



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



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	X 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
					YES	NO
					YES	NO

Investment Notes:

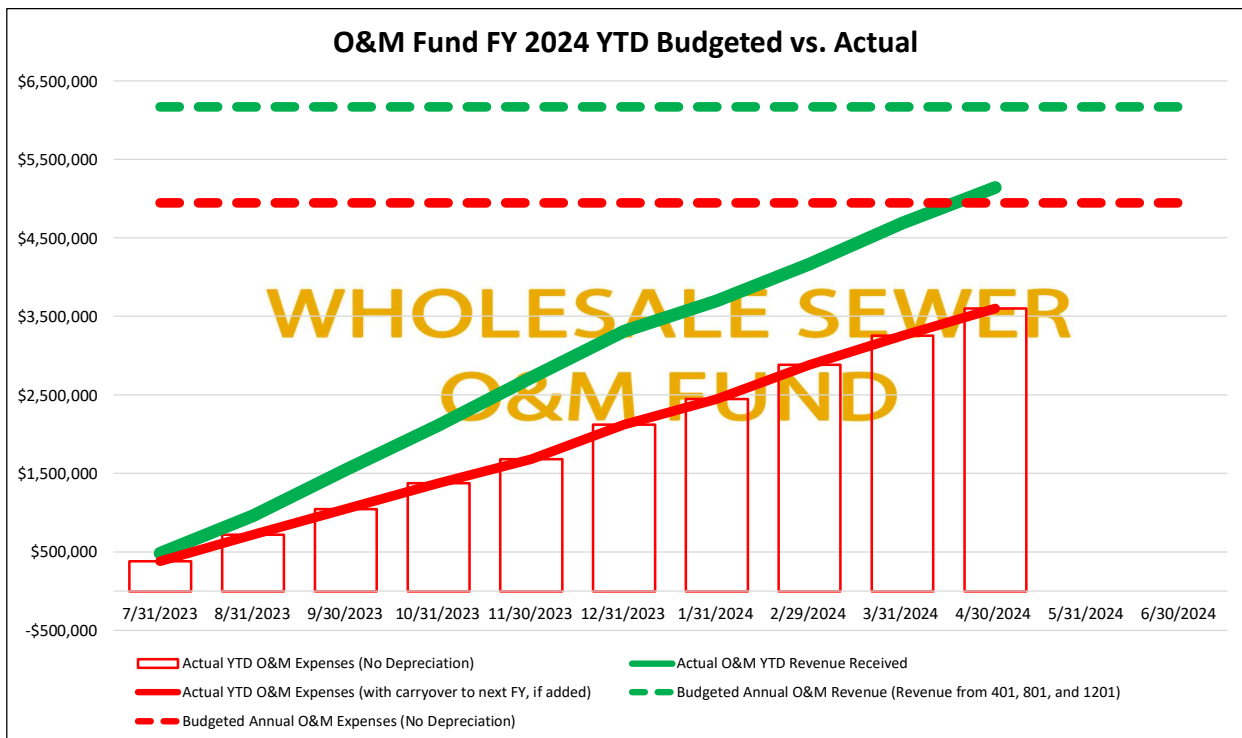
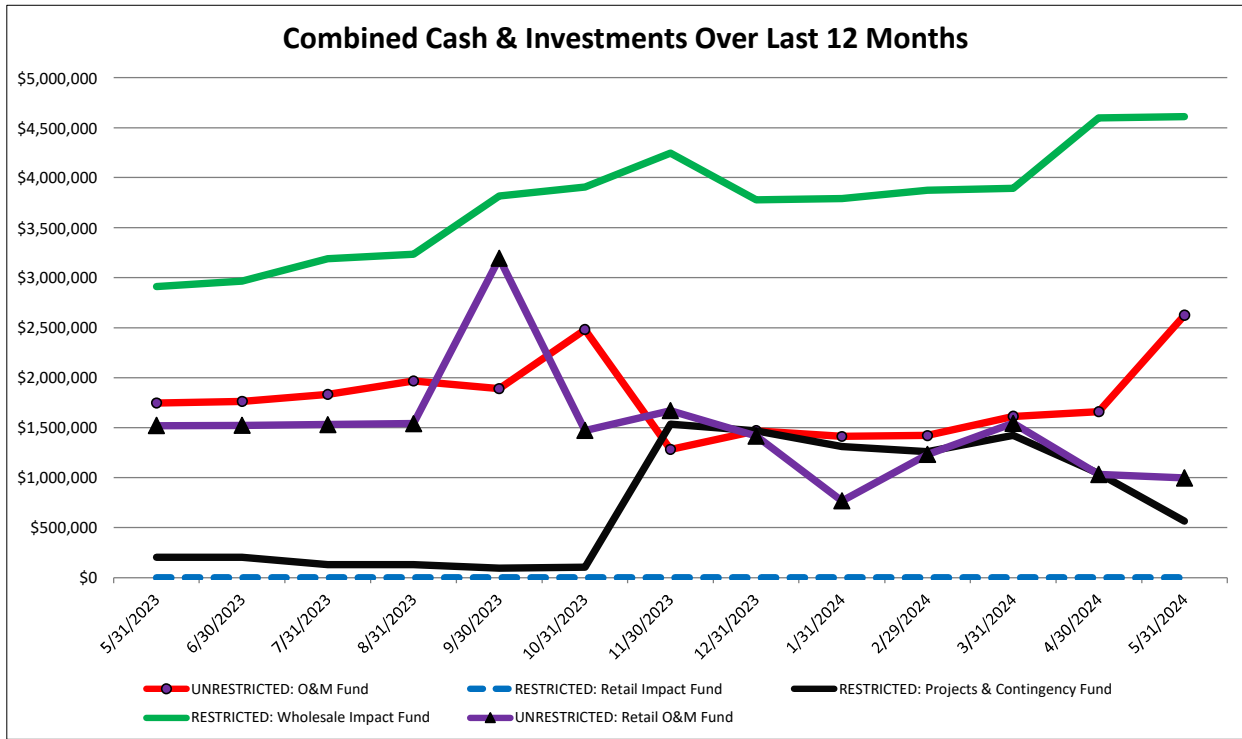
See additional sheets for investment information and trends

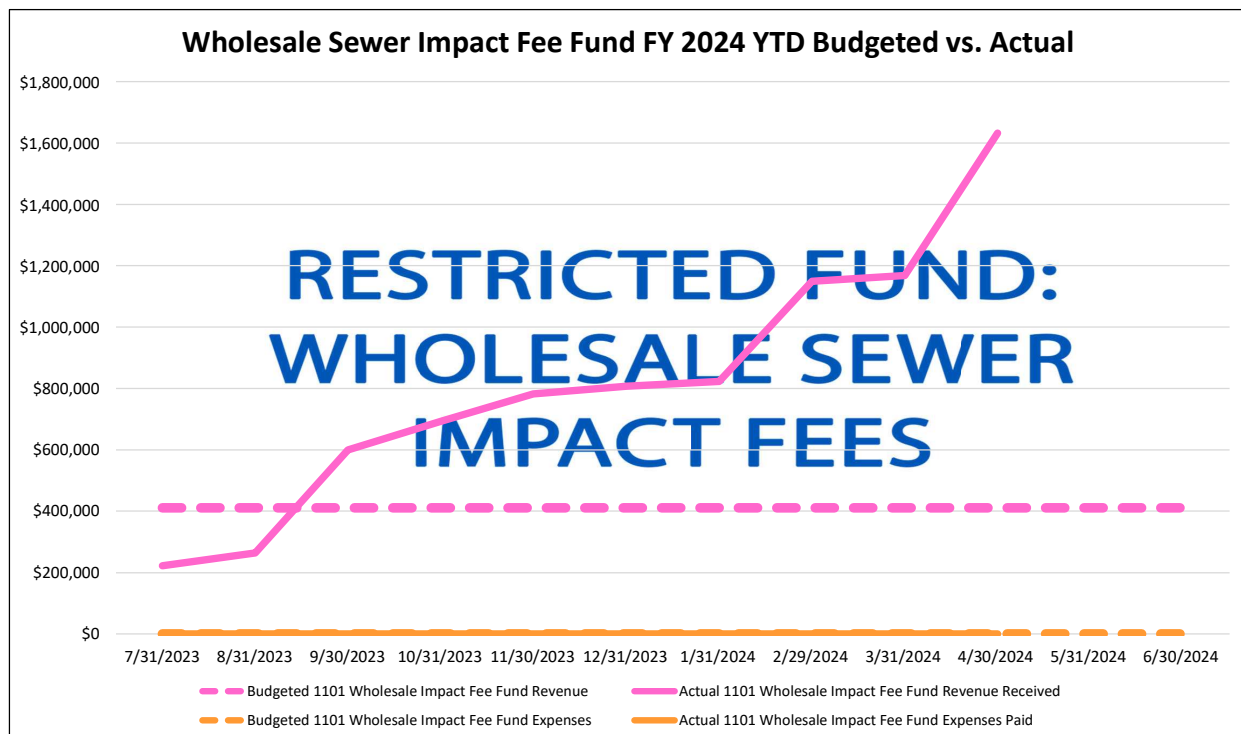
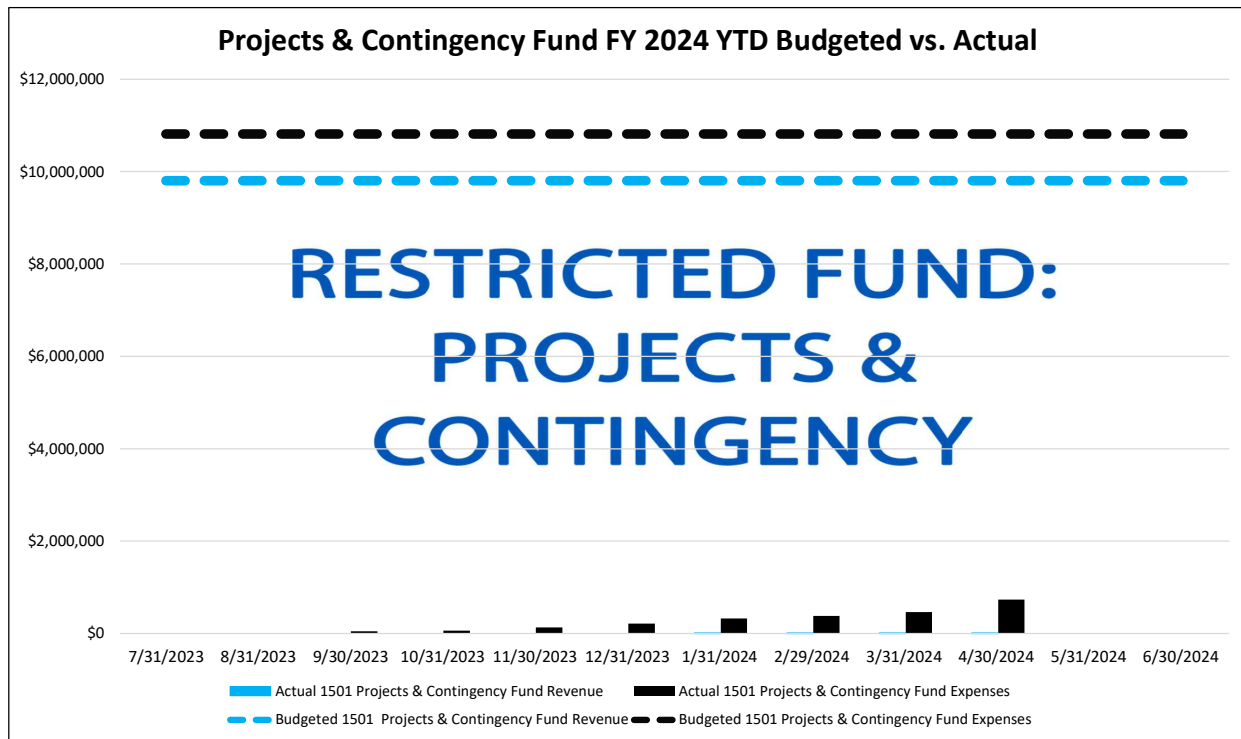
By my signature, to the best of my knowledge, I certify this report is accurate.

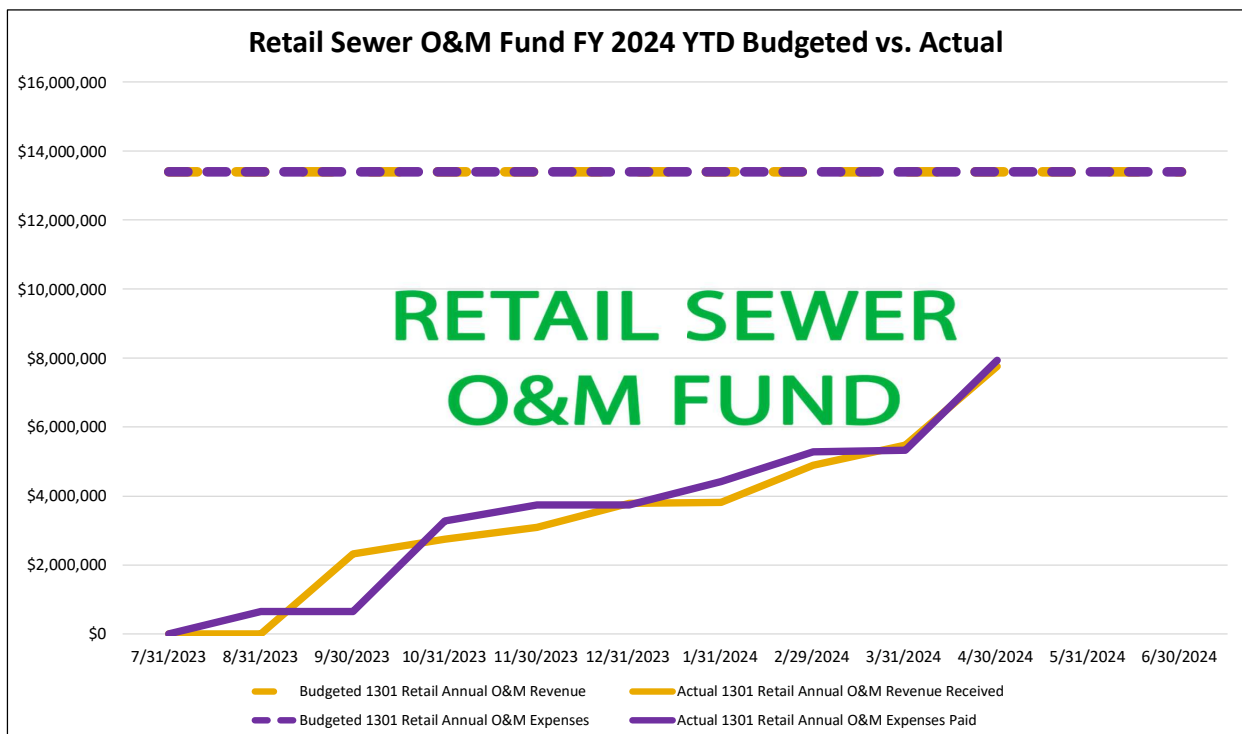
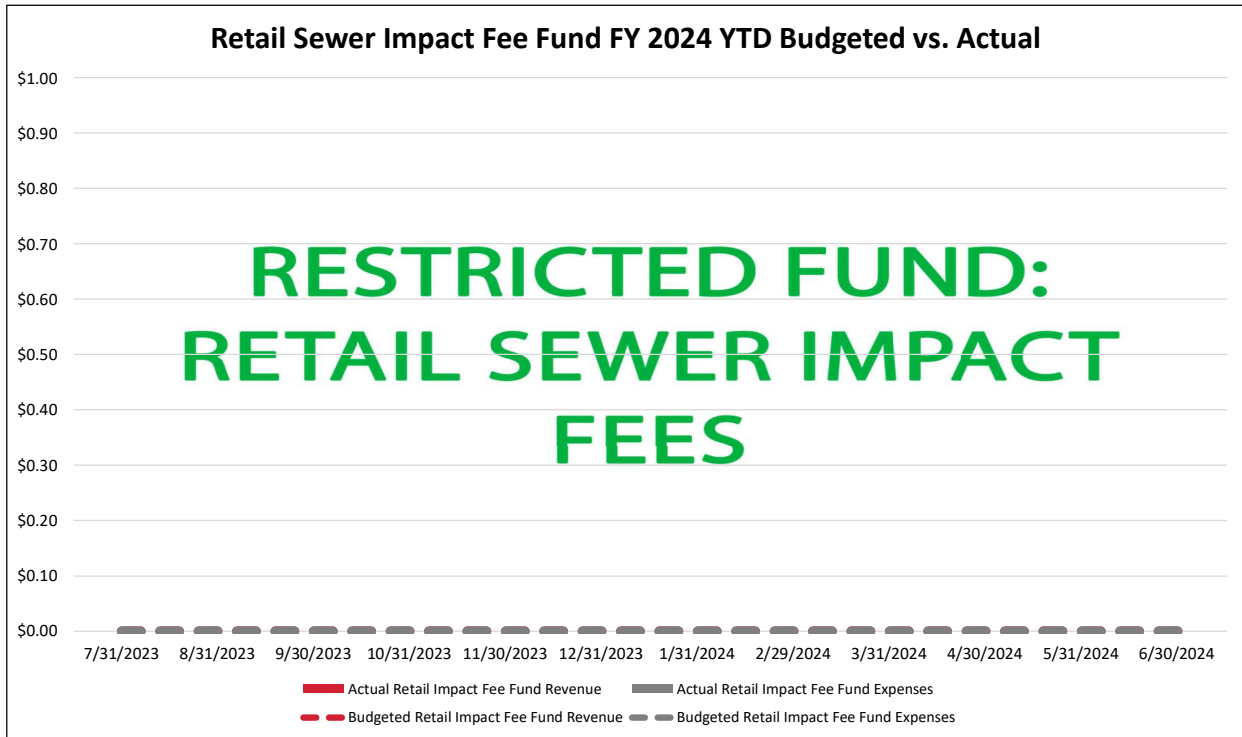


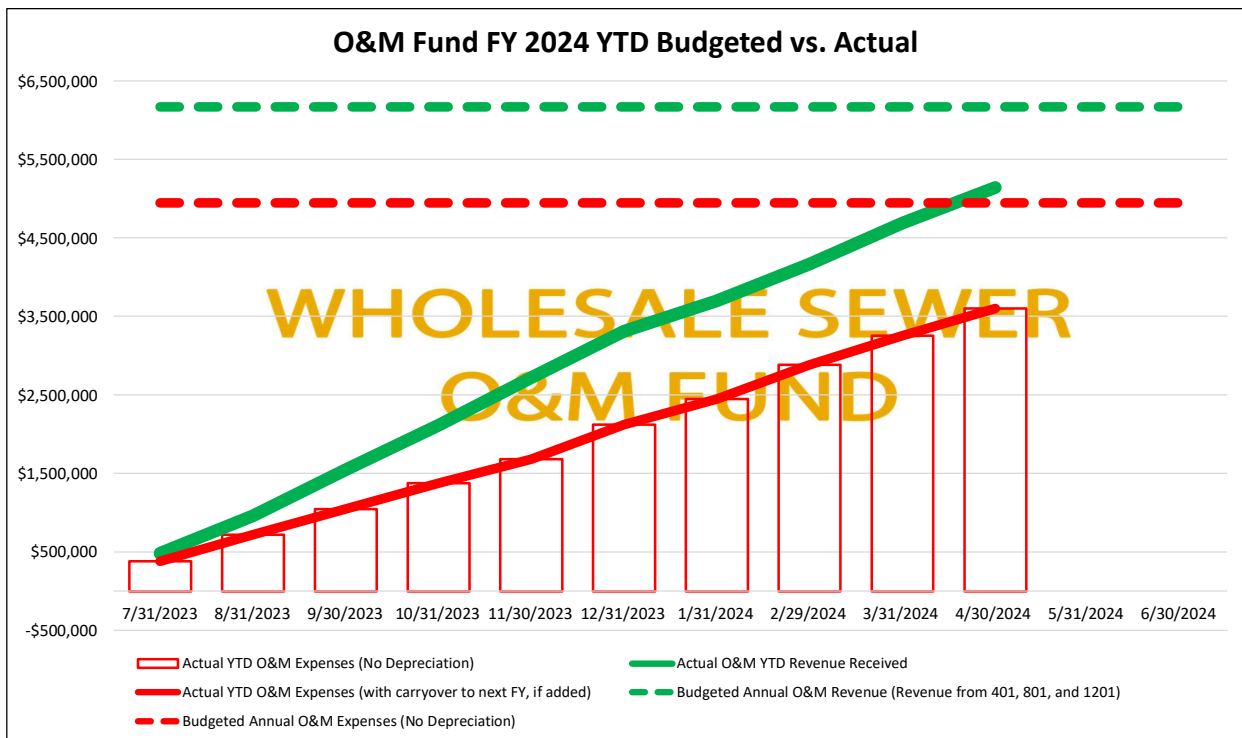
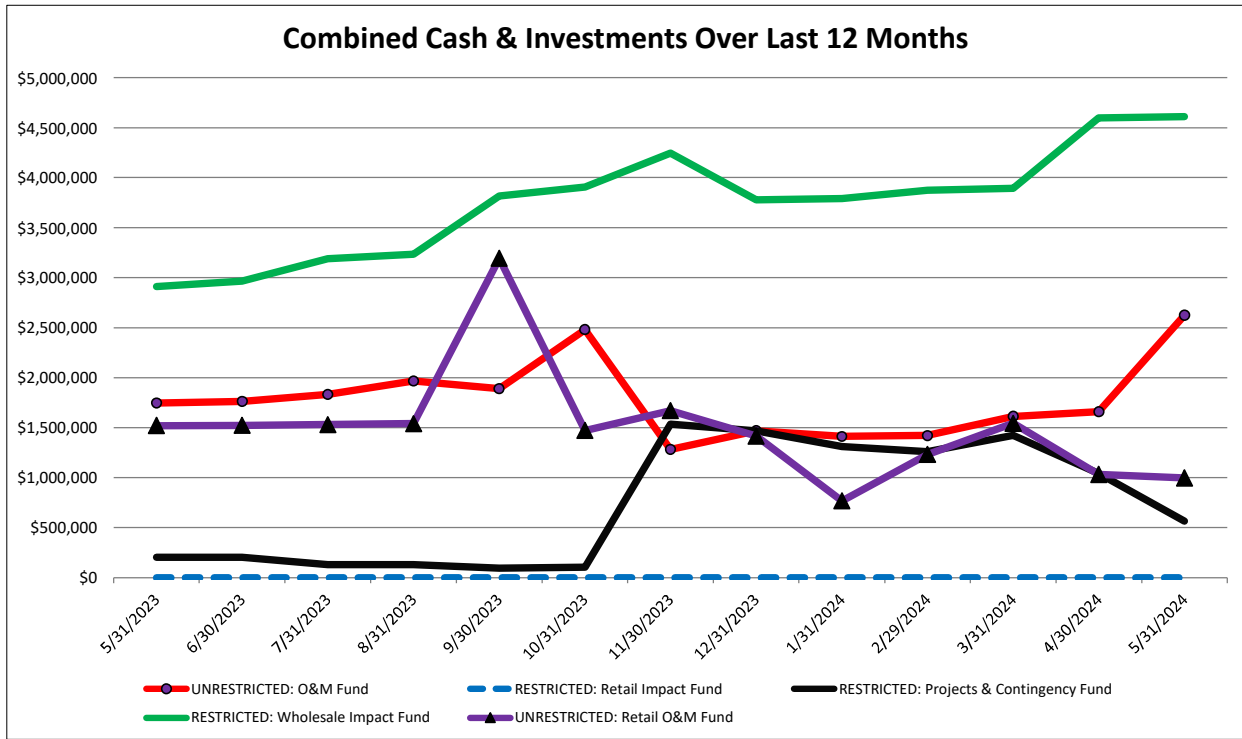
Lynn Stephens

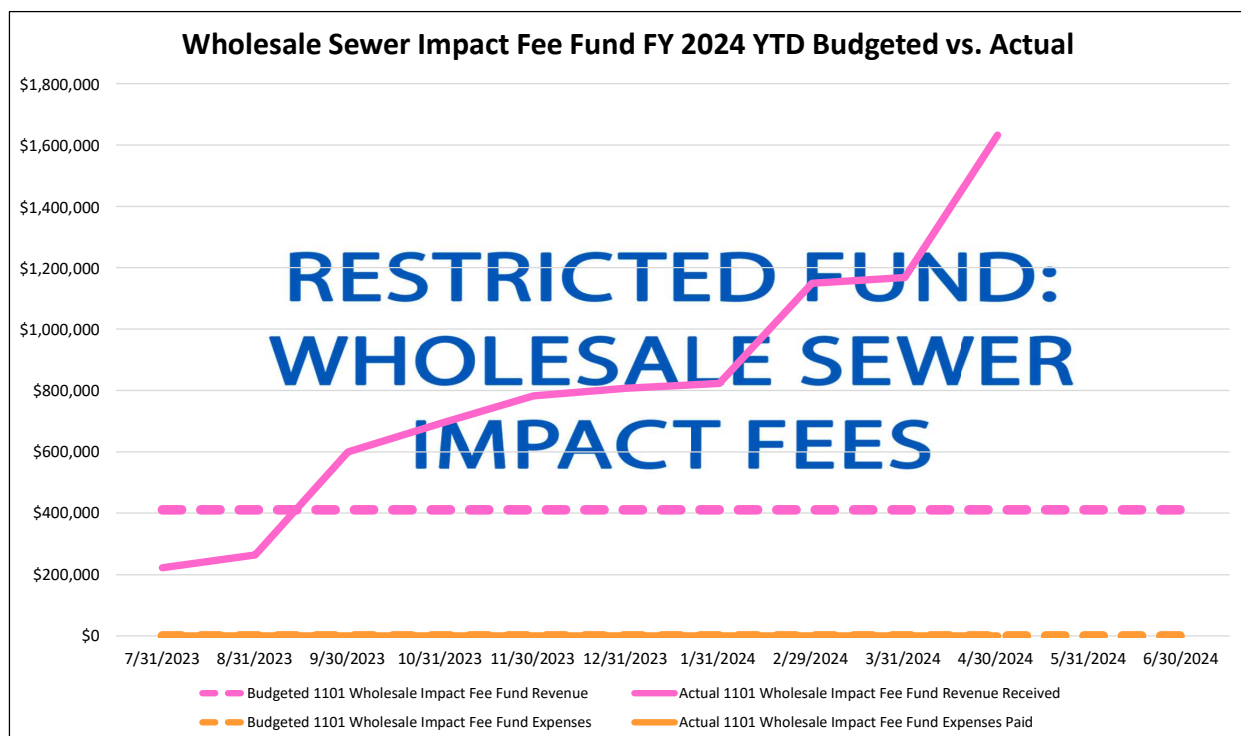
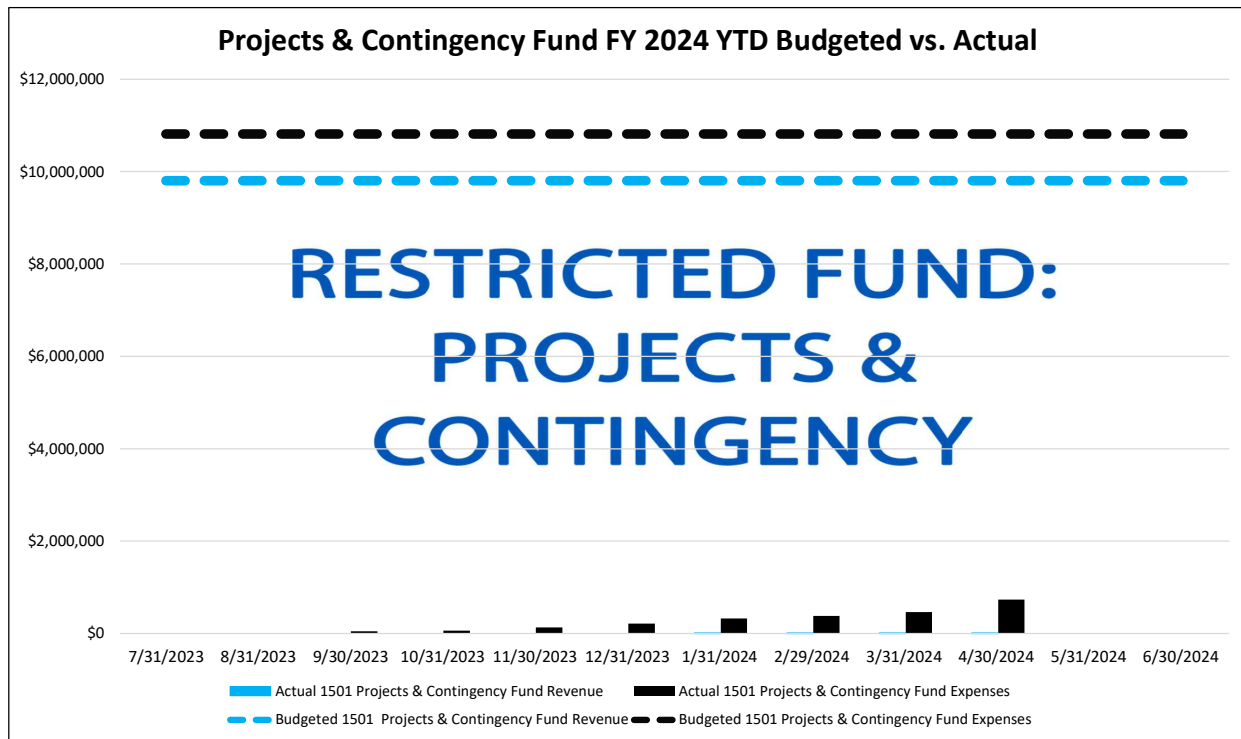
OJRSA Secretary/Treasurer

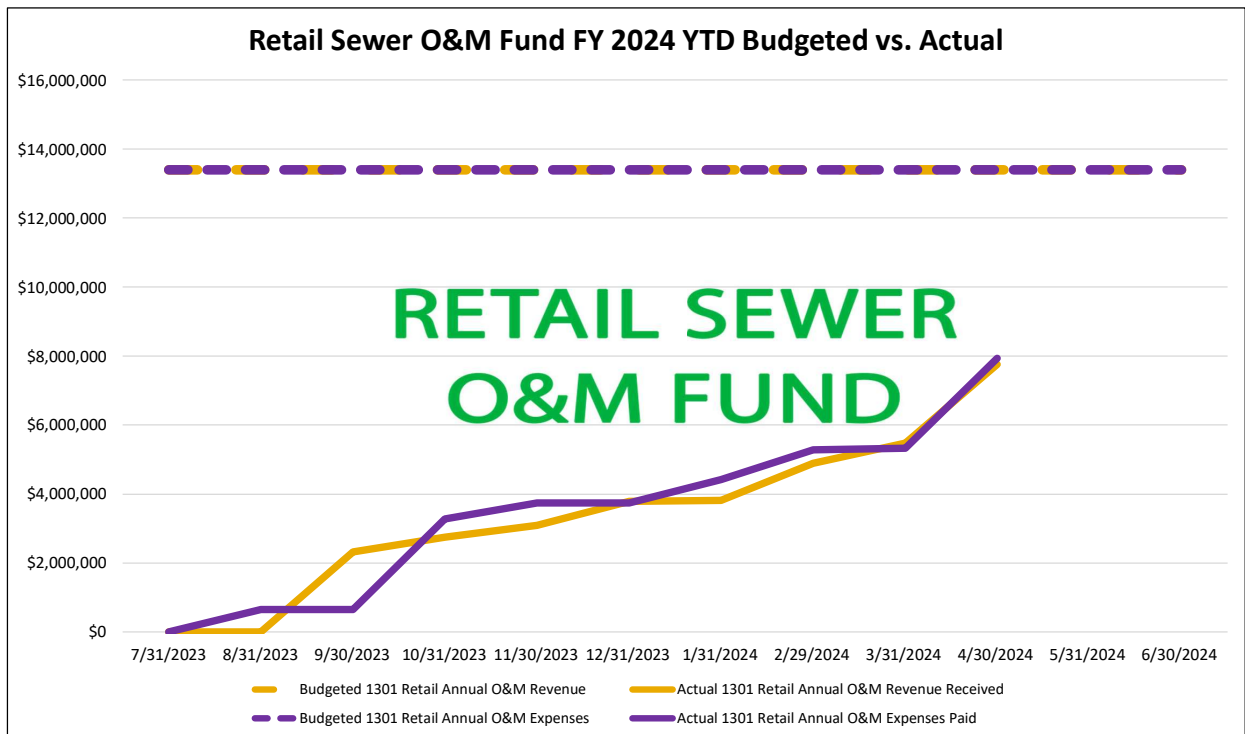
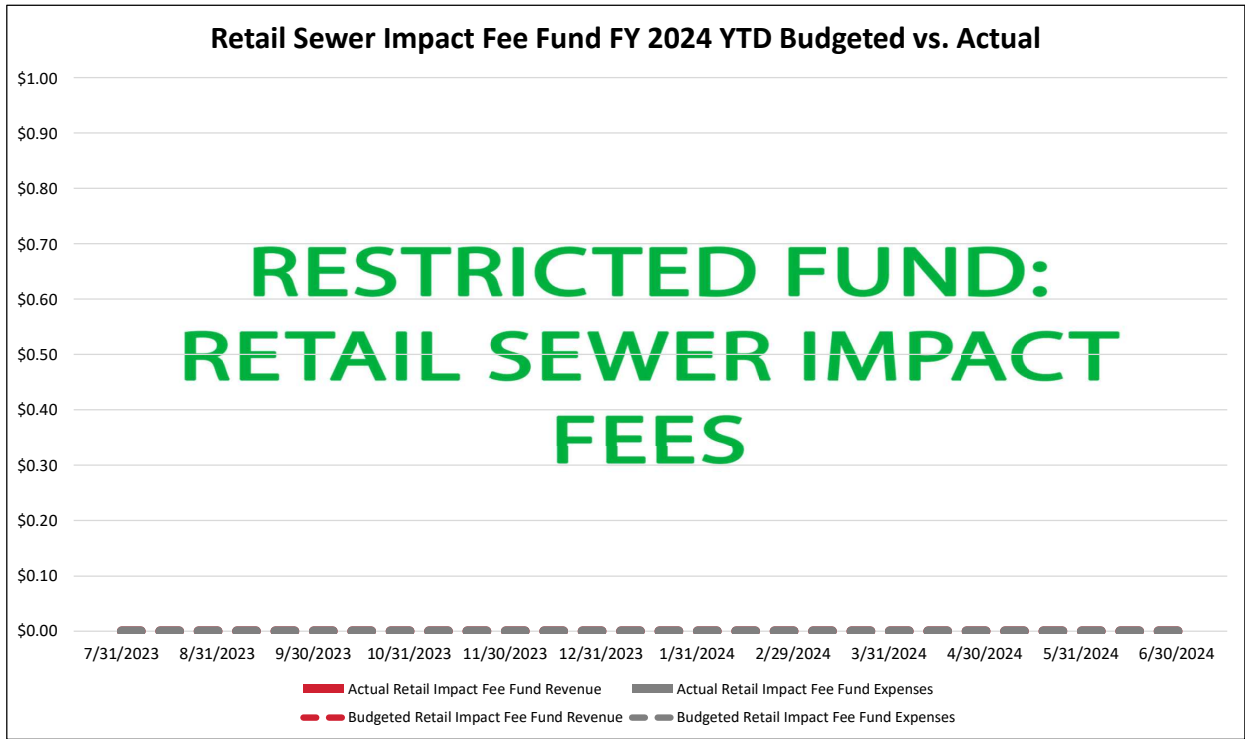














RESOLUTION 2024-11

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
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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

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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.

OJRSA Purchasing Card Policy
June 3, 2024

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.

OJRSA Purchasing Card Policy
June 3, 2024

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)

OJRSA Purchasing Card Policy
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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

OJRSA Purchasing Card Policy
June 3, 2024

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)

OJRSA Purchasing Card Policy
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APPENDIX C – PURCHASING CARD RECONCILIATION FORM

NOTE: The form in APPENDIX C 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 Reconciliation Form

Cardholder's Name: _____

Statement Ending Date: _____

Purchasing Card Payments Made During Statement Cycle

Date	Vendor	Items Purchased and Reason for Purchase (Use additional sheets if necessary)	Cost	Receipt Attached?	GL Code

Total Costs for Transactions (\$) _____

By my signature, I certify these purchases are for Oconee Joint Regional Sewer Authority use.

Signature of User

Reviewed by: _____
Executive Director

OJRSA Purchasing Card Policy
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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 hundred thousand dollars (\$100,000). ~~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.

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>

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.



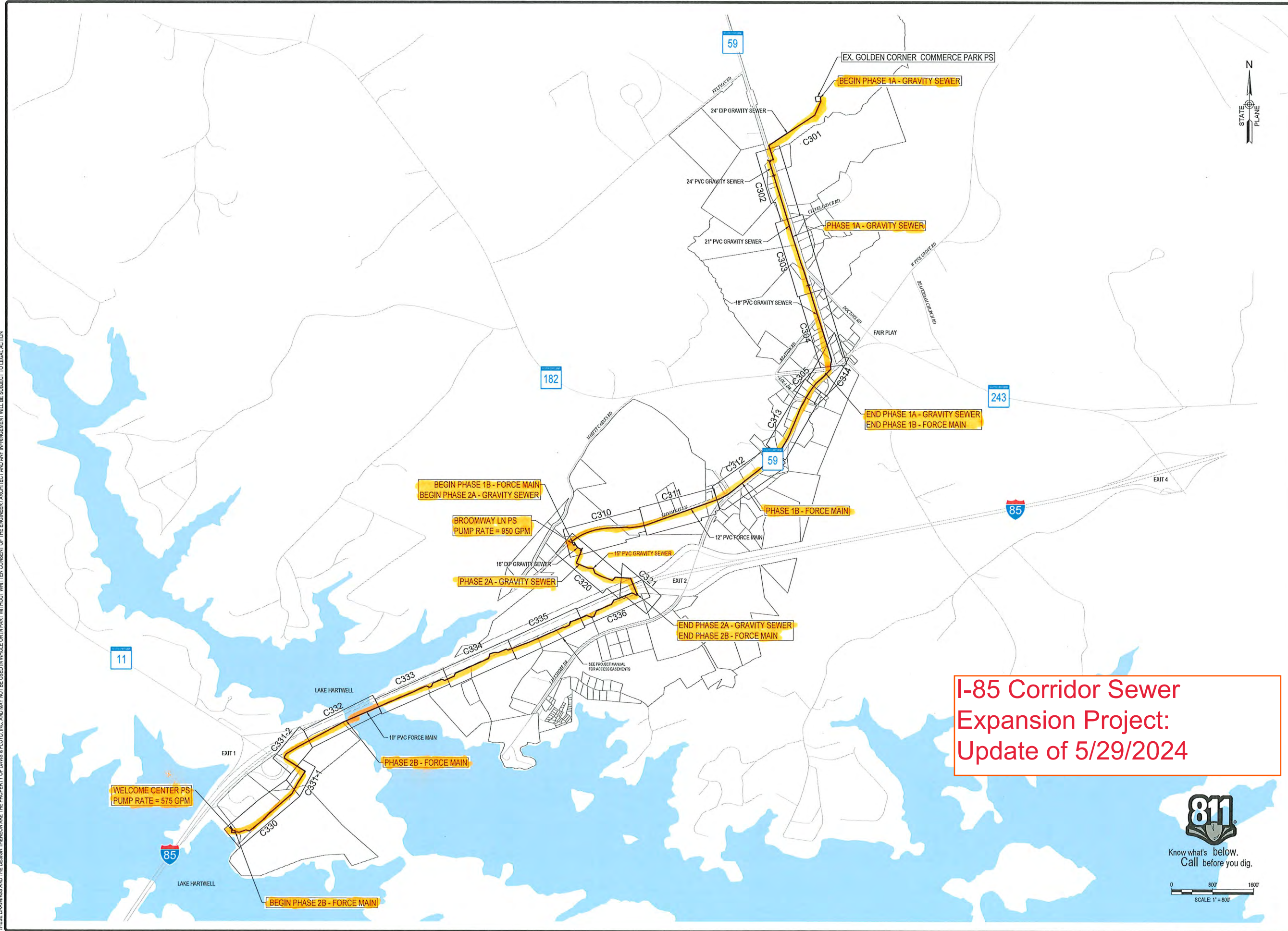
I-85 CORRIDOR SEWER EXPANSION UPDATE

MAY 29, 2024

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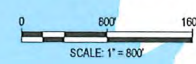
K:\bbs\45004-01\Production\Civil\Drawings\CD\Plan_Sheets\45004-01_GENERAL SHEETS.dwg, 5/22/2023 11:20:15 AM, pep.c.lowe, et al. THESE DRAWINGS AND THE DESIGN THEREON ARE THE PROPERTY OF DAVIS & FLOYD, INC. AND MAY NOT BE USED IN WHOLE OR IN PART WITHOUT WRITTEN CONSENT OF THE ENGINEER/ARCHITECT AND ANY INFRINGEMENT WILL BE SUBJECT TO LEGAL ACTION.





I-85 Corridor Sewer
Expansion Project:
Update of 5/29/2024



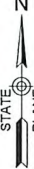
Know what's below.
Call before you dig.



ISSUED FOR CONSTRUCTION

STATE PLANE



DAVIS & FLOYD

SINCE 1954

WWW.DAVISFLOYD.COM

164 MILESTONE WAY, SUITE 200
GREENVILLE, SC 29615
(864) 527-8600

OCONEE JOINT REGIONAL SEWER AUTHORITY
FAIR PLAY, SOUTH CAROLINA

SEWER SERVICE AREA & PLAN SHEET INDEX

I-85 CORRIDOR SEWER EXPANSION

NO.	REVISIONS	DATE
1	ISSUED FOR CONSTRUCTION	5/29/2024
2		
3		
4		
5		

PROJECT NO. C45004-01

DATE: MAY 2023

DESIGNER: ENC/RL

CHECKER: ENC/RL

DATE: DEC 2023

DESIGNER: ENC/RL

CHECKER: ENC/RL

G001

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