



**Board of Commissioners Meeting**  
OJRSA Operations & Administration Building  
Lamar Bailes Board Room  
October 6, 2025 at 4:00 PM

*OJRSA commission and committee meetings may be attended in person at the address listed above. The OJRSA will also broadcast meetings live on its YouTube channel at [www.youtube.com/@OconeeJRSA](http://www.youtube.com/@OconeeJRSA) (if there is a technical issue preventing the livestreaming of the meeting, then a recording will be published on the channel as soon as possible). For those not able to attend in person, then the OJRSA Board or Committee Chair will accept public comments by mail (623 Return Church Rd, Seneca, SC 29678) or at [info@ojrsa.org](mailto:info@ojrsa.org). Comments must comply with the public session instructions as stated on the meeting agenda and will be received up until one hour prior to the scheduled meeting. If there is not a public session scheduled for a meeting, then comments shall not be accepted.*

**Agenda**

- A. Call to Order** – Kevin Bronson, Board Chair
- B. Invocation and Pledge of Allegiance** – Led by Commissioner Scott Moulder
- 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 September 8, 2025
- E. Committee and Other Meeting Reports**
  - Reconstitution Committee and Executive Committee Meeting of August 14, 2025 – Kevin Bronson, Committee Chair *Acceptance of the September 11, 2025 meeting to be considered at the November 3, 2025 board meeting*
  - Operations & Planning Committee Meeting of September 23, 2025 – Scott Moulder, Committee Chair
  - Finance & Administration Committee Meeting of September 23, 2025 – Celia Myers, Committee Chair
- F. Secretary/Treasurer's Report** (Exhibit A) – Lynn Stephens, Secretary/Treasurer
- G. Presentation and Discussion Items** *[May include vote and/or action on matters brought up for discussion]*
  - None
- H. Action Items**
  - 1. Authorize Executive Director to negotiate and execute contract with KCI Technologies for computerized maintenance management system (OJRSA Project #2026-01) – Chris Eleazer, Director
  - 2. Approve FY 2026 Supplemental Budget #1 (Exhibit B) – Chris Eleazer, Director
  - 3. Execute amendment to Ardurra contract for services for additional SCIP-funded collection system rehabilitation as part of OJRSA Project #2024-08 (Exhibit C) – Chris Eleazer, Director
- I. Executive Director's Discussion and Compliance Matters** – Chris Eleazer, Director
  - 1. Environmental and regulatory compliance matters
  - 2. Cancellation of General Water Reclamation Facility Installation Projects bid (OJRSA Project #2026-02)
  - 3. Miscellaneous *(if any)*
- J. Commissioners' Discussion** – Led by Kevin Bronson, 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.
- K. Adjourn**

**Upcoming Meetings**

*All meetings to be held in the Lamar Bailes Board Room unless noted otherwise.*

- Reconstitution Committee and Executive Committee – October 9, 2025 at 9:00 AM
- Operations & Planning Committee – October 23, 2025 at 8:30 AM
- Finance & Administration Committee – October 28, 2025 at 9:00 AM
- Board of Commissioners – November 3, 2025 at 4:00 PM



## Secretary/Treasurer's Report for Board of Commissioners

Prepared for the October 6, 2025 OJRSA Board of Commissioners Meeting

Cash and investment information stated herein come from bank and other financial records as of: September 30, 2025

### UNRESTRICTED FUNDS CASH AND INVESTMENTS SUMMARY

Account/Fund Name	Cash (\$)	Investments (\$)	Total (\$)
Wholesale Operations & Maintenance (O&M)	356,127	2,940,000	3,296,127
Retail Operations & Maintenance (RO&M)	99,066	0	99,066
<b>TOTAL UNRESTRICTED FUNDS</b>	<b>455,193</b>	<b>2,940,000</b>	<b>3,395,193</b>

### RESTRICTED FUNDS CASH AND INVESTMENTS SUMMARY

Account/Fund Name	Cash (\$)	Investments (\$)	Total (\$)
Projects and Contingency (PCF)	2,453,188	0	2,453,188
Wholesale Impact Fund (WIF)	974,522	5,635,000	6,609,522
Retail Impact Fund (RIF)	3,400	0	3,400
<b>TOTAL RESTRICTED FUNDS</b>	<b>3,431,110</b>	<b>5,635,000</b>	<b>9,066,110</b>

### Combined Total for All Funds

Cash 3,886,303 Investments 8,575,000 Combined 12,461,303

#### Account Notes:

A CD for \$245,000 matured on 8/21/25 (after 6/30/25 cut-off date for project accounting) and should've been included in refund to Oconee County. It was overlooked and accidentally transferred to PCF account (included in cash amount). Will be transferred back to RO&M and then refunded by check to Oconee County less \$46,336 paid in error for another project.

### 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	178.0	6,759,426	X NO YES
RO&M Fund	341.8	105,802	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 August 2025 (mark with an "X" on appropriate line): X YES NO See attached document(s) from accountant.

#### Reconciliation Notes:

Still waiting on reconciliation letters from Susan Stamey for July and August 2025.

See next page for more information

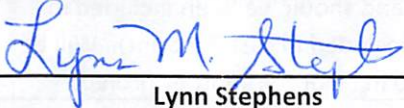
INVESTMENTS UPDATE

Maturing Investment	%age Rate	Fund Code	Maturity Date	Amount (\$)	To Be Reinvested?	
Key Bank	4	WIF	10/31/2025	245,000.00	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

Investment Notes:

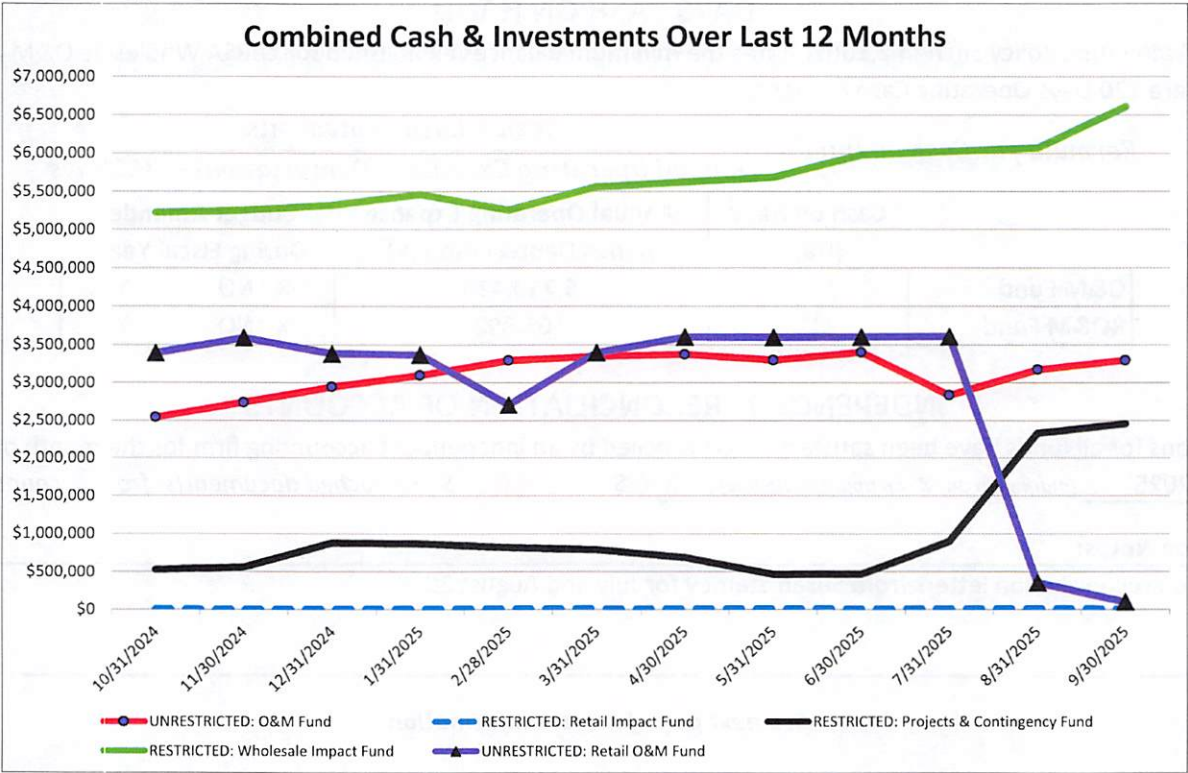
See additional sheets for investment information and trends

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



Lynn Stephens

OJRSA Secretary/Treasurer







## Fiscal Year 2026 Supplemental Budget #1

October 6, 2025 Board Meeting

OPERATIONS & MAINTENANCE FUND		Current (\$)	Incr/ Decr (\$)	Amended (\$)	Note
<b>O&amp;M FUND REVENUES</b>	Dept Total	<b>6,759,426</b>	<b>0</b>	<b>NO CHANGE</b>	
401/501/801/1201 Departments					
<b>O&amp;M FUND EXPENSES</b>		<b>6,759,426</b>	<b>0</b>	<b>NO CHANGE</b>	
101/201/501 Administration (not including depreciation)	Dept Total	3,775,898	0	NO CHANGE	
601 Conveyance System	Dept Total	964,406	0	NO CHANGE	
701 WRF Operations	Dept Total	1,702,295	0	NO CHANGE	
801 Pretreatment	Dept Total	158,565	0	NO CHANGE	
901 Laboratory	Dept Total	58,830	0	NO CHANGE	
1201 Contract Operations (I-85 Sewer)	Dept Total	19,432	0	NO CHANGE	
1401 O&M Capital Improvement Projects	Dept Total	80,000	0	NO CHANGE	

RESTRICTED AND OTHER FUNDS		Current (\$)	Incr/ Decr (\$)	Amended (\$)	Note
<b>FUND REVENUES</b>					
1001 RETAIL IMPACT FUND (RESTRICTED USE)		5,000	0	NO CHANGE	
1101 WHOLESALE IMPACT FUND (RESTRICTED USE)		976,000	0	NO CHANGE	
1301/1401 RETAIL OPERATIONS & MAINTENANCE FUND (UNRESTRICTED USE)		105,802	0	NO CHANGE	
1501 PROJECTS & CONTINGENCY FUND (RESTRICTED USE)		8,556,158	159,000	8,715,158	
Fund Balance Transfer In			159,000		[B]
<b>FUND EXPENSES</b>					
1001 RETAIL IMPACT FUND (RESTRICTED USE)		0	0	NO CHANGE	
1101 WHOLESALE IMPACT FUND (RESTRICTED USE)		0	0	NO CHANGE	
1301/1401 RETAIL OPERATIONS & MAINTENANCE FUND (UNRESTRICTED USE)		105,802	1,783,376	1,889,178	
1401-06050 Sewer South Phase II			1,783,376		[A]
1501 PROJECTS & CONTINGENCY FUND (RESTRICTED USE)		8,556,158	159,000	8,715,158	
1501-09009 OJRSA Project #2024-08 Collection System Rehab			159,000		[B]

**NOTES**

[A] Return of funds to Oconee County following closeout of construction project. Revenues from county payments accounted for during previous fiscal years.

[B] Continue construction administration and observation services beyond original contract end date of 09/29/2024 for existing SCIIP-funded project and provide necessary services to utilize remaining SCIIP funds for manhole rehabilitation in accordance with Ardurra Contract for Services Amendment - 01 associated with OJRSA Project #2024-08.



## CONTRACT FOR SERVICES AMENDMENT – 01

### ADDITIONAL SERVICES AUTHORIZATION

The following modifications to the contract ("Contract") for 2024-08 Collection System Rehab 20230904.00.CL dated 15<sup>th</sup> day of September 2023 between **Oconee Joint Municipal Sewer Authority (OWNER)** and **Ardurra Group, Inc., (CONSULTANT)**.

#### 1. SCOPE OF SERVICES.

The CONSULTANT shall continue to provide Construction Administration and Construction Observation services beyond the original contract end date of September 29<sup>th</sup>, for the ongoing construction activities under the current contract.

Additionally, the CONSULTANT shall provide professional services necessary to utilize the remaining SCIIP funding for rehabilitation of additional manholes. These services shall include:

- A. **Continued Services Under Current Contract:** The CONSULTANT will continue providing the following services as outlined in the original contract, for an additional 10 weeks (09/30/2025 – 12/11/2025).
  - 1. SCIIP Coordination
  - 2. Construction Administration and
  - 3. Construction Observation
- B. **Additional MH Rehab Services:**
  - 1. Project Management:
    - i. The CONSULTANT's Project Manager will coordinate and oversee all project activities (biweekly, monthly etc.) related to the administrative and technical aspects throughout its duration.
    - ii. The CONSULTANT's Project Manager will ensure ongoing QA/QC of all tasks in accordance with the CONSULTANT's standard quality control procedures.
    - iii. The CONSULTANT's Project Manager will prepare monthly invoices in a format acceptable to the OWNER.
  - 2. Preparation of Construction Documents:
    - i. The CONSULTANT will prepare construction guidance sheets for use by the contractor, detailing manhole locations and the required repairs/rehabilitation. These sheets will be developed utilizing available data from the OWNER's Geographic Information System (GIS) database, previous investigation efforts.

- ii. The CONSULTANT will prepare Pre-Final Design and Final Design submittals to the OWNER. The Design will include construction guidance sheets and specifications assuming the project to be bid as single package.
3. SCIIP Coordination: Construction of the project will utilize SCIIP Grant funds and requires the administrating agency, RIA, as well as the Appalachian Regional Council of Government (ACOG) to review, comment and approve project documents prior to bidding and award as well as throughout the project lifecycle to assure adherence to grant funding guidelines. The CONSULTANT shall provide the following services on this project:
  - i. CONSULTANT will coordinate with the OWNER's representative managing the Grant Administration providing the required documentation.
  - ii. CONSULTANT will submit Bid ready documents to RIA / ACOG for review, comment and approval. CONSULTANT will submit and respond to comments for up to two (2) submittals to RIA / ACOG.
  - iii. CONSULTANT will maintain the required documentation including a running tabulation of work completed and funds expended from initial project initiation through the present. This may include invoices, bid tabs, updated schedules and updated planning documents forecasting anticipated milestones for completion.
  - iv. CONSULTANT will prepare information for the required RIA quarterly reports that will be due the first day of each calendar quarter.
  - v. CONSULTANT will approve contractor pay requests and provide this documentation along with any CONSULTANT invoices to the ACOG for preparation of the RIA Request for Payment on a monthly basis.
  - vi. CONSULTANT will complete any documentation needed for budget modifications, grant amendments and/or construction contract change orders and provide this to the ACOG as needed for the preparation of the required RIA forms.
  - vii. CONSULTANT will provide the ACOG with the information necessary to complete the project close-out report, including the final engineer's certification and as-built drawings, as required.
4. Bidding: Upon receiving required approvals from the applicable regulatory and grant agencies and the OWNER, CONSULTANT will proceed with the Bidding phase of the project, consisting of the following:
  - i. Prepare required advertisements for bids;
  - ii. Provide required bid packages to bidders and suppliers;
  - iii. Address bidders' questions;
  - iv. Prepare and issue up to two (2) addenda as required;
  - v. Conduct a Pre-Bid meeting; and,
  - vi. Conduct a single bid opening, analyze bids, prepare bid tabulations and make appropriate recommendations to OWNER, for selection of a single Contractor.
5. Construction Administration: Upon successful bidding of the project, the CONSULTANT will proceed with the Construction Administration phase of the project consisting of the following:

- i. Coordinating construction services and notice to proceed for the CONTRACTOR with RIA / ACOG and the OWNER.
- ii. Conducting pre-construction meeting with CONTRACTOR and the OWNER's representatives.
- iii. Coordinating contract execution with the CONTRACTOR and the OWNER.
- iv. Providing necessary digital copies of construction documents to the CONTRACTOR and the OWNER.
- v. Reviewing and approving or taking other appropriate action with respect to Shop Drawings, samples, and other data which CONTRACTOR is required to submit, but only for conformance with the design concept of the project and compliance with the information given in the Contract Documents. Such reviews or other action shall not include, means, methods, techniques, sequences, or procedures of construction or safety programs and precautions incident thereto. This scope includes a maximum of two (2) reviews per submittal. Additional reviews, if required due to contractor resubmissions or revisions, may be considered an additional service.
- vi. Determining the amount owed to the CONTRACTOR based on CONSULTANT's and OWNER's observations and inspections at the site and the data comprising the Application for Payment, and the accompanying data and schedules, and recommend in writing payments to CONTRACTOR in such amounts. Such recommendations of payment will constitute a representation to the OWNER that the Work has progressed to the point indicated and that, to the best of the CONSULTANT's and OWNER's representative knowledge, information and belief, the quality of the Work is in accordance with the Contract Documents. The issuance of recommendation will further constitute a representation that the CONTRACTOR is entitled to payment in the amount certified. However, the issuance of a recommendation for payment will not be a representation that the CONSULTANT is responsible for construction means, methods, techniques, sequences or procedures or has ascertained how or for what purpose the CONTRACTOR has used money previously paid on account of the Contract Price. CONSULTANT has budgeted for review of up to four (4) payment applications, one being the final adjusting payment.
- vii. Making recommendations to OWNER concerning the disapproval or rejection of CONTRACTOR's Work while it is in progress if CONSULTANT believes that such Work does not produce a completed Project that conforms to the Contract Documents or that it will prejudice the integrity of the design concept of the Project as reflected in the Contract Documents. CONSULTANT shall have access to the Work at all times wherever it is in preparation or progress.
- viii. Clarifying and interpreting construction plans and specifications for the OWNER and the CONTRACTOR on an as needed basis during the course of the project. Such clarifications and interpretations will be consistent with the intent of and reasonably inferable from the Contract Documents. The CONSULTANT may issue Field Orders authorizing minor variations from

the requirements of the Contract Documents. Field Orders shall not involve change in Contract Price or Time.

6. Construction Observation – The CONSULTANT shall assign a OWNER's representative (Construction Observer) to the project to provide part-time construction observation services during the construction period of 90 consecutive calendar days. Observation services can be provided beyond 90 days, if requested, as an additional service. The representative will call to the attention of the CONTRACTOR deficient work noted in the field and, through assistance of the Project Manager, interpret the contract documents when questions arise. It is assumed that construction will not exceed 90 consecutive calendar days or 60 Contractor work days, which excludes weekends, holidays. The part time Construction Observation includes up to 260 man-hours (approximately 20 man-hours per week) plus expenses for the Construction Observer. Observation services can be provided beyond this specified time, if requested as an additional service. The CONSULTANT will provide general consultation as may be necessary to achieve successful construction for the duration of the project, including:
  - i. Perform part-time observation of the project construction to verify conformance with Contract Documents;
  - ii. Call to the attention of the CONTRACTOR any deficient work noted in the field;
  - iii. Through the assistance of the Project Manager, will interpret Contract Document and Work Orders on behalf of the OWNER as questions arise;
  - iv. Document construction activities and photograph critical portions of the project;
  - v. Schedule and conduct a pre-final visit to establish initial punch list items; and,
  - vi. Perform final inspection to assure that all punch list items have been completed per the Contract Documents.
2. TIME OF PERFORMANCE. The timeline for completion of services is dependent on the progress of the overall project schedule, including timely reviews and approvals by others, bidding process, and receipt of successful bids, the contractor's performance and any unforeseen conditions or delays.
3. BASIS OF COMPENSATION.
  - A. Basic Services. The OWNER shall pay the CONSULTANT for services set forth above, Scope of Services, a Lump Sum Fee of **One Hundred Fifty-Nine Thousand Dollars (\$159,000)**.

A percentage of the Lump Sum Fee will be billed on the last day of each month. The percentage billed will be the percentage of Scope of Services work estimated to be completed as of the day of billing.



- B. Additional Services. The OWNER shall pay the CONSULTANT for additional services which are not specifically called for in above, Scope of Services, on an hourly basis in accordance with the CONSULTANT'S standard rates.
- C. Reimbursable Expenses. Unless expressly included in the Lump Sum Fee, the OWNER shall compensate the CONSULTANT for incidental expenses incurred in connection with this Task Order, including travel expense, lodging and subsistence expense, printing and duplication expense, and other incidental out of pocket expenses at cost. For the purposes of reimbursement, travel expense shall be at the rate contained in the attached rate schedule.
- D. Premium Rate Adjustment. Should OWNER request an accelerated schedule requiring CONSULTANT to work overtime hours, then a 1.25 premium rate adjustment shall be applied to current hourly rates or lump sum fees as applicable. Accelerated schedule and premium rate adjustment shall be approved as part of compensation at time of contract execution or by written amendment

OWNER:

OCONEE JOINT REGIONAL SEWER  
AUTHORITY

By: \_\_\_\_\_

Name: CHRIS ELEAZER

Title: EXECUTIVE DIRECTOR

Date: \_\_\_\_\_

CONSULTANT:

ARDURRA GROUP, INC.

By:  \_\_\_\_\_

Name: JEREMY BRASHEARS, PE

Title: GROUP LEADER

Date: 9/19/25

## 2024-08 Collection System Rehab Amendment

- **Assumptions:**
  - Amendment from 09/30/2025 – 12/11/2025 (additional 10 weeks)
  - Services include: continued Project Management (PM), SCIIP/RIA/ACOG coordination, Construction Administration (CA) (Weekly meetings, reviews, pay applications etc), Construction Observation (CO) (upto 20 hours a week, 10 weeks)

## 2024-08 Collection System Rehab – Additional MH Rehab Plan

- **Assumptions:**
  - **Tentative Timeline for Additional MH Rehab Plan (October 13, 2025 – May 18, 2026)**
    - Design Documents: October 13 – October 31, 2025
    - Bid Advertisement Start: November 4, 2025
    - Bid Advertisement End / Bid Opening: December 4, 2025 (30 calendar days)
    - Bids are publicly opened on this date.
    - Bid Evaluation and Recommendation: December 5 – December 19, 2025 (2 weeks)
    - RIA Review / Approval of Contract Documents: December 22 – January 9, 2026 (3 weeks)
    - Bid Recommendation Presented / Approval: January 12 – January 16, 2026
    - Bid Award Notification: January 20, 2026
    - Notice to Proceed (NTP): February 2, 2026
    - Substantial Completion: April 3, 2026
    - Final Completion: May 3, 2026
    - Closeout: May 18, 2026
  - Services include: Project Management, Design Documents for the additional MH Rehab work, Bidding, SCIIP coordination, Construction Administration (Meetings, reviews, pay applications etc), Construction Observation (upto 20 hours a week, 13 weeks)