



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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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 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.



OCONEE 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

12/29/2017 (rev. 05/10/2024)

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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.

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: _____

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