.00	\$0.00	\$7,325.00	8	\$6,136.56	84	\$0.00	\$1,188.44	16	
02300 LICENSES/CERTIFS/MEMBERSHIPS	\$425.00	\$0.00	\$425.00	0	\$185.00	44	\$0.00	\$240.00	56	
02310 SEMINARS/WKSHOPS & TRAINING	\$1,660.00	\$0.00	\$1,660.00	17	\$628.25	38	\$0.00	\$1,031.75	62	
02340 PUBLIC RELATIONS & ADVERTISING	\$0.00	\$0.00	\$0.00	0	\$231.00	0	\$0.00	(\$231.00)	0	
02380 OFFICE SUPPLIES	\$4,920.00	\$0.00	\$4,920.00	0	\$8,039.12	163	\$0.00	(\$3,119.12)	(63)	
02410 TECHNOLOGY: PHONES/INTERNET/TV	\$660.00	\$0.00	\$660.00	8	\$534.53	81	\$0.00	\$125.47	19	
02430 SERVICES: PROFESSIONAL/CONSULT	\$44,014.00	\$0.00	\$44,014.00	11	\$29,293.00	67	\$0.00	\$14,721.00	33	
Total Pretreatment	\$146,610.00	\$0.00	\$146,610.00	9	\$120,150.72	82	\$0.00	\$26,459.28	18	
00901 LABORATORY										
02400 SUPPLIES/TOOLS	\$6,100.00	\$0.00	\$6,100.00	1	\$5,164.77	85	\$0.00	\$935.23	15	
02430 SERVICES: PROFESSIONAL/CONSULT	\$35,110.00	\$0.00	\$35,110.00	13	\$24,620.23	70	\$0.00	\$10,489.77	30	
02456 CHEMICALS: LABORATORY	\$4,500.00	\$0.00	\$4,500.00	29	\$5,228.96	116	\$0.00	(\$728.96)	(16)	
Total Laboratory	\$45,710.00	\$0.00	\$45,710.00	13	\$35,013.96	77	\$0.00	\$10,696.04	23	
01201 CONTRACT OPERATIONS										
02411 TECHNOLOGY: SCADA	\$625.00	\$0.00	\$625.00	0	\$623.40	100	\$0.00	\$1.60	0	
02430 SERVICES: PROFESSIONAL/CONSULT	\$12,095.00	\$0.00	\$12,095.00	1	\$200.00	2	\$0.00	\$11,895.00	98	
02500 WATER	\$1,365.00	\$0.00	\$1,365.00	3	\$518.69	38	\$0.00	\$846.31	62	
02521 FUEL: GENERATORS	\$500.00	\$0.00	\$500.00	0	\$0.00	0	\$0.00	\$500.00	100	
02550 BUILDINGS & GROUNDS	\$5,500.00	\$0.00	\$5,500.00	0	\$901.00	16	\$0.00	\$4,599.00	84	
05170 PUMP STATIONS: GCCP-PS	\$10,500.00	\$0.00	\$10,500.00	5	\$600.45	6	\$5,990.15	\$3,909.40	37	
Total Contract Operations	\$30,585.00	\$0.00	\$30,585.00	2	\$2,843.54	9	\$5,990.15	\$21,751.31	71	
01301 RETAIL SERVICES										
02411 TECHNOLOGY: SCADA	\$1,230.00	\$0.00	\$1,230.00	0	\$0.00	0	\$0.00	\$1,230.00	100	
02430 SERVICES: PROFESSIONAL/CONSULT	\$25,000.00	\$0.00	\$25,000.00	20	\$115,613.80	462	\$0.00	(\$90,613.80)	(362)	
02490 ELECTRICITY	\$2,000.00	\$0.00	\$2,000.00	0	\$0.00	0	\$0.00	\$2,000.00	100	
02500 WATER	\$0.00	\$0.00	\$0.00	0	\$70.76	0	\$0.00	(\$70.76)	0	
05000 PUMP STATIONS	\$500.00	\$0.00	\$500.00	0	\$0.00	0	\$0.00	\$500.00	100	
05240 OCONEE CO REIMBURSEMENT	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0	
06050 SEWER SOUTH PHASE II	\$13,361,447.00	\$0.00	\$13,361,447.00	20	\$7,932,707.98	59	\$0.00	\$5,428,739.02	41	
Total Retail Services	\$13,390,177.00	\$0.00	\$13,390,177.00	20	\$8,048,392.54	60	\$0.00	\$5,341,784.46	40	
01401 CAPITAL PROJECTS										
06050 SEWER SOUTH PHASE II	\$0.00	\$0.00	\$0.00	0	\$126,289.13	0	\$0.00	(\$126,289.13)	0	
06070 FLAT ROCK PS REPLACEMENT	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0	
06071 SENECA PS & FM UPGRADE/SPEEDS	\$120,000.00	\$0.00	\$120,000.00	2	\$124,669.84	104	\$0.00	(\$4,669.84)	(4)	
Total Capital Projects	\$120,000.00	\$0.00	\$120,000.00	3	\$250,958.97	209	\$0.00	(\$130,958.97)	(109)	
01501 CONTINGENCY FUND										
00002 CONTINGENCY EXPENSES	\$10,810,825.00	\$0.00	\$10,810,825.00	0	\$0.00	0	\$0.00	\$10,810,825.00	100	
06070 FLAT ROCK PS REPLACEMENT	\$0.00	\$0.00	\$0.00	0	\$3,000.00	0	\$0.00	(\$3,000.00)	0	
09002 P-113 SLUDGE PUMP REPLACEMENT	\$0.00	\$0.00	\$0.00	0	\$8,375.00	0	\$0.00	(\$8,375.00)	0	
09005 FLAT ROCK PS UPGRADE	\$0.00	\$0.00	\$0.00	0	\$86,370.00	0	\$0.00	(\$86,370.00)	0	

010 OJRSA FUND
 005 EXPENSES
 01501 CONTINGENCY FUND

Oconee Joint Rsa
 Expenditure Report
 Level 4 Summary for April 2024

Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
09007 CENTRAL OCONEE SWR MASTER PLAI	\$0.00	\$0.00	\$0.00	0	\$180,110.00	0	\$0.00	(\$180,110.00)	0
09008 CONSENT ORDER PROJECTS 2022 CO	\$0.00	\$0.00	\$0.00	0	\$233,136.99	0	\$0.00	(\$233,136.99)	0
09009 COLLECTION SYSTEM REHAB	\$0.00	\$0.00	\$0.00	0	\$113,345.48	0	\$0.00	(\$113,345.48)	0
09010 REG SEWER FEASIBILITY STUDY	\$0.00	\$0.00	\$0.00	0	\$47,478.00	0	\$0.00	(\$47,478.00)	0
09011 DEWATERING EQUIP REPLACEMENT	\$0.00	\$0.00	\$0.00	0	\$62,550.00	0	\$0.00	(\$62,550.00)	0
Total Contingency Fund	\$10,810,825.00	\$0.00	\$10,810,825.00	2	\$734,365.47	7	\$0.00	\$10,076,459.53	93
Total EXPENSES	\$30,327,604.00	\$0.00	\$30,327,604.00	11	\$13,501,949.15	45	\$29,018.43	\$16,796,636.42	55
Total OJRSA FUND	\$30,327,604.00	\$0.00	\$30,327,604.00	11	\$13,501,949.15	45	\$29,018.43	\$16,796,636.42	55
TOTAL ALL FUNDS	\$30,327,604.00	\$0.00	\$30,327,604.00	11	\$13,501,949.15	45	\$29,018.43	\$16,796,636.42	55

OJRSA Purchasing Card Policy
June 3, 2024

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OJRSA Purchasing Card Policy
June 3, 2024

SECTION 0 – DEFINITIONS, ACRONYMS, AND FORMAT

This Section of the *OJRSA Purchasing Card Policy* contains definitions, acronyms, abbreviations, and formatting that are specific to this document.

0.1 DEFINITIONS

The following words, unless the context, custom or intent clearly indicates otherwise, shall mean:

Board shall mean the Board of Directors of the Oconee Joint Regional Sewer Authority as the governing body of OJRSA.

Cardholder shall mean any OJRSA employee in possession of a P-Card, obtained pursuant to SECTION 4 of this P-Card Policy.

Executive Director shall mean the Executive Director of OJRSA.

Fiscal Year shall mean the budget year defined in the *OJRSA Financial and Accounting Policy*.

Fuel Card shall mean a debit or credit card issued for the exclusive purpose of purchasing fuel for vehicles and equipment owned and operated by OJRSA. Fuel Cards must be used in a manner consistent with this P-Card Policy and the explicit requirements of SECTION 7.

May is permissive. Shall is mandatory.

Personal Identification Number (PIN) shall mean a number issued to each employee for use of Fuel Cards. *A PIN may also include letters and/or special characters.*

Procurement Policy shall mean the *OJRSA Procurement and Property Disposal Policy*.

Purchasing Card (P-Card) shall mean a debit or credit card issued in accordance with this Policy, to be used by Cardholders in a manner consistent with this Policy and the Procurement Policy of OJRSA. This definition includes Fuel Cards.

Purchasing Card Coordinator shall mean the Office Manager who shall manage and administer this P-Card Policy along with the Procurement Officer, as defined in the Procurement Policy. In the absence of an Office Manager, this position shall be Executive Director or his/her designee.

Purchasing Limits shall mean the spending limits further defined in SECTION 5 which all Cardholders must comply with.

Shall is mandatory. May is permissive.

0.2 ACRONYMS AND ABBREVIATIONS

ATM: Automatic Teller Machine

e.g.: “for example” (Latin)

etc.: *Et Cetera*, Latin for “and other things” (generally)

OJRSA: Oconee Joint Regional Sewer Authority

P-Card: Purchasing Card

PIN: Personal Identification Number

US: United States

0.3 DOCUMENT FORMAT

This manual contains fonts and styles that mean certain things, including points of emphasis or reference other sections or materials. Below is a list of the types used within this manual and what it represents when encountered in the *OJRSA Purchasing Card Policy*.

BOLD RED CAPITAL LETTERS

Important point of emphasis

Dashed Underline

Name of a form to use for documenting a task referenced in the document

Italics

Title of books, manuals, policies, and other documents

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MIX-SIZED CAPITAL LETTERS

Underlined Italics

Name of sections in a book, manual, policy, or other document

A note of caution or warning

SECTION 1 – ADOPTION

The *OJRSA Purchasing Card Policy* shall become effective in accordance with OJRSA Resolution 2024-11.

SECTION 2 – PURPOSE

The Oconee Joint Regional Sewer Authority (“OJRSA”) has determined to adopt this Purchasing Card Policy (this “P-Card Policy”) to regulate the use of purchasing cards (“P-Cards”) and accomplish the following:

- A. To ensure that payment of all expenses with P-Cards, including but not limited to travel expenses, registration, and purchases made on the internet, are accomplished in accordance with this P-Card Policy;
- B. To establish the appropriate internal controls regarding the use of P-Cards;
- C. To ensure that OJRSA bears no legal liability from inappropriate use of P-Cards;
- D. To provide a convenient method for small purchases and to facilitate internet transactions and/or payments; and
- E. To develop a training program for all prospective individuals holding a P-Card (“Cardholders”) and those OJRSA employees that oversee Cardholders and the administration of this P-Card Policy.

SECTION 3 – SCOPE

This P-Card Policy is applicable to all OJRSA employees and establishes the procedures for becoming a Cardholder, purchasing goods and services, reporting obligations and other aspects of P-Card use. This P-Card Policy is to be read in tandem with the Procurement Policy. It is the preference of OJRSA that purchases be made as set forth in the Procurement Policy. When it is determined necessary to utilize a P-Card, this P-Card Policy shall be strictly followed.

SECTION 4 – ESTABLISHING A CARDHOLDER

- A. Any OJRSA employee with an appropriate need may become a Cardholder upon the completion of a Purchasing Card Issue Form (See APPENDIX A) and approval by the Purchasing Card Coordinator.
- B. A Cardholder’s credit limit shall be approved by the Purchasing Card Coordinator. Credit limits may vary. For credit limits exceeding two thousand dollars (\$2,000), the Procurement Officer, Executive Director, and the Board must approve the credit limit.
- C. Upon approval by the Purchasing Card Coordinator, the Cardholder will receive a copy of this P-Card Policy. Once the P-Card Policy has been reviewed, the Cardholder and the Cardholder’s supervisor will sign the Purchasing Card Issue Form (See APPENDIX A).
- D. With the exception of Fuel Cards, the Purchasing Card Coordinator shall order the Cardholder’s P-Card upon execution and receipt of a Purchasing Card Issue Form. Employees will receive a PIN during orientation at OJRSA.
- E. The Purchasing Card Coordinator shall require the execution of Purchasing Card Receipt & Purchasing Cardholder Agreement (See APPENDIX B) prior to the delivery of the P-Card.

SECTION 5 – CARDHOLDER PURCHASING LIMITS FOR SMALL PURCHASES

- A. The P-Card can be used for small value purchases of supplies, materials, equipment, or services, that are not otherwise prohibited or restricted. All purchases must be consistent with the Purchasing Limits.
- B. A Cardholder’s Purchasing Limits shall be established by the Purchasing Card Coordinator in coordination with the Cardholder’s supervisor. Purchasing Limits greater than two thousand dollars (\$2,000) must be approved in writing by the Procurement Officer, Executive Director, and the Board.
- C. Purchasing Limits

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2. Level I: The single transaction limit for Level I Cardholders is one thousand dollars (\$1,000), including tax and all other charges and fees. Single items must be less than five hundred dollars (\$500). Cardholders are prohibited from splitting purchases to circumvent this amount. (See SECTION 8) All purchases exceeding one thousand dollars (\$1,000), or single item purchases exceeding five hundred dollars (\$500), including taxes must be approved by the Procurement Officer (as defined in the *OJRSA Procurement and Property Disposal Policy*) or the Executive Director in writing prior to the transaction.
3. Level II: The single transaction limit for Level II Cardholders is two thousand dollars (\$2,000), including tax and all other charges and fees with no single item totaling one thousand dollars (\$1,000). Cardholders are prohibited from splitting purchases to circumvent this amount. (See SECTION 8) All purchases exceeding two thousand dollars (\$2,000), or single item purchases exceeding one thousand dollars (\$1,000), including taxes must be approved by the Procurement Officer (as defined in the *OJRSA Procurement and Property Disposal Policy*) or the Executive Director in writing prior to the transaction.

SECTION 6 – PURCHASING PROCEDURES

- A. For Level I Cardholders after completing a purchase, the following steps are required:
 1. The Cardholder shall sign each customer's copy of the receipt and maintain for records;
 2. The Cardholder shall prepare the appropriate OJRSA requisition or purchase form ("Requisition Form") as defined in the *OJRSA Procurement and Property Disposal Policy* within two (2) business days of a transaction;
 3. The Cardholder shall provide the receipt and a Requisition Form to their direct supervisor for approval;
 4. The Cardholder's direct supervisor shall approve the Requisition Form, allocate the expense to a budget item and provide the supporting materials to the Purchasing Card Coordinator;
 5. The Purchasing Card Coordinator shall review and verify the Requisition Form and create a purchase order through accounting systems of OJRSA;
 6. Every month the Purchasing Card Coordinator shall reconcile the monthly P-Card statements against Requisition Forms; and
 7. The Purchasing Card Coordinator shall maintain monthly statements and corresponding receipts for a minimum of twelve (12) months, and in accordance with *OJRSA Records Retention Policy*, whichever is greater.
- B. For Level II Cardholders after completing a purchase, the following steps are required:
 1. The Cardholder shall sign each customer's copy of the receipt and maintain for records;
 2. The Cardholder shall review the credit card statement and on a monthly basis prepare appropriate OJRSA Purchasing Card Reconciliation Form (See APPENDIX C);
 3. The Cardholder shall provide the receipts and a Purchasing Card Reconciliation Form to the Purchasing Card Coordinator five (5) business days after receipt of the monthly statement;
 4. The Purchasing Card Coordinator shall review and verify the Purchasing Card Reconciliation Form and monthly statements have been properly reconciled before providing to the Executive Director for final review;
 5. The Executive Director shall review and verify the Purchasing Card Reconciliation Form and monthly statements have been properly reconciled; and
 6. The Purchasing Card Coordinator shall maintain monthly statements, Purchasing Card Reconciliation Forms, and corresponding receipts for a minimum of twelve (12) months, and in accordance with *OJRSA Records Retention Policy*, whichever is greater.
- C. For Fuel Cards after completing a purchase, the following steps are required:
 1. The Cardholder shall sign each customer's copy of the receipt;
 2. The Cardholder shall provide the receipt to the Purchasing Card Coordinator, or his/her designee, immediately;
 3. The Purchasing Card Coordinator, or his/her designee, shall review, verify, and reconcile the monthly

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- statements of the Fuel Cards;
4. In the event the Purchasing Card Coordinator designates the monthly reconciliation, the Purchasing Card Coordinator shall perform a monthly verification of the reconciliation; and
 5. The Purchasing Card Coordinator shall maintain all monthly statements and receipts for a minimum of twelve months, and in accordance with *OJRSA Records Retention Policy*, whichever is greater.
- D. The Executive Director or Procurement Officer (as defined in the *OJRSA Procurement and Property Disposal Policy*) must authorize purchases of gift cards, stored value cards, calling cards, pre-paid cards, or similar products, including purchases of catalog value credits.
 - E. In the case of the Executive Director, reconciliation shall be performed by the Purchasing Card Coordinator and a member of the OJRSA Executive Committee as defined in the *OJRSA Bylaws*.
 - F. If a receipt has been lost and a duplicate cannot be obtained, the Cardholder shall complete a Purchasing Card Missing Receipt Affidavit (See APPENDIX D), or other applicable form as designated by the Purchasing Card Coordinator. A single Cardholder can use the applicable form no more than three (3) times in one (1) fiscal year (as defined in the *OJRSA Financial and Accounting Policy*). Use of the applicable form more than three (3) times in one (1) fiscal year shall result in suspension of card privileges. (See SECTION 8).
 - G. All items purchased with a P-Card must be shipped to an OJRSA address. Items should not be shipped to the Cardholder's personal residence or other site not owned or managed by OJRSA.
 - H. All services purchased with a P-Card must be performed at an OJRSA address and never the Cardholder's personal residence or other site not owned or managed by OJRSA.
 - I. Any free or promotional item received by virtue of a purchase transacted with a P-Card is property of OJRSA. These items may include but are not limited to: candy, office supplies, clothing, and accessories. These items are not personal gifts and must be given to the Purchasing Card Coordinator for distribution at their discretion in consultation with the Executive Director. Abuse of this policy shall cause termination of a Cardholder's purchasing card privileges and possibly other disciplinary action. (See SECTION 8) Cardholders should deter vendors from shipping free gifts, if possible.
 1. Store rebates in the form of checks or gift cards are also sometimes offered and are acceptable because of their money saving value to OJRSA. If received, these are to be reported to the Purchasing Card Coordinator.
 2. Personal rewards/store points should not be received when using a P-Card.
 - J. All purchases made with the P-Card must be made by the Cardholder, whose name appears on the card or, as applicable, approved with the Cardholder's assigned PIN. Cardholders shall not share PINs or P-Cards held in their personal name for others to complete transactions.
 - K. **FAILURE TO COMPLY WITH THESE POLICIES AND PROCEDURES MAY RESULT IN AN UNAUTHORIZED PROCUREMENT. AN UNAUTHORIZED PROCUREMENT MUST BE RATIFIED BY THE EXECUTIVE DIRECTOR AND COULD RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION. OJRSA RESERVES THE RIGHT TO PURSUE ALL REMEDIES AVAILABLE UNDER THE LAWS OF THE STATE OF SOUTH CAROLINA. THE CARDHOLDER MAY ALSO HAVE TO REIMBURSE THE BOARD FOR ANY SUCH PURCHASE IF THE PURCHASE IS NOT RATIFIED.**
 - L. Unless necessary under the allowed conditions of a qualified emergency as stated within the appropriate section(s) of the *OJRSA Procurement and Property Disposal Policy*, professional services obtained with the P-Card must have prior approval by the Executive Director or his/her designee. The vendor of the professional services must provide OJRSA with a W-9 Form (Request for Taxpayer Identification Number and Certification).

SECTION 7 – FUEL CARDS

- A. Purchases with Fuel Cards must be limited to the OJRSA vehicle or equipment which the card is assigned.
- B. Cardholders must complete Fuel Card transactions by utilizing their assigned Personal Identification Number.
- C. Purchases must conform with Purchasing Procedures set forth in Section VI of this P-Card Policy.

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SECTION 8 – CARDHOLDER OBLIGATIONS

- A. Cardholders must maintain knowledge of this P-Card Policy and any future amendments, and ensure all purchases are compliant with this P-Card Policy and any additional applicable policies, including the Procurement Policy.
- B. Prior to the consummation of any transaction, Cardholders must ensure transactions are within their specific Purchasing Limits and that there is a sufficient credit limit remaining on their P-Card.
- C. Cardholders must notify the Purchasing Card Coordinator for card cancellation if the P-Card has not been used for more than one hundred eighty (180) days.
- D. Cardholders shall maintain security of the P-Card, card number, expiration date, and security code. If any of these items are thought to have been compromised, then they are to let the Purchasing Card Coordinator know immediately.
- E. To avoid fraudulent purchases that may be associated with scams, Cardholders are never to use P-cards to purchase something that is a direct solicitation that is received by electronic or other means (e.g., email, US Mail, fax, etc.) and shall always verify by phone directly to a known person within the company that generated the request for funds using a phone number that is known and verified by an OJRSA employee that the request is legitimate. Do not use phone numbers, email addresses, or other such information provided in the request for payment.
- F. Adhere to the purchasing procedures set forth in SECTION 6.

SECTION 9 – OBLIGATIONS OF THE CARDHOLDER’S SUPERVISOR

- A. The Cardholder’s Supervisor must attend all training pertaining to P-Cards and ensure P-Card Policy knowledge is current.
- B. Monitor all transactions to ensure P-Card use is in compliance with this P-Card Policy.
- C. Participate in the monthly reconciliation pursuant to SECTION 6.

SECTION 10 – PURCHASING CARD COORDINATOR OBLIGATIONS

- A. The Purchasing Card Coordinator is responsible for administering this P-Card Policy including but not limited to conducting an annual review and potential proposal of amendments, establishing internal policies regulating the training of Cardholders, and process for integrating new Cardholders.
- B. The Purchasing Card Coordinator is responsible for immediately reporting discrepancies, suspected misuse, or fraudulent use in writing to both the Executive Director and the Chair of the Board.
- C. It shall be the responsibility of the Purchasing Card Coordinator to monitor Cardholder accounts for inactivity and promptly close accounts pursuant to SECTION 8.

SECTION 11 – PROHIBITED PURCHASES

The following *non-exhaustive* list of P-Card purchases and uses are prohibited under any circumstance:

- A. Alcoholic beverages;
- B. Cash advances, use at ATM’s, use at money transfer locations such as Western Union and Telecheck, and any use that results in the liquidation of OJRSA funds;
- C. Cellular phones and services (cellular phone accessories are allowed);
- D. Payment of State and local taxes to the Department of Revenue.
- E. Payment on open accounts maintained with vendors, or payments toward an accumulated balance of an account;
- F. Personal purchases of any kind;
- G. Personal entertainment, including in-room services while traveling;
- H. Tobacco products; and
- I. Other prohibited items stated within this P-Card Policy.

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SECTION 12 – DISCIPLINARY ACTION

- A. **VIOLATIONS OF THIS POLICY ARE SUBJECT TO DISCIPLINARY ACTION IN ACCORDANCE WITH OJRSA PERSONNEL POLICY, UP TO AND INCLUDING TERMINATION.**
- B. Along with potential disciplinary action in accordance with SECTION 12.A, the following abuses shall result in the offending Cardholder's P-Card privileges being suspended for thirty (30) days:
1. If a receipt has been lost and a duplicate cannot be obtained, a Purchasing Card Missing Receipt Affidavit in accordance with SECTION 6.F.
 2. Purchasing Procedures set forth at SECTION 6 not being completed according to the requirements of this P-Card Policy by the Cardholder or Cardholder supervisor more than two (2) times in a given Fiscal Year.
 3. Loss of the physical P-Card more than one (1) time in a given Fiscal Year.
 4. Purchases from merchants that are blocked by the Executive Director or his/her designee more than one (1) time in a given Fiscal Year. A list of blocked merchants will be provided to the Cardholder during training.
- C. Along with potential disciplinary action in accordance with SECTION 12.A, the following shall result in the permanent loss of P-Card privileges unless otherwise determined in writing by the Executive Director and Purchasing Card Coordinator:
1. Exceeding Purchasing Limits.
 2. P-Card purchase where goods or services violate SECTION 6.G or SECTION 6.H.
 3. Three (3) or more P-Card suspensions in a given fiscal year.
 4. Purchase of personal items or services, alcohol, tobacco, or other items as stated in SECTION 11.
 5. Use of the P-Card at an ATM, for cash advances, or Western Union or similar uses.
 6. Splitting of purchases for the purpose of circumventing the Purchasing Limits established in SECTION 5.

SECTION 13 – TERMINATION OF P-CARD PRIVILEGES

- A. Upon termination of a Cardholder's privileges, it is the responsibility of the Purchasing Card Coordinator to notify the Cardholder's supervisor of the termination and to immediately cancel the P-Card. The supervisor must obtain the canceled P-Card and deliver to the Purchasing Card Coordinator for destruction.
- B. If for any reason the Cardholder no longer requires use of the P-Card, the Cardholder's supervisor must notify the Purchasing Card Coordinator as soon as possible and turn the P-Card into the Purchasing Card Coordinator for cancellation and destruction.
- C. If a P-Card goes more than one hundred eighty (180) days without use, it will be cancelled by the Purchasing Card Coordinator, unless a need for seasonal usage is established. Upon notification to the Cardholder and the Cardholder's supervisor, the P-Card must then be turned into the Purchasing Card Coordinator immediately for destruction. If at any time the Cardholder, or Cardholder's supervisor discovers that the P-Card has not been used for more than one hundred eighty (180) days, they must notify the Purchasing Card Coordinator immediately for card cancellation, unless a need for seasonal usage is established.

SECTION 14 – DISPUTES

- A. If a Cardholder's attempted transaction is declined, the Cardholder should first contact the customer service number associated with the P-Card to resolve the issue. If the declined transaction cannot be resolved, the Cardholder should contact the Purchasing Card Coordinator during normal business hours.
- B. If a Cardholder seeks to return an item, the vendor must issue a credit to the corresponding P-Card account. This credit will appear on a subsequent statement and posted to the appropriate department.
- C. **CARDHOLDERS ARE PROHIBITED FROM ACCEPTING CASH, CHECK, OR IN-STORE CREDIT IN LIEU OF A CREDIT TO THEIR P-CARD.** Cardholders should always attempt to resolve any disputes or billing errors directly with the vendor. In most cases, the vendor will issue a credit to the card account. If an agreement cannot be reached with the vendor, staff should contact the Purchasing Card Coordinator for resolution.

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SECTION 15 – EMERGENCY USE

- A. When there exists a threat to public health, welfare, critical economy and efficiency, safety under emergency conditions, or where normal daily operations are affected, the Executive Director may authorize the Purchasing Card Coordinator to take action to facilitate P-Card purchases.
1. Actions of the Executive Director may include unblocking certain merchants and raising Purchasing Limits, or both on a temporary basis.
 2. Requests for this action shall be received in writing or email by the Purchasing Card Coordinator from the Executive Director and may be received on a retroactive basis.
- B. All transactions during emergency use must be properly documented according to any requirements established by the Purchasing Card Coordinator including at a minimum all transaction approvals. This information will be submitted in accordance with SECTION 6.

REVISION HISTORY

This and previous editions of the *OJRSA Purchasing Card Policy* must be maintained in accordance with the *OJRSA Records Retention Policy*.

Table 1: OJRSA Purchasing Card Policy revision history

Revision Number	Date	Description of Changes
0001	XX/XX/2024	Initial adoption of <i>OJRSA Purchasing Card Policy</i> by Resolution 2024-XXX.

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APPENDIX A – PURCHASING CARD ISSUE FORM

NOTE: The form in APPENDIX A is subject to change based on needs within the agency and may be updated with the approval of the Executive Director. Such a change is not considered as a substantive change to this Policy. Obtain up-to-date copy of form from Purchasing Card Coordinator or Executive Director.



OCONEE JOINT REGIONAL SEWER AUTHORITY
Department of Administration and Finance

Purchasing Card Issue Form

Date: _____

Cards Issued To: _____

Agreement By Employee

During tenure with OJRSA, I will immediately notify the Office Manager or the Executive Director if I lose my card. I will be responsible for submitting all purchase receipts either with a Requisition/Purchase Order or a Credit Card Reconciliation Form. I will surrender all cards assigned to me on this sheet upon termination of employment.

Employee Signature: _____

Cards Issued

To be completed by Office Manager (or issuer of cards) except for employee's signature confirming receipt.

Card Vendor Name	Card Number	Date Issued	Signature Confirming Receipt	Office Manager Initials When Returned

03/27/2024 (rev. 05/10/2024)

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APPENDIX B – PURCHASING CARD RECEIPT & PURCHASING CARDHOLDER AGREEMENT

NOTE: The form in APPENDIX B is subject to change based on needs within the agency and may be updated with the approval of the Executive Director. Such a change is not considered as a substantive change to this Policy. Obtain up-to-date copy of form from Purchasing Card Coordinator or Executive Director.



OCONEE JOINT REGIONAL SEWER AUTHORITY
Department of Administration and Finance

Purchasing Card Receipt & Purchasing Cardholder Agreement

Purchasing Cardholder: _____

Department: _____

Purchasing Card Account Number: _____

Personal Identification Number for Fuel Card: _____

Purchasing Limit Level: _____

OJRSA Purchasing Card Agreement

I, _____, acknowledge receipt of Oconee Joint Regional Sewer Authority ("OJRSA") Purchasing Card ("P-Card") and/or Personal Identification Number (PIN). The P-Card is OJRSA property and should be used with good judgement and in accordance with all OJRSA policies. As a Cardholder, I understand and agree to comply with the P-Card guidelines summarized below and detailed in the *OJRSA Purchasing Card Policy*.

1. I understand that I am being entrusted with a valuable purchasing tool and will be making financial commitments on behalf of my department and will strive to obtain the best value for OJRSA. I understand that OJRSA is financially liable for all authorized charges made on the P-Card.
2. I agree to use the card for approved purchases only and agree not to use the P-Card for personal purchases. I understand that I am the sole user of the P-Card and PIN and that secondary use is prohibited. I understand that my supervisor and the Purchasing Card Coordinator will review the use of the P-Card and the related management reports and take appropriate action on any discrepancies.
3. I understand that purchases must comply with the Purchase Limits level assigned to me. Under no circumstances should a transaction be split into separate receipts to bypass the single transaction Purchase Limit.
4. I understand that improper use of the P-Card can be considered misappropriation of OJRSA funds, which may result in disciplinary action up to and including termination.
5. I will not use the P-Card to circumvent or divert the rules of the *OJRSA Procurement and Property Disposal Policy*. Should OJRSA determine that failure to comply with the policies of the *OJRSA Procurement and Property Disposal Policy* was a deliberate or negligent act of the cardholder, discipline, up to and including termination will occur.
6. I understand that all charges are billed directly and paid directly by OJRSA. Any personal charges on the P-Card may be considered misappropriation of funds because the cardholder cannot pay the bank directly.
7. I agree to complete monthly reconciliation in a timely manner which includes providing original, itemized receipts. I understand that I am required to provide, when requested, information about any specific purchase. I understand that consistent failure to comply may result in revocation of my card purchasing privileges and that willful violations may result in disciplinary actions, including termination.
8. I will follow the established procedures for the use of the P-Card, as set forth by the *OJRSA Purchasing Card Policy*. Failure to do so may result in either revocation of my privileges or other disciplinary actions, including termination of employment.
9. If the card is lost or stolen, I agree to notify my department supervisor and the Purchasing Card Coordinator immediately.
10. I agree to return the P-card immediately upon request or upon termination of employment (e.g., retirement or voluntary/involuntary termination). Upon my transfer to another organization unit with

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OJRSA or change in my duties that does not require the use of the purchasing card, I also agree to return my P-card and arrange for a new one, if appropriate.

- 11. The Executive Director may request I surrender the P-Card at his/her discretion.
- 12. I agree to comply with any changes to these terms and conditions or policies and procedures that OJRSA issues.

Certification

The following individuals certify that they have reviewed the P-Card Policy and agree that they will abide by all OJRSA policies, procedures and requirements pertaining to P-Cards.

Cardholder Signature: _____ Date: _____

Purchasing Card
Coordinator Signature: _____ Date: _____

Print Name: _____

SAMPLE
Obtain Copy from
Purchasing Card
Coordinator or
Executive Director
(this form subject to
change as
necessary)

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APPENDIX D – PURCHASING CARD MISSING RECEIPT AFFIDAVIT

NOTE: The form in APPENDIX D is subject to change based on needs within the agency and may be updated with the approval of the Executive Director. Such a change is not considered as a substantive change to this Policy. Obtain up-to-date copy of form from Purchasing Card Coordinator or Executive Director.



OCONEE JOINT REGIONAL SEWER AUTHORITY
Department of Administration and Finance

Purchasing Card Missing Receipt Affidavit

Employee Name: _____

Purchasing Card Number (last four digits): _____

Vendor Name: _____

Transaction Date: _____

Transaction Amount: _____

Transaction Description:

Account Coding: _____

Reason Receipt is Missing:

I, the undersigned, certify that I (a) have made reasonable attempts to locate the above-referenced receipt and (b) that this expense will not be submitted again in the future to OJRSA or any other organization for reimbursement or tax purposes.

Employee Signature: _____

Date: _____

Director/Manager Approval: _____

Date: _____

Executive Director Approval: _____

Date: _____



RESOLUTION 2024-12

Amendment of the Procurement and Property Disposal Policy

A RESOLUTION AMENDING THE PROCUREMENT AND PROPERTY DISPOSAL POLICY OF THE OCONEE JOINT REGIONAL SEWER AUTHORITY; AND OTHER MATTERS RELATED THERETO.

NOW, THEREFORE, BE IT RESOLVED by the Oconee Joint Regional Sewer Authority Commission (the "Commission"), the governing body of the Oconee Joint Regional Sewer Authority, South Carolina ("OJRSA") in a meeting duly assembled as follows:

Section 1 Findings. The Commission hereby makes the following findings of fact in connection with the adoption of this resolution (this "Resolution"):

- A. In providing for the management and control of OJRSA, the Commission adopted a formal policy regarding procurement and property disposal (the "Procurement Policy") on February 5, 2024.
- B. The Commission has since determined it is in the best interest of OJRSA to amend and restate a portion of the Procurement Policy as set forth in this Resolution (the "Amendment").

Section 2 Amendment of the Procurement Policy. In accordance with the findings above, the Commission hereby amends and restates Section 6.2.3 of the Procurement Policy as follows (underlining shows added language for illustrative purposes only; ~~strike-through~~ shows removed language for illustrative purposes only):

Section 6.2.3 Changes to Contracts (Change Orders) and Fiscal Responsibility

The Procurement Officer or his/her Designee shall be allowed to approve and pay for Change Orders which do not alter the original scope or intent of the project, and which do not exceed the previously approved project budget, including project contingency if so included. The Executive Director will promptly notify the Board of all Change Orders over one twenty-five thousand dollars (\$25,000). ~~However~~ Every Contract Modification, Change Order, or contract price adjustment under a Construction contract with OJRSA in excess of the total project budget or the total contract budget one hundred thousand dollars (\$100,000) shall be approved by the Board after receiving a report from the Procurement Officer as to the effect of the Contract Modification, Change Order, or contract price adjustment ~~on the total project budget or the total contract budget.~~ Change Orders which do not alter the original scope or intent of the project and result in a reduction of the total project cost do not require Board notice or approval.

Section 3 Effective Date. The Amendment is effective immediately upon the adoption of this Resolution. All resolutions or policies (including former financial policies) that are in conflict with the provisions of this Resolution or the Procurement Policy are hereby repealed to the extent of the conflict or inconsistency or in their entirety where the conflict or inconsistency is not severable from such document.

DONE AND ADOPTED by the Oconee Joint Regional Sewer Authority Board of Commissioners, Seneca, South Carolina on this 3rd day of June 2024.

Attest: _____

Brian Ramey, Chair
 OJRSA Board of Commissioners

Lynn Stephens, Secretary/Treasurer
 OJRSA Board of Commissioners -and-
 OJRSA Office Manager

Approved as to form:

Date: _____

Larry Brandt, OJRSA Attorney

<seal>



OCONEE JOINT REGIONAL SEWER AUTHORITY

Oconee County & Western Anderson County Sewer Master Plan Stakeholder Public Meeting May 22, 2024

The Oconee Joint Regional Sewer Authority Commission meeting was held at the Seneca Light & Water Lake Keowee Water Treatment Plant, 630 Northampton Road, Seneca, South Carolina 29672.

Commissioners that were present:

- Seat 1 (Seneca): Bob Faires, III, Board Vice-Chair *(and City of Seneca/Seneca Light & Water Utilities Director)*
- Seat 2 (Seneca): Scott Moulder *(and City of Seneca Administrator)*
- Seat 5 (Walhalla): Celia Myers *(and City of Walhalla Administrator)*
- Seat 9 (Walhalla-Westminster At-Large): David Dial

Commissioners that were not present:

- Seat 7 (Westminster): Brian Ramey, Board Chair *(and City of Westminster Mayor)*
- Seat 3 (Seneca): Scott McLane *(and City of Seneca/Seneca Light & Water Engineering Supervisor)*
- Seat 4 (Seneca At-Large): Marty McKee
- Seat 6 (Walhalla): Scott Parris *(and City of Walhalla Utilities Director)*
- Seat 8 (Westminster): Kevin Bronson *(and City of Westminster Administrator)*

OJRSA appointments and staff present were:

- Chris Eleazer, Executive Director
- Amanda Kelley, Records Clerk

Presenters/moderators:

- Katherine Amidon, Bolton & Menk
- Jason Gillespie, Weston & Sampson

Others present were:

- Kip Gearhart, Weston & Sampson
- Jennifer Barrington, Weston & Sampson *(not on sign-in sheet)*
- Sarah Barks, Weston & Sampson
- Keith Pace, Walhalla City Council
- Philip Maloney, Development Stakeholder
- Reagon Osbon, City of Westminster Assistant Administrator
- Amanda Brock, Oconee County Administrator
- James Coley, Oconee County Planning Director
- Phil Shirley, Oconee County Parks, Recreation, and Tourism
- Dick Mangrum, WGOG Radio
- Paul Wilkie, SCDHEC
- Dyke Spencer, Lake Hartwell Partners for Clean Water
- Joey Hawkins, Fort Hill Natural Gas
- Brett Garrison, Duke Energy
- Scottie Ferguson, Lake Keowee Source Water Protection Team
- Allison Martinsen, Upstate Forever
- Rebecca Wade, Upstate Forever
- Norm Cannada, Daily Journal

Sign-in sheets are attached as part of these minutes.

Meeting To Be Led by Katherine Amidon (Bolton & Menk Senior Environmental Planner) and Jason Gillespie (Weston & Sampson Team Leader).

A) Welcome – Mr. Eleazer welcomed the attendees to the meeting at 3:34 p.m.

B) Presentation and Discussion with Stakeholder Committee Regarding Growth and Sewer Planning in Oconee County and Anderson County. General Items to be discussed include the Analysis and Public Engagement Results, Engineering Analysis and Scenario Analysis, and Structured Interactive Discussion Regarding from the findings for Opportunities and Concerns Regarding Wastewater Service in the Area for the Next 20 Years presented by Ms. Amidon and Mr. Gillespie.

Ms. Amidon and Mr. Gillespie gave a presentation on the Central Oconee County and Western Anderson County Sewer Master Plan to the stakeholders about growth and sewer expansion in the area. *A copy of the presentation is attached as part of these minutes.*

Following the presentation, Ms. Amidon opened a discussion with the stakeholders.

- **Dyke Spencer (Lake Hartwell Partners for Clean Water):** The plan looks good and it lines up well within a triangle of flow that goes to regional facilities with the natural flow grade. Does the natural hydraulic grade flow north to south?
 - **Jason Gillespie (Weston & Sampson) response:** Yes, in general.
- **Scott Moulder (City of Seneca):** There are enough infill development opportunities around the infrastructure in the targeted areas. Cities and the Country will need to help each other and work together. The findings of the study are where sewer should go. There is no need to invent areas of growth.
- **David Dial (Walhalla-Westminster At-Large):** The analysis is correct in showing the areas of growth and what is not. The growth is between Westminster, Seneca, and Walhalla.
- **Paul Wilkie (SCDHEC):** DHEC wants municipalities to decide where growth should be as this is not a function of the state. Nobody around the state wants the same thing. DHEC will work with the municipalities in what they want to support their systems. In Oconee County, Martins and Speeds [both OJRSA pump stations] are the biggest problems that need improvements.
- **Keith Pace (City of Walhalla):** Many pumps [at pump stations] running creates a lot of large expenses in addition to the upgrades needed at pump stations. Eliminating some pump stations would be good.
 - **Katherine Amidon (Bolton & Menk) response:** It was clear that people want to see investment in the current sewer system, not a new one.
- **Amanda Brock (County Administrator):** The study from “the triangle” [the areas including and between the cities of Walhalla, Westminster, and Seneca] shows growth between the cities from the beginning. Founders of the sewer plant wanted sewer between the Walhalla, Seneca, and Westminster and that was the original intent to create the sewer.
- **Scott Moulder (City of Seneca):** There has been a lot of growth since 2020 and it accelerated each year.
 - **James Coley (Oconee County) response:** Agreed. There has been a lot of growth each year.
 - **Amanda Brock (County Administrator) response:** There’s been 1,300 building permits this year.
 - **Paul Wilkie (SCDHEC) response:** There have been three (3) new construction projects this week at DHEC.
- **Amanda Brock (County Administrator):** What is the life span of a pump station?

- **Jason Gillespie (Weston & Sampson) response:** The pump station life span is about 20 years. At that point, they will need to be replaced or need to be substantially upgraded.
- **David Dial (Walhalla-Westminster At-Large) response:** Preventative maintenance work can help with the life span of the pump station.
- **Paul Wilkie (SCDHEC) response:** I&I (inflow and infiltration) runs pump stations down early in their life span.
- **Amanda Brock (County Administrator):** What is the plan for addressing I&I?
 - **Scott Moulder (City of Seneca) response:** The [DHEC] Consent Order is addressing this.
- **Dyke Spencer (Lake Hartwell Partners for Clean Water):** The whole mission is to keep Lake Hartwell clean. Septic tank drain fields are sometimes the only solution you have and wanted to make sure the study looked into this.
- **Katherine Amidon (Bolton & Menk):** Some of the package plants in the area have spent a lot of money on upgrades. Chickasaw Point wants to be on the sewer system, but there is not enough growth over 20 years there.

C) Adjourn Upon Completion of Presentation and Discussion – The meeting adjourned at 4:35 p.m.

Upcoming Meetings:

1. **Board of Commissioners** – Monday, June 3, 2024, at 4:00 p.m.
2. **Operations & Planning Committee** – TBD at 8:30 a.m.
3. **Finance & Administration Committee** – Cancelled.

Notification of the meeting was distributed on May 13, 2024 to *Upstate Today*, *Anderson Independent-Mail*, *Westminster News*, *Keowee Courier*, WGOG Radio, WSNW Radio, City of Seneca Council, City of Walhalla Council, City of Westminster Council, Oconee County Council, SC DHEC, www.ojrsa.org, and posted at the OJRSA Administration Building.

***ATTACHMENTS STARTING NEXT PAGE**



**OJRSA - Oconee County & Western
Anderson County Sewer Master Plan:
Stakeholder Meeting**

May 22, 2024

Weston & Sampson[®]



**BOLTON
& MENK**

Real People. Real Solutions.

OJRSA – Stakeholder Meeting

May 22, 2024

AGENDA:

- Welcome
- Why are we here?
 - Goals for Today
- Updated Analysis & Public Engagement Results
- Engineering Analysis & Scenario Analysis
- Questions / Comments

An aerial photograph of a wastewater treatment plant. The facility features several large circular aeration tanks, rectangular clarifiers, and various industrial buildings. A tall, cylindrical stack is visible on the right side. The plant is surrounded by a mix of green grass and bare trees, suggesting a late autumn or winter setting. A parking lot with several cars is located in the lower right corner. The word "Welcome" is overlaid in the center in a large, white, sans-serif font.

Welcome

An aerial photograph of a wastewater treatment plant. The facility features several large circular aeration tanks, rectangular clarifiers, and various industrial buildings. A tall, cylindrical stack is visible on the right side. The plant is surrounded by a mix of green grass and bare trees, suggesting a late autumn or winter setting. In the foreground, there is a parking lot with several cars and a road. The overall scene is captured from a high angle, providing a comprehensive view of the plant's layout.

Why Are We Here?

Project Rundown

- Reminder this is not the feasibility study
- Planning document to guide future capital spending decisions for sewer within Oconee County over a 20-year project horizon
- We were not tasked with reviewing the individual city systems
- We analyzed planning at the county level and focused sewer growth based on the following:
 - Public and stakeholder input
 - Engineering feasibility
 - Proximity to existing sewer and trunk line capacity
 - Growth Projections and Planning Analysis

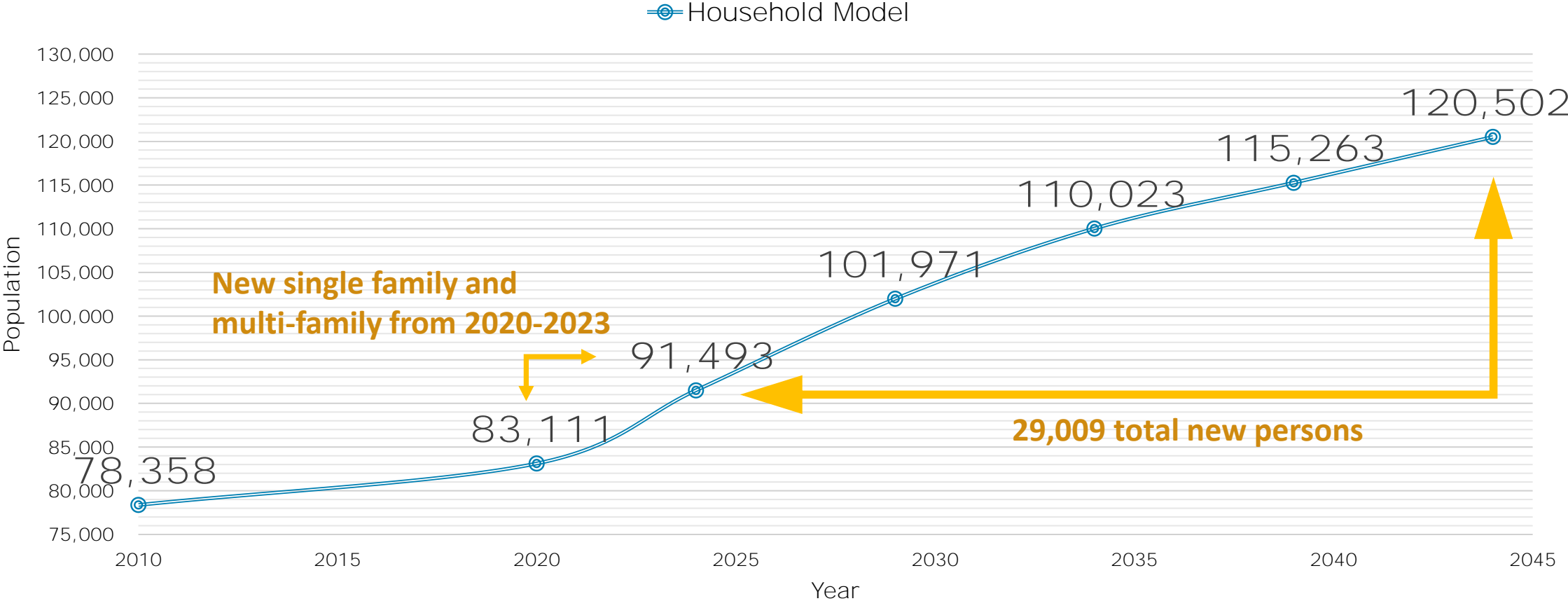
Goals for Today

- Present our final findings, answer questions, and invite discussion from the stakeholder group.

An aerial photograph of a wastewater treatment plant. The facility features several large, circular aeration tanks, some of which are filled with water. There are also various industrial buildings, pipes, and a central control tower. The surrounding area includes some trees and a parking lot with several vehicles. The overall scene is captured from a high angle, providing a comprehensive view of the plant's layout.

Updated Analysis & Public Engagement Results

Growth Model





OONEE JOINT REGIONAL SEWER AUTHORITY

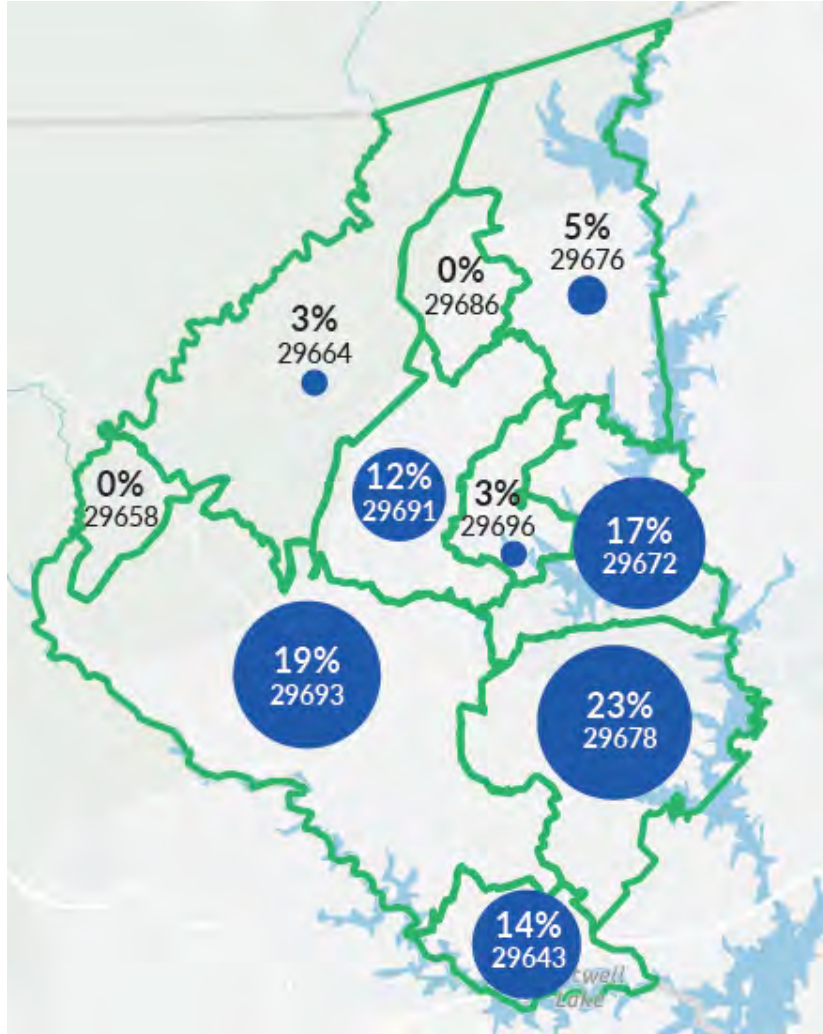


High Level Survey Results

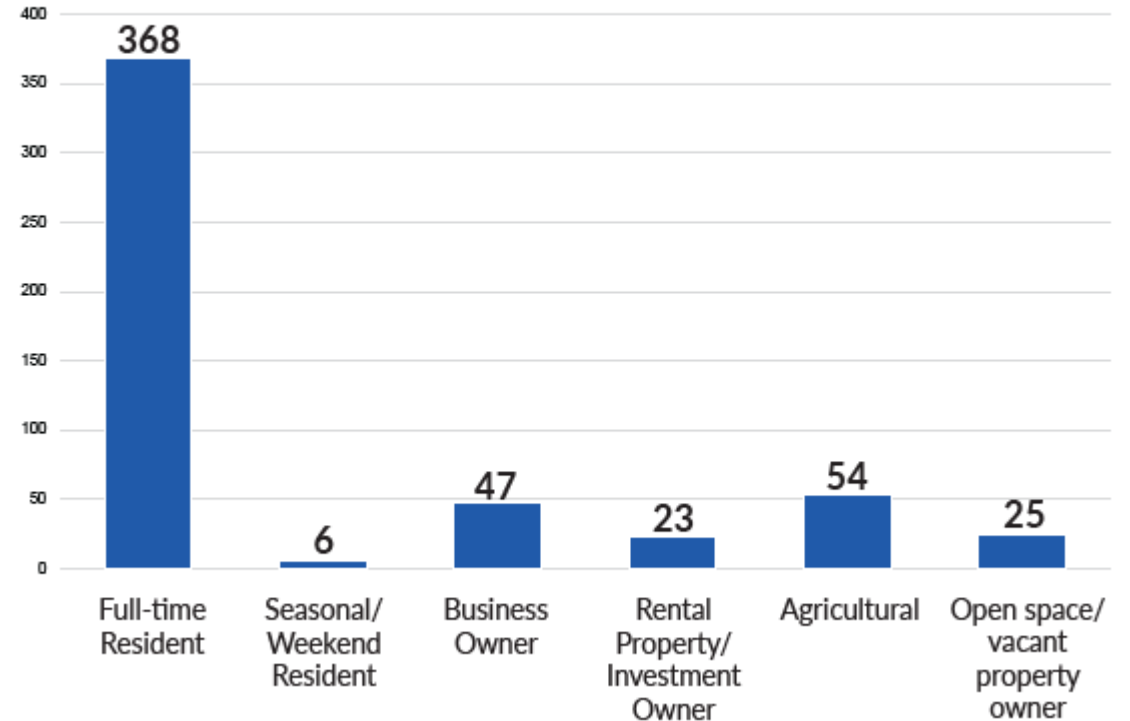
382
completed
responses

98.5%
of people reside and/
or own a property in
Oconee County

Non-resident
respondents (6) identified
themselves primarily as
concerned citizens living
outside the study area.



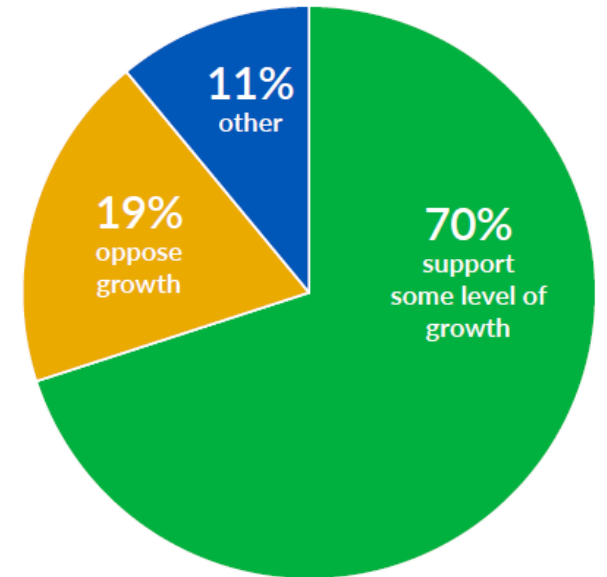
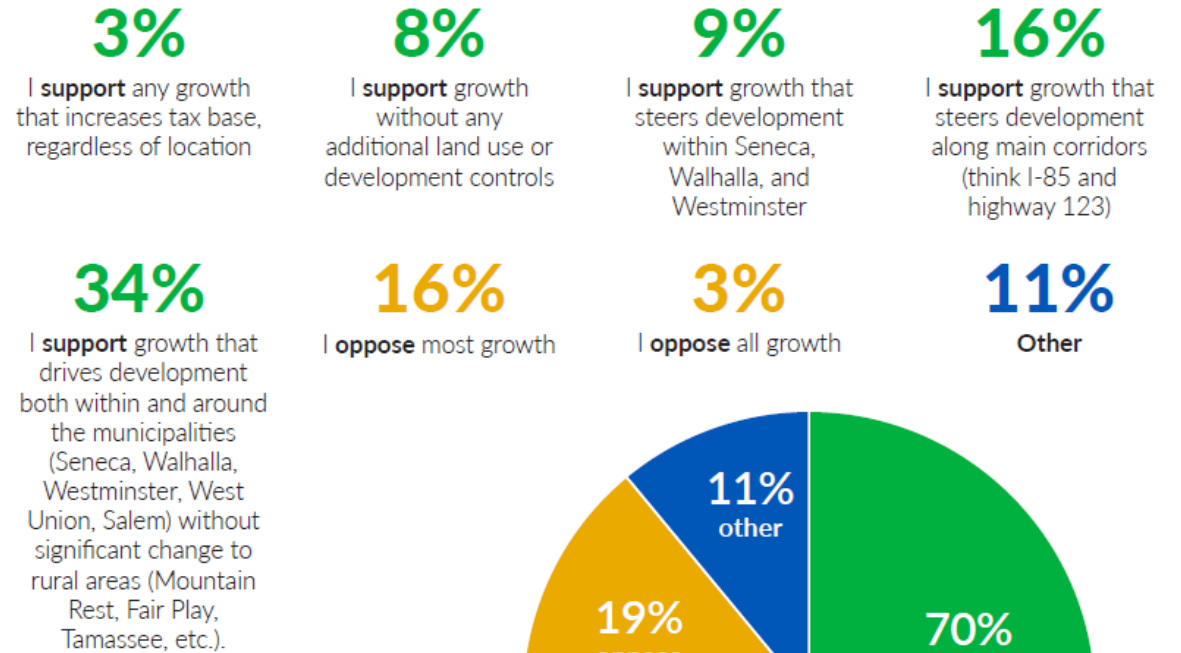
How would you classify your relationship to Oconee County?
(select all that apply)



High Level Survey Results

Oconee County is currently experiencing rapid development in certain areas. With that in mind please choose the statement that best describes your outlook on growth.

	Somewhat Important	Very Important
Protect property value	23%	57%
Maintain rural nature of Oconee County	14%	71%
Protect open space and recreational areas	15%	75%
Protect farmland	11%	76%
Protect quality of the environment	15%	75%
Enhance tax base within Oconee County	29%	24%
Control the pace of development	23%	63%
Control the type of development	17%	70%
Development Moratorium to temporarily halt specific development to allow for municipalities to plan for growth	20%	51%



There is a strong call for balanced, controlled growth that respects the community's character, preserves natural resources, and involves input from residents

What is happening around Oconee County?

Land Use Regulation Varies!

- Pickens County, SC
 - Moratoriums to development
 - Adopted an ordinance to establish standards and limitations on future development along Highway 11 (2022)
 - 250-foot buffer along Highway 11
 - Limits industrial in a specific area
 - Implemented design standards commercial uses
 - April 2024 adopted edits to their Unified Development Standards Ordinance – updates focused on unincorporated areas of the county
- Greenville County, SC
 - Riparian Buffer Requirements & Septic Tank Design Standards
 - A minimum 50-foot riparian buffer shall be established along all jurisdictional waters of the state.
 - A minimum 100-foot riparian buffer as measured from the top of the stream bank inland shall be established along each side of all intermittent, perennial, and blue line streams within watersheds draining 50 acres or more.
 - Minimum lot size requirements for unzoned parcels

What is happening around Oconee County?

Land Use Regulation Varies! – In GA unincorporated areas are zoned or have defined land uses, though not applied in a standard manner

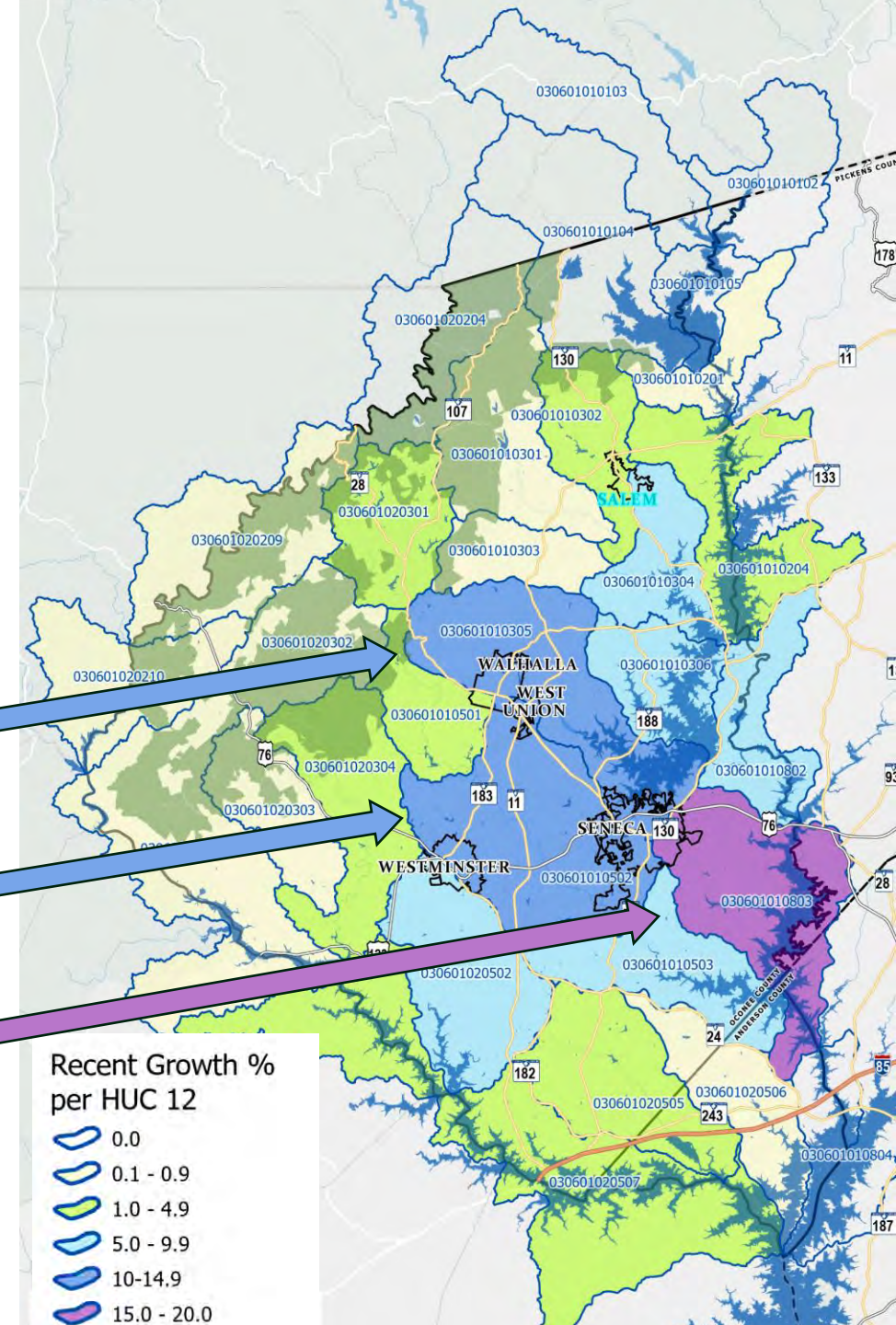
- Hamersham County, GA
 - Joint Comp Plan – 2018 with Land Use intensity areas
- Rabun County, GA
 - Joint Comp Plan – 2019 with character areas to guide development
- Stephens County
 - Joint Comp Plan – 2021 with character areas to guide development
- Franklin County, GA
 - Most of the county is formally zoned for either “Agricultural Intensive District” or “Agricultural District” – zoned intentionally to protect agricultural-based economy
 - Top poultry producer in GA
 - Four interchanges along I-85
 - Their residential district has flexibility built into it for varied density
 - Low population growth forecasted
- Hart County, GA hasn’t updated their comp plan since 2007, they do have a future development scenario

County Zoning Enforcement

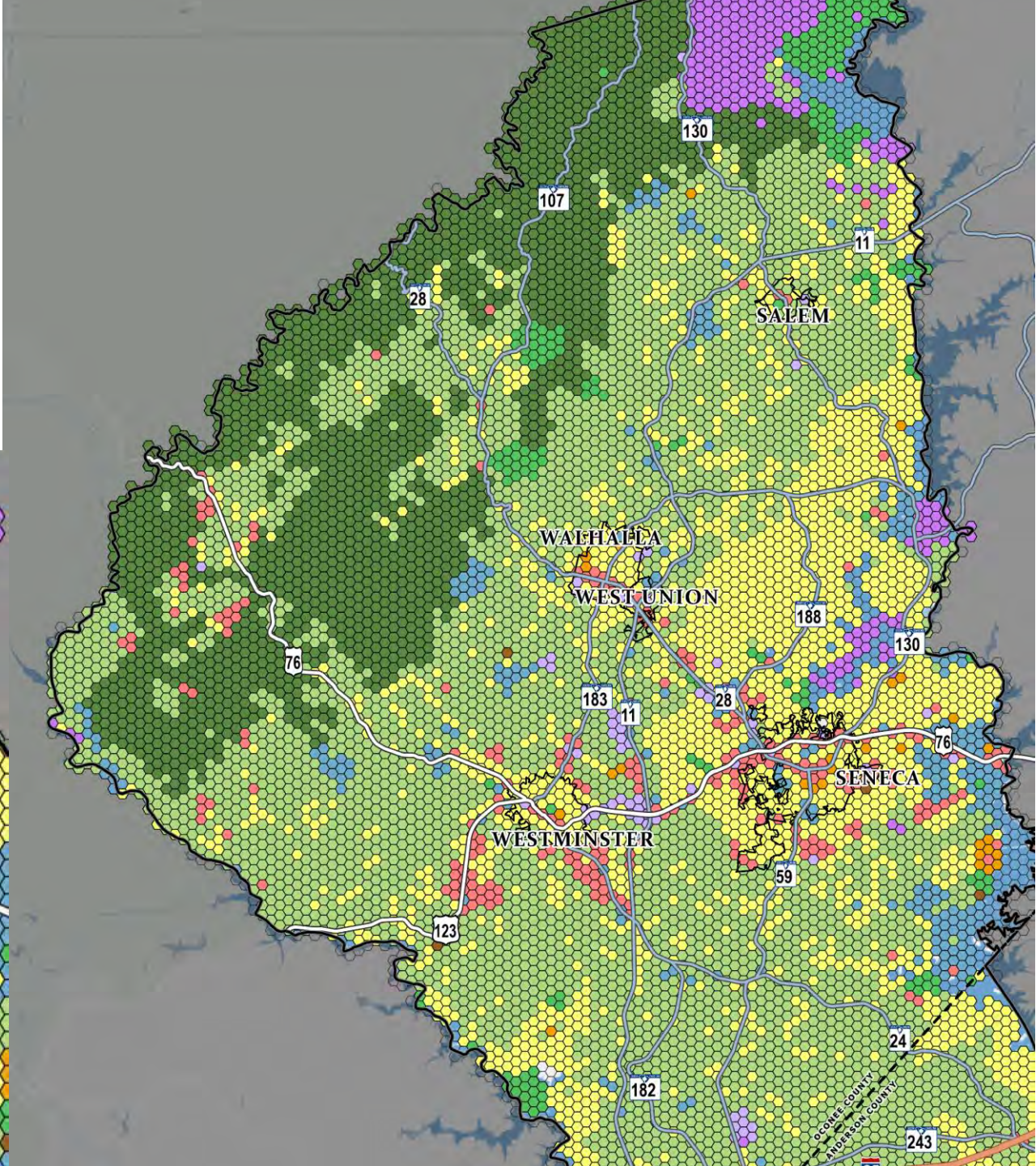
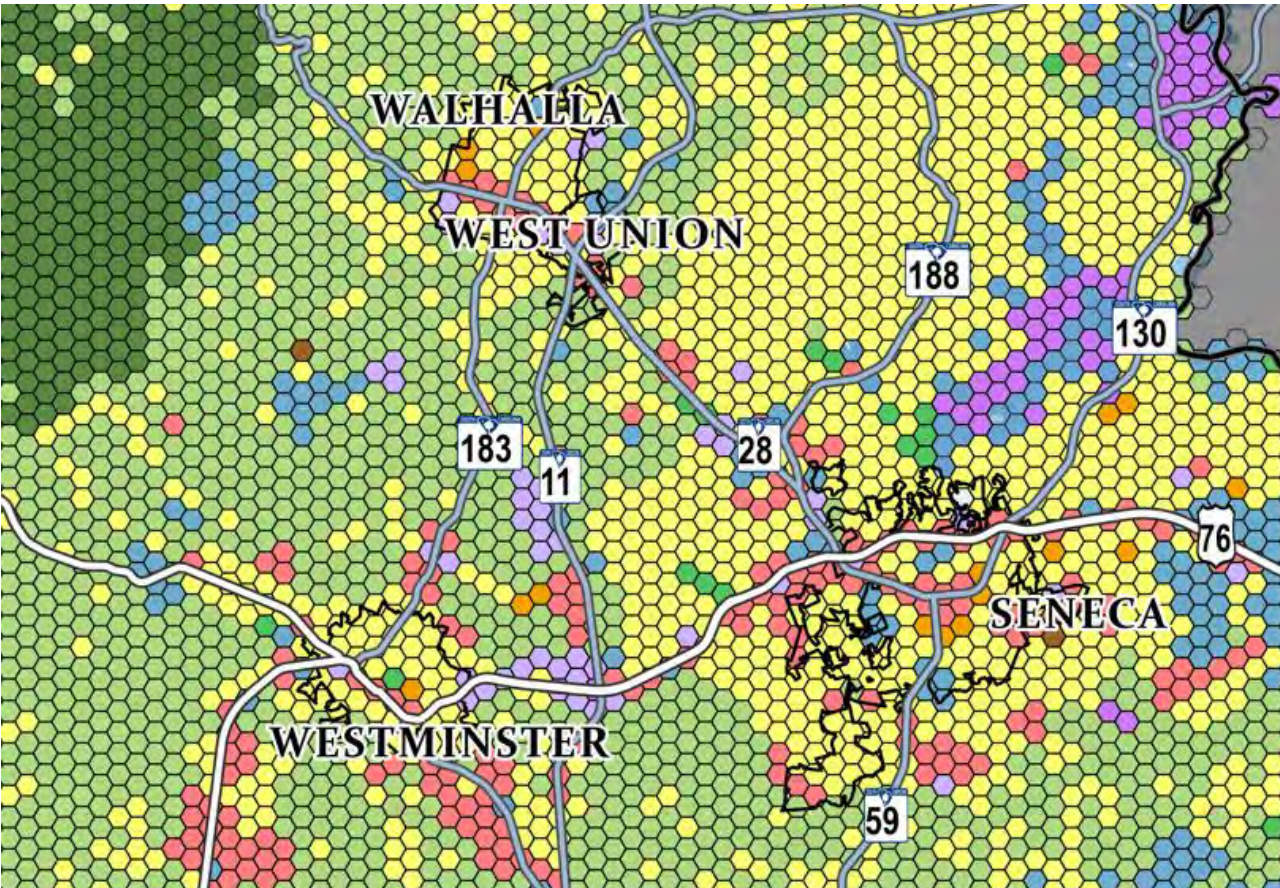


Recent Growth by Basin

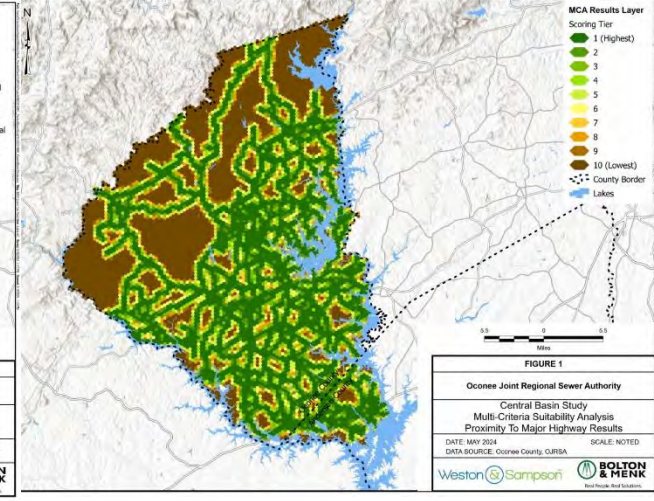
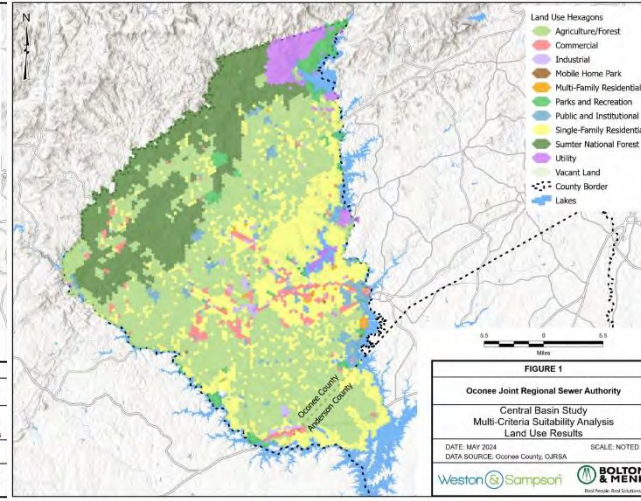
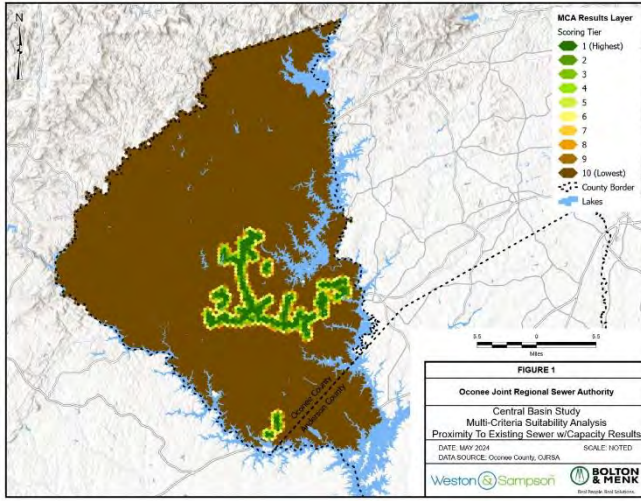
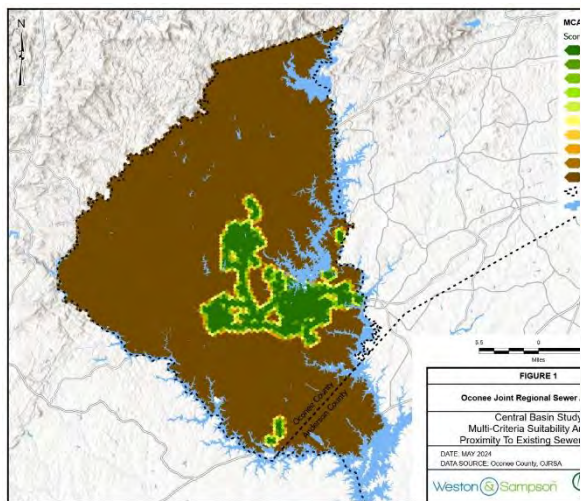
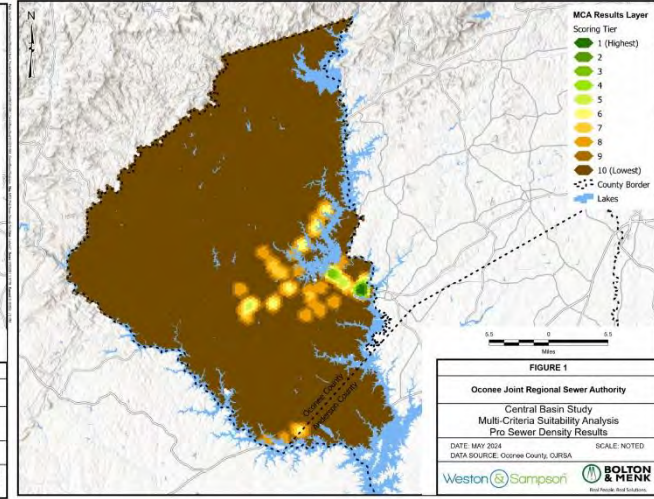
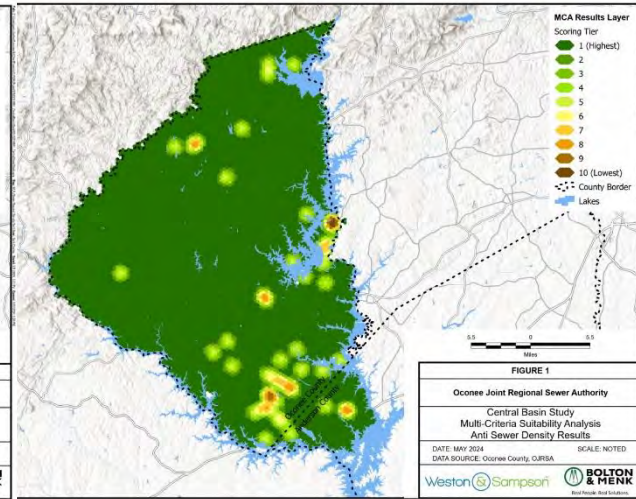
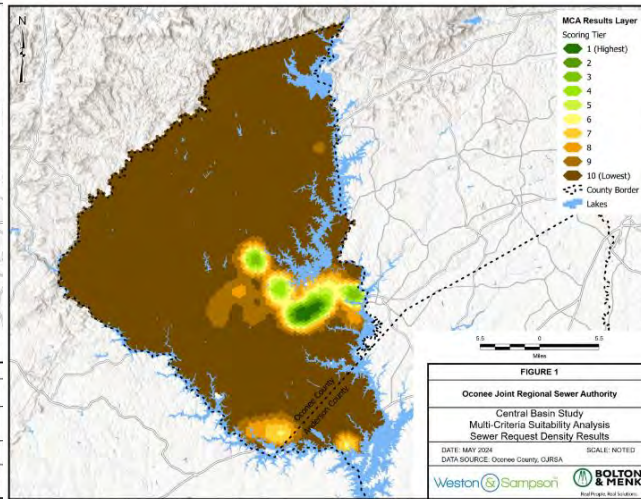
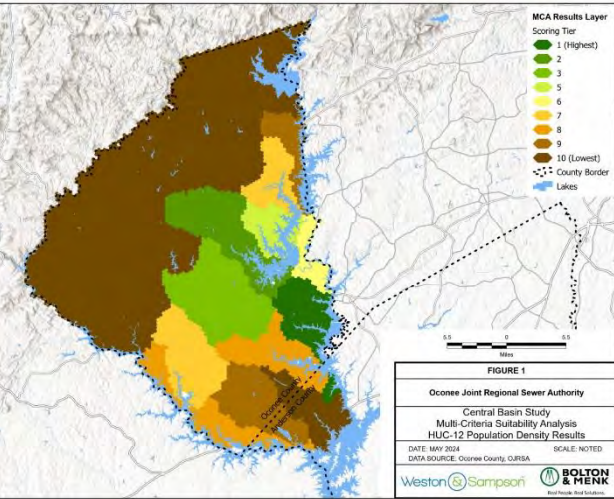
Development Category	Single Family Residential	Multi-Family Residential	Total Development Percentage
HUC			
30601010201	0.9%		0.8%
30601010204	3.8%	0.2%	3.2%
30601010301	1.1%		0.9%
30601010302	1.7%		1.5%
30601010303	0.9%		0.7%
30601010304	7.8%	0.3%	6.3%
30601010305	15.2%	9.1%	14.4%
30601010306	11.6%	0.0%	9.3%
30601010501	1.4%	0.0%	1.3%
30601010502	14.3%	7.3%	13.9%
30601010503	5.9%	0.3%	5.0%
30601010802	2.7%	41.8%	8.0%
30601010803	13.1%	40.3%	17.4%



Future Land Use Projections Spatial Analysis



Spatial Analysis



Composite Spatial Analysis

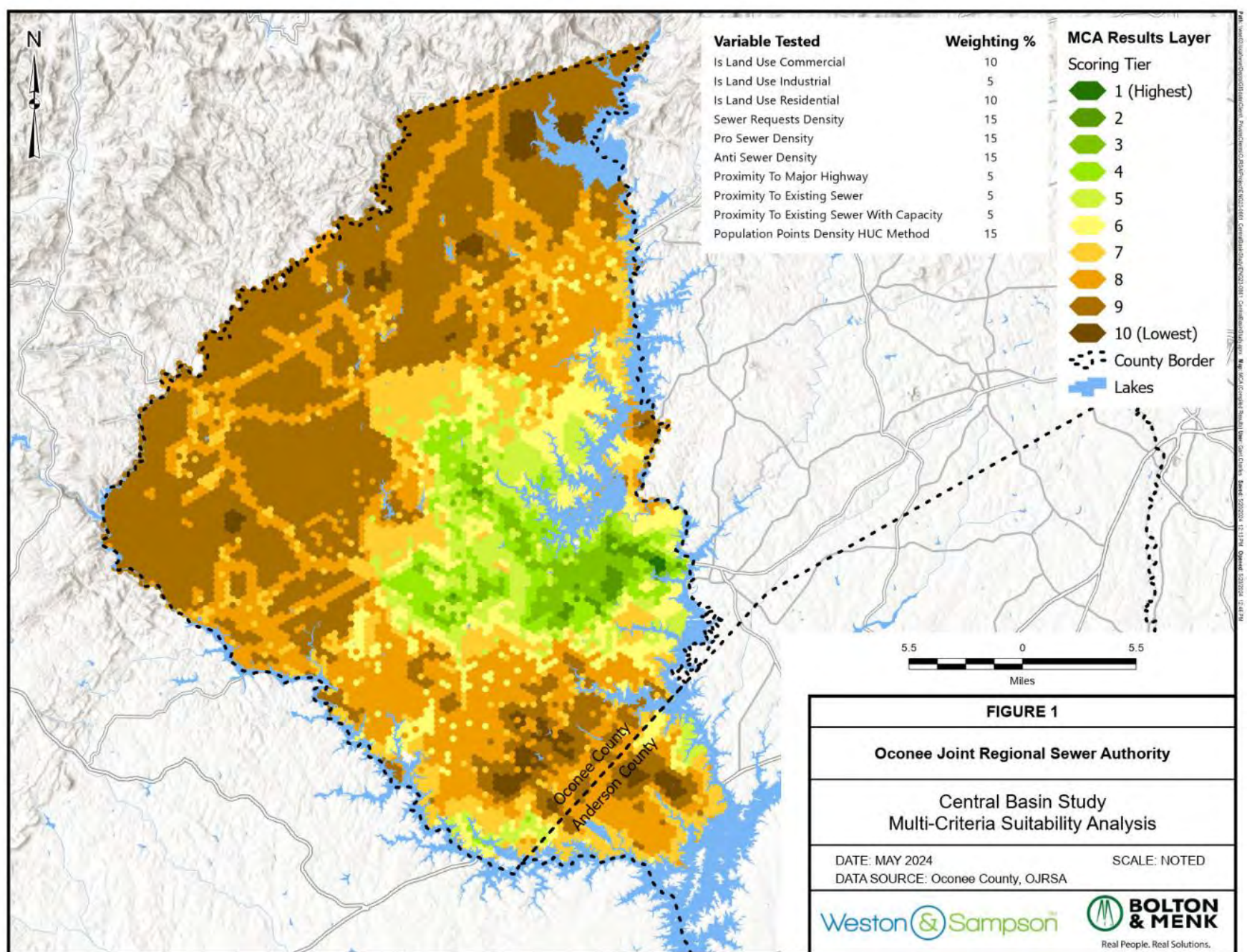


FIGURE 1

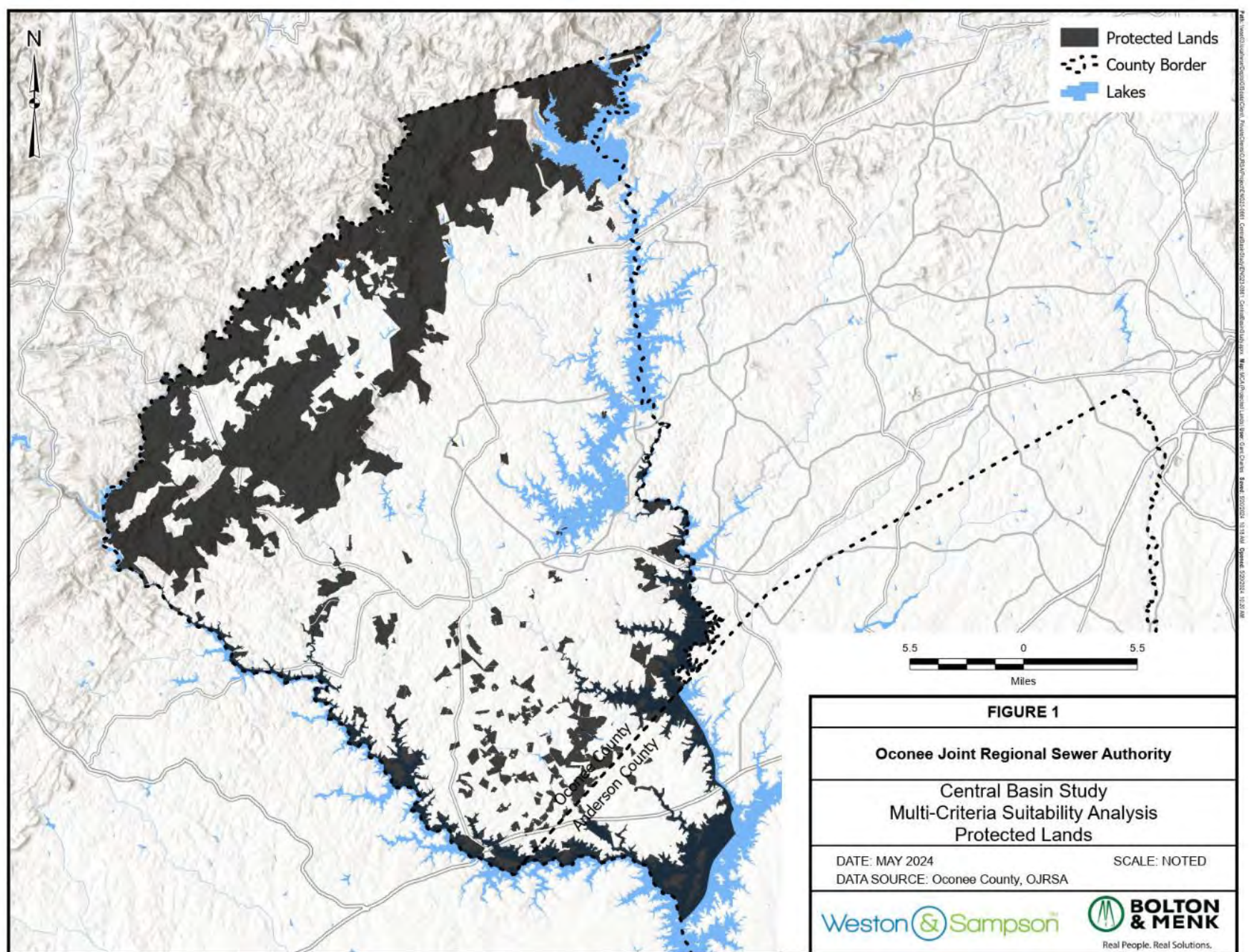
Oconee Joint Regional Sewer Authority

**Central Basin Study
Multi-Criteria Suitability Analysis**

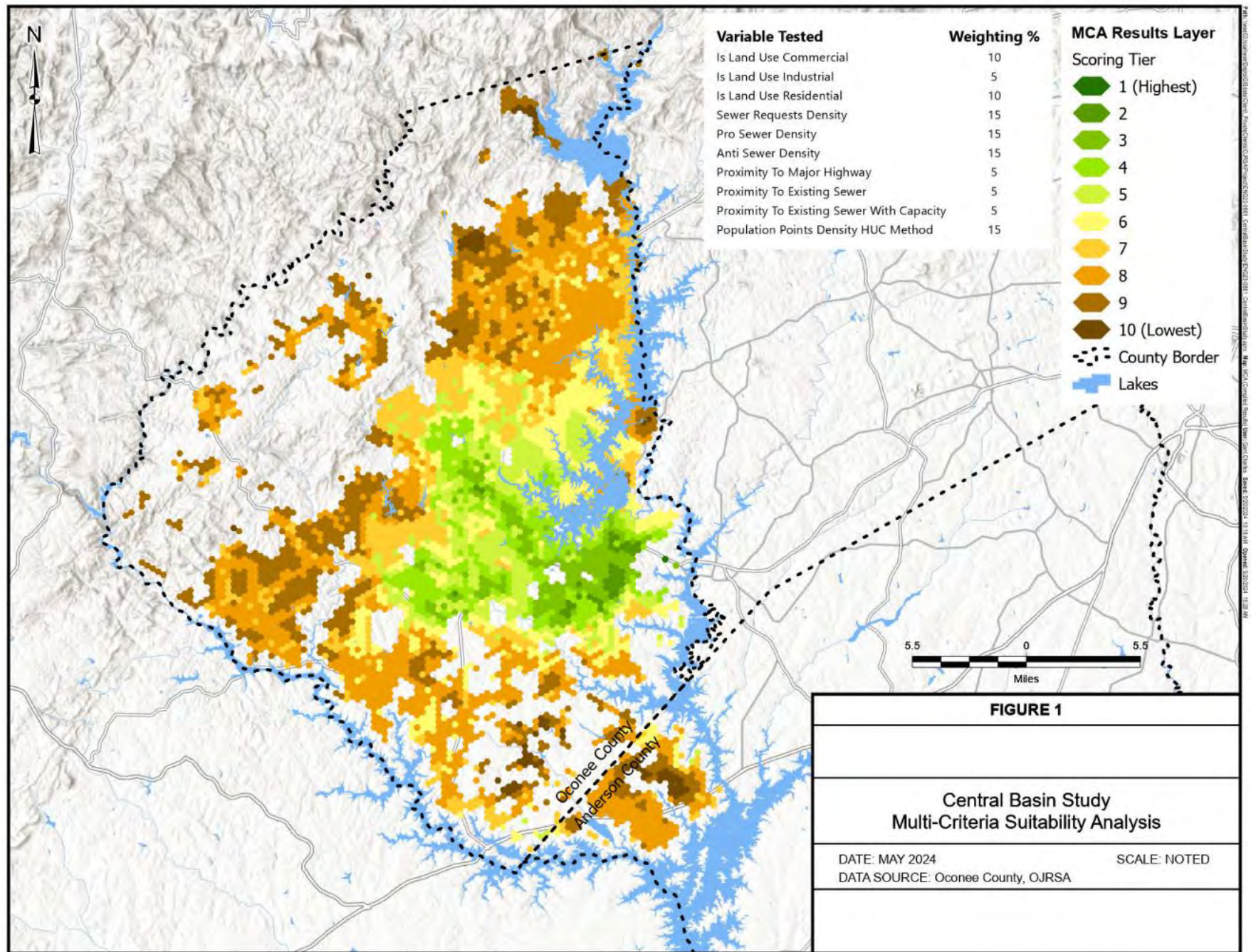
DATE: MAY 2024 SCALE: NOTED
DATA SOURCE: Oconee County, OJRSA

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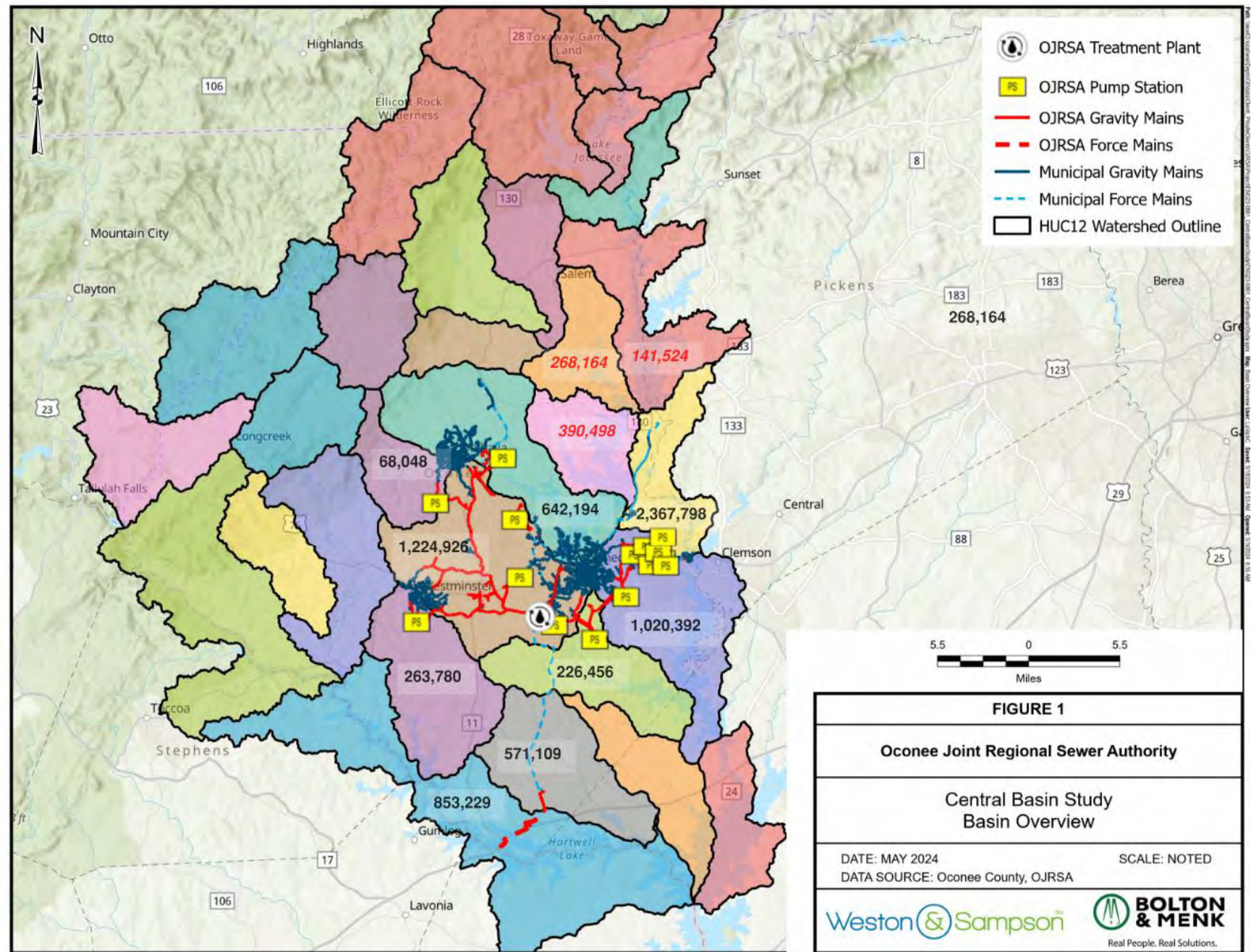
Protected Land



Composite Spatial Analysis



Flow Projection By Basin



Flow Projection By Basin

Sewer Flow Projections	
Type / Category	ADF (GPD)
Spatial Analysis Flow (Residential)	2,517,994
Spatial Analysis Flow (Commercial)	650,000
Industrial Flow	932,854
Known Developments & Those In Permitting	714,200
Newry Area Development	2,090,000
Additional Flow Projected in Fair Play Report	373,603
TOTAL NEW FLOW	7,278,651
EXISTING ADF	4,654,994
TOTAL COMBINED FLOW	11,933,645

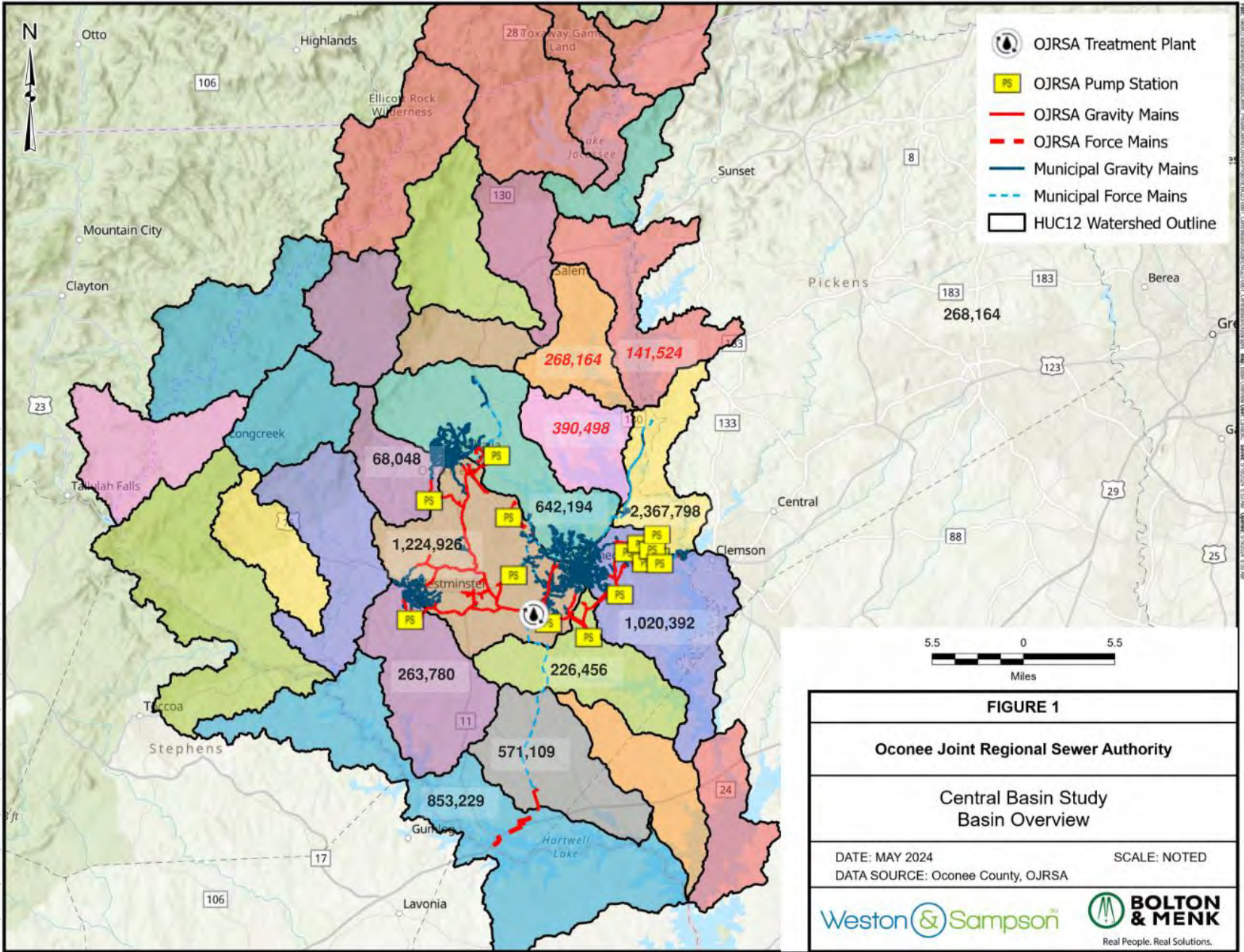
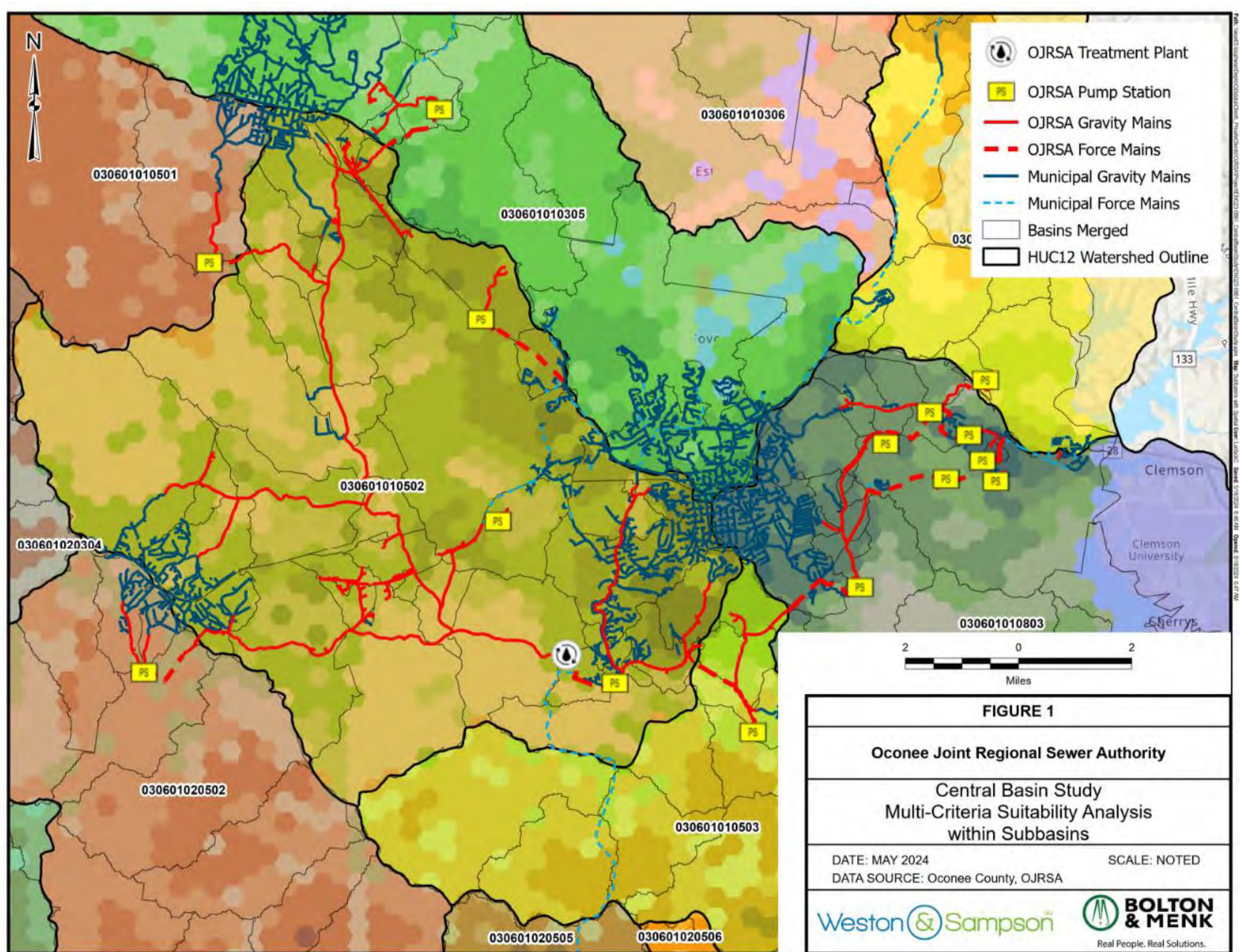


FIGURE 1
Oconee Joint Regional Sewer Authority
Central Basin Study
Basin Overview
 DATE: MAY 2024 SCALE: NOTED
 DATA SOURCE: Oconee County, OJRSA
 Weston & Sampson BOLTON & MENK
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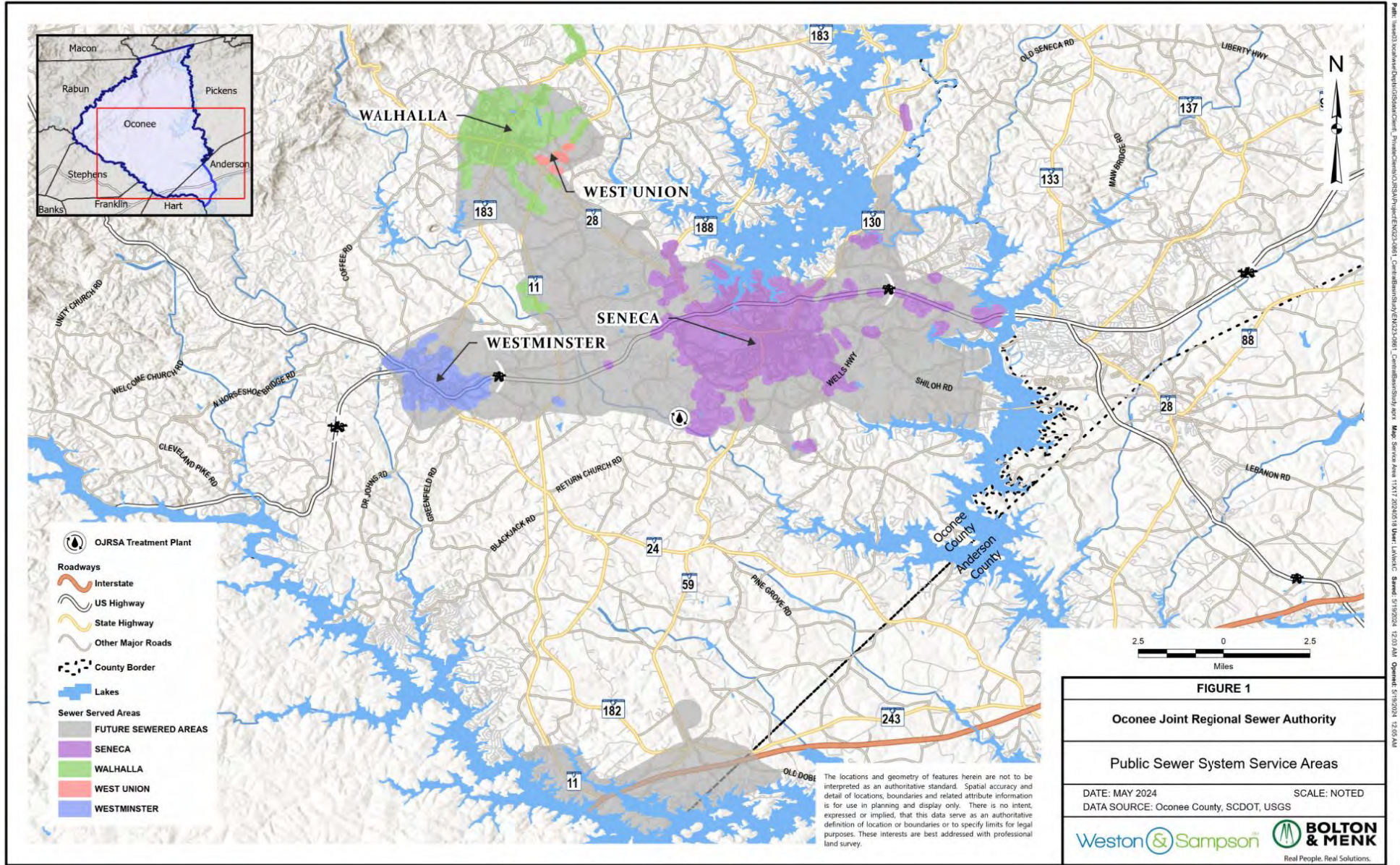


Projecting Flow Into Subbasins



Future Sewer Service Areas

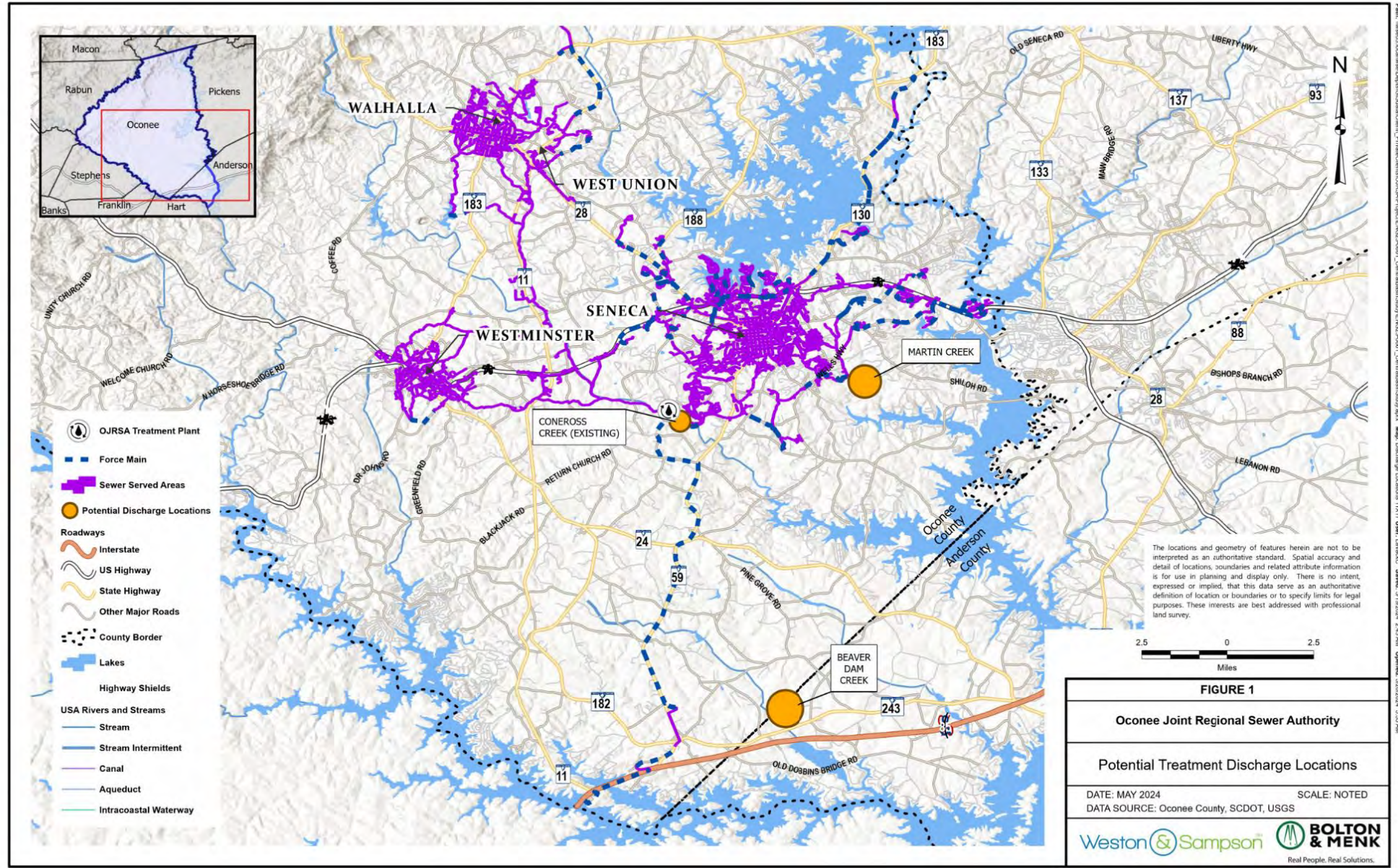
70% of projected growth is in areas currently sewered or areas to be sewered



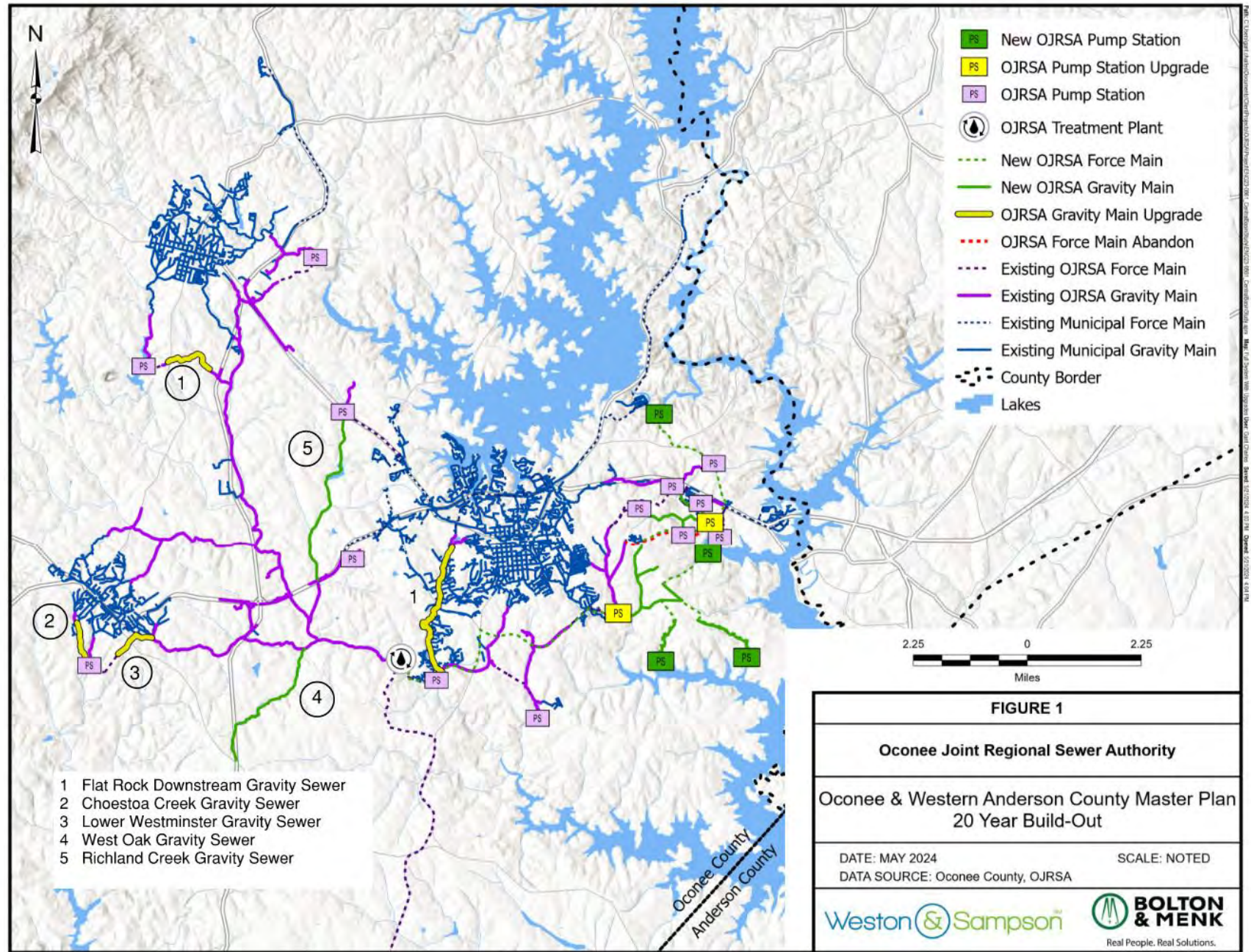
Potential WRF Sites

7Q10 Flows:

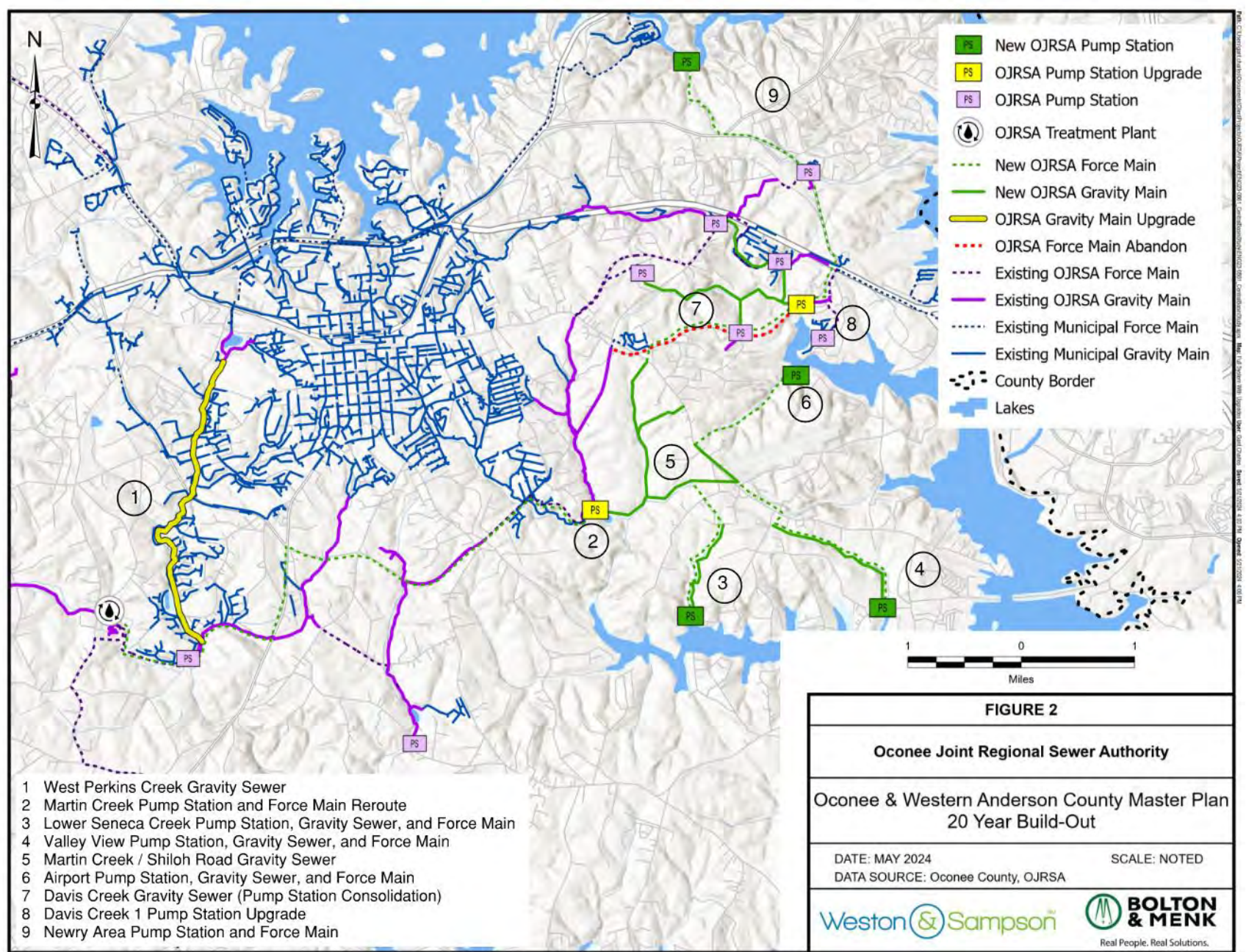
- Martin Creek 1 cfs
- Coneross Creek 11.8 cfs
- Beaverdam Creek 3 cfs



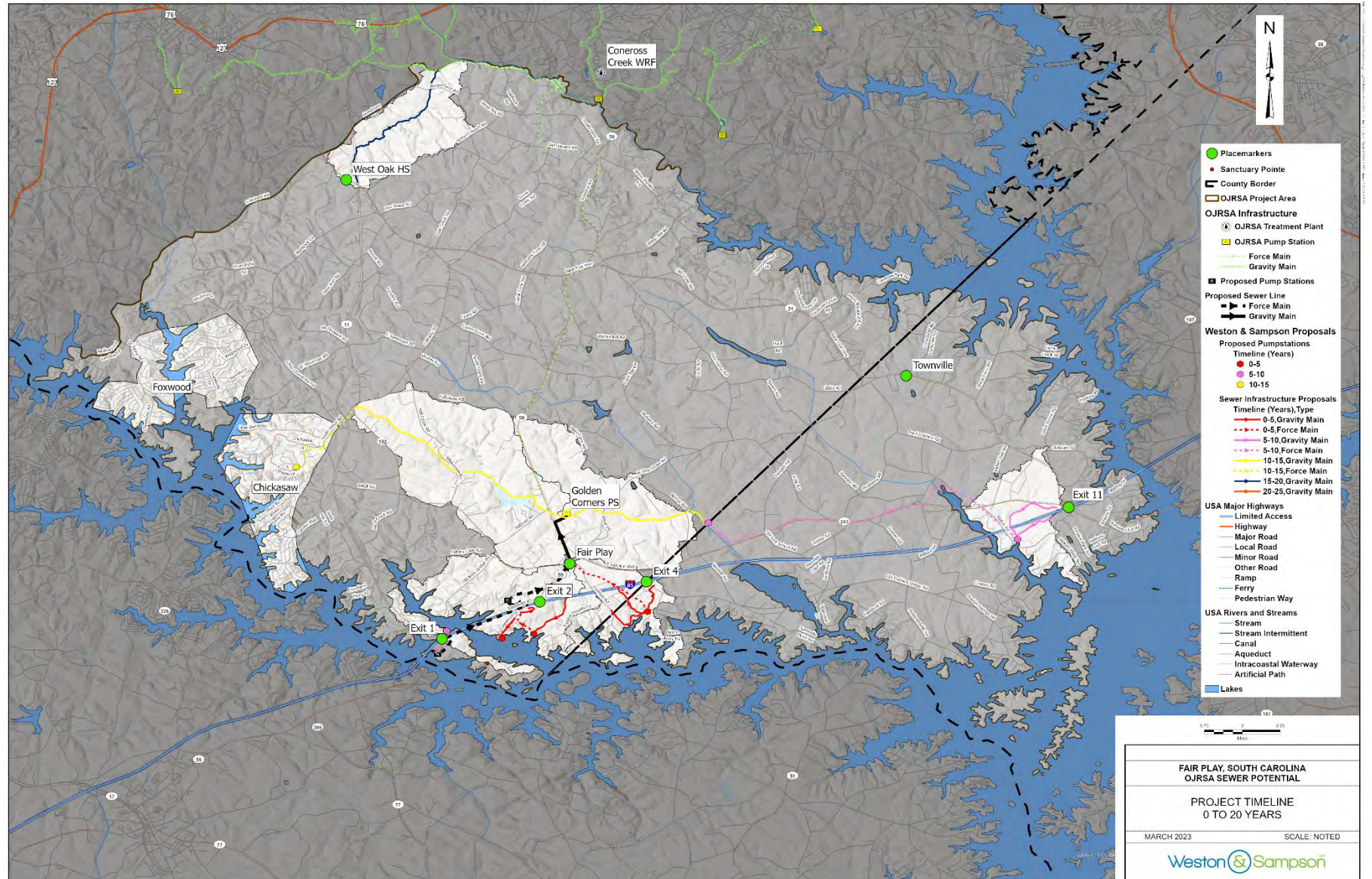
Proposed CIP: Central Area



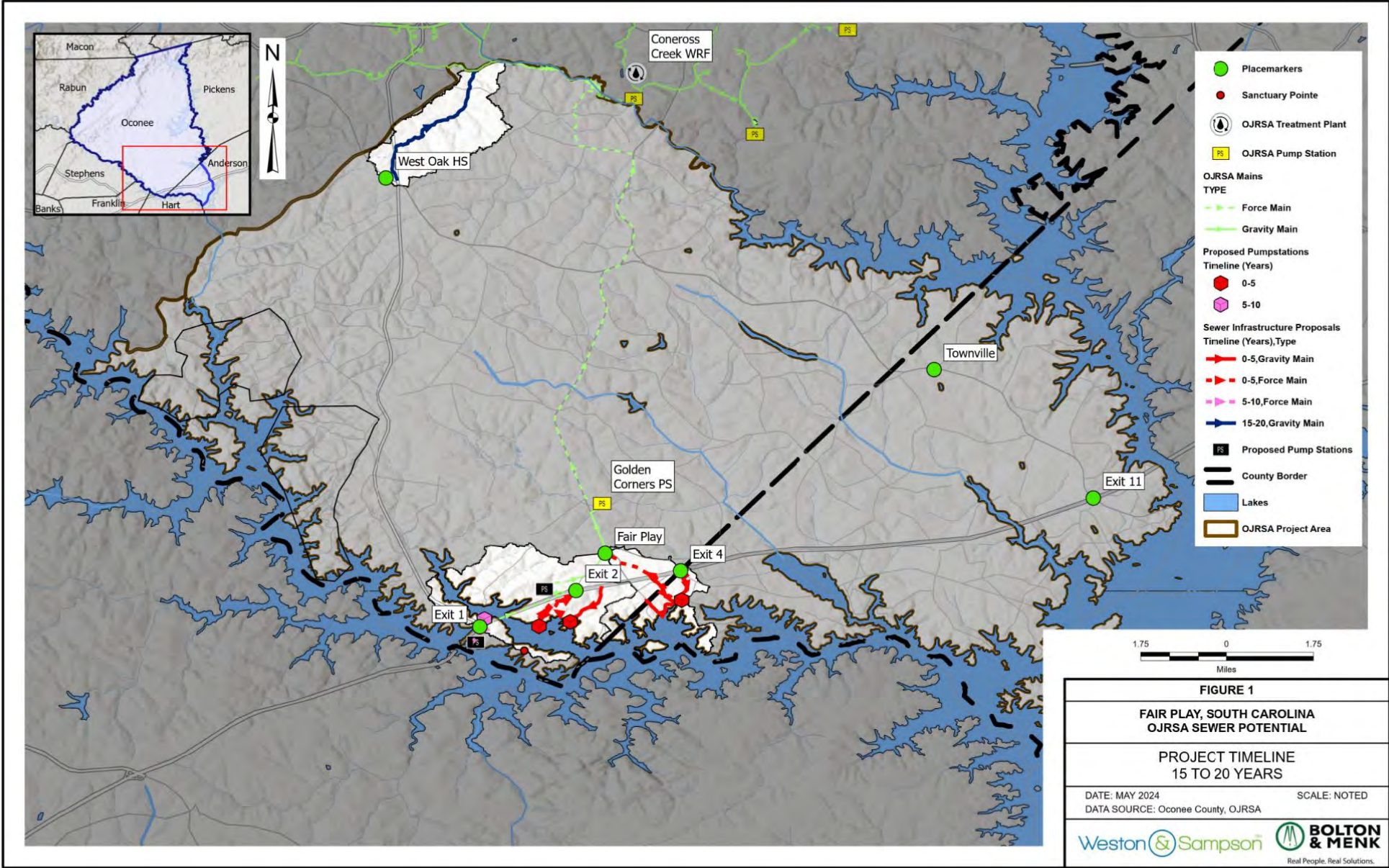
Proposed CIP: East Seneca



Proposed CIP: Fair Play Area (2023 Study)



Proposed CIP: Fair Play Area



Next Steps

- Incorporate Stakeholder Feedback
- Finalize Proposed Improvements and Cost
- Allocate Proposed Improvements into 5-Year Windows
- Present to OJRSA Board on July 1

An aerial photograph of a wastewater treatment plant. The facility features several large circular aeration tanks, rectangular clarifiers, and various industrial buildings. A central control building is visible. The plant is surrounded by a mix of green grass and bare trees, suggesting a late autumn or winter setting. A parking lot with several vehicles is located in the lower right corner. The overall scene is captured from a high-angle perspective, showing the layout of the infrastructure.

Questions & Comments

Thank You!

