



**ADMINISTRATOR'S REPORT**  
**Kevin Bronson**  
OFFICE OF THE CITY ADMINISTRATOR  
WESTMINSTER, SOUTH CAROLINA

October 20, 2023

## **GENERAL INFORMATION**

### **Downtown Maintenance**

Staff met with Jenkins Lawn Care on Friday, October 20, 2023. Going forward staff will provide the maintenance of the City Hall campus as well as Retreat Street Park and The Depot (between the parking lot and the sidewalk on the gazebo side). Jenkins Lawn Care crews will immediately take over College Street School and ballfield as well as the area around the building at West-Oak Middle School. A follow up meeting is scheduled for December with the goal of putting together a comprehensive plan for all landscape maintenance. If there are any areas of concern that need to be addressed, please let staff know.

### **Community Clean Up**

The Police Department and the Sanitation Department have scheduled a Community Cleanup Day for November 18, 2023, beginning at 9:00 am for the following areas: South Piedmont Street, South Hampton Street, Hill Street and Bermuda Street. The Community Cleanup includes staging dumpsters in the area for residents to clean up their properties of all unwanted "stuff." Police Department and Sanitation Department staff will be on hand to assist residents with moving items into the dumpsters. This is a good community outreach effort to build stronger relationships between the Police Department and area residents. Future Community Cleanups will be scheduled throughout the city in the upcoming months. A flyer for the event is attached as well as the letter sent to the area's residents about the event.

### **USDA-RD Water System Projects**

Two contractors are being utilized to install the water system improvements funded by the USDA-RD. Both contractors are on schedule.

*Arrowood General Contracting* is responsible for a grouping of projects entitled Division 1.

- The project areas for Division 1 are: Dawn Drive; Dixon Rd; Phillip Lear; and Dr. Johns Rd.
- Dawn Drive is complete.
- As of Thursday, October 19th, the contractor has one-half mile of 6" Ductile Iron Pipe (DIP) left to install on Dixon Rd with an anticipated completion date of Friday, October 27<sup>th</sup>.
- Once installation is complete the lines will be tested for bacteriological contaminants. Upon two consecutive negative tests for contaminants the results will be forwarded to the Rosier Group (engineering firm managing the project) who will in turn apply to SCDHEC to request the new line to be open for operation. This usually takes one week.
- After receipt of approval to operate the lines from SCDHEC, the contractor will begin making connections to the main line in the front of each of the affected properties (approx. 15). The individual property owners will then have 15 days to complete the connection to their homes before the old line is abandoned.

*Payne, McGinn and Cummins* is responsible for a grouping of projects entitled Division 2.

- The project areas in Division 2 are: two sections of Highway 76; Welcome Church Rd to Berry Farm Rd; and Berry Farm Rd to Cleveland Pike Rd.
- As of Thursday, October 19th, the contractor is close to making the connection to the eastern end of the project. There are still areas that have not been installed due to rock. They are beginning to mobilize the equipment needed to work through the rocky areas. This will be a different crew and should start the week of October 23<sup>rd</sup>. The main crew will move on to the next segment, which is the connection of Highway 76 to Cleveland Pike Rd. by way of Welcome Church Road and Berry Farm Road.

### **Westminster Planning Commission**

The Planning Commission is scheduled to meet Monday, October 30, 2023, at 6:00 pm.

### **Board of Zoning Appeals**

On Monday, October 23, 2023 the BZA will consider a variance request for 108 Martin St. The applicant requests a variance in the property to allow for subdivision of his property, currently zoned R-20: Single Family Residential on a 20,000 square foot lot minimum. The Variance would allow for applicant to subdivide into two properties, one approximately 12,000 square feet, the other to be approximately 13,000 square feet. He intends to build a home on the second property.

### **OJRSA**

The Operations & Planning Committee met October 18, 2023; the draft minutes are attached. The Finance & Administration Committee will meet Tuesday, October 24, 2023, the agenda is attached.

### **PMPA**

The Board will have a multi-day retreat October 25-27, 2023, at the Highland Lake Inn in Flat Rock, NC. The public notice and agenda are attached.

### **PLEASE MARK YOUR CALENDARS**

October 23, 2023 at 4:00 pm Board of Zoning Appeals at City Hall

October 24, 2023 at 9:00 am OJRSA Finance & Administration Committee at OJRSA

October 30, 2023 at 6:00 pm Westminster Planning Commission at City Hall

November 5, 2023 Daylight Savings Time ends

November 6, 2023 at 4:00 pm OJRSA Board Meeting at OJRSA

November 7, 2023 Elections Day

November 10, 2023 City Office closed to observe Veterans Day

**November 14, 2023 at 6:00 pm City Council Meeting at the Westminster Fire Department**

November 16, 2023 at 10:00 am PMPA Board Meeting at PMPA

November 23 & 24, 2023 City Offices closed to observe Thanksgiving

### **Special Events Calendar**

**October 24, 2023 at 5:30 pm Oconee Chamber of Commerce Boosted Business After Hours – Hamilton Career Center at 445 Oconee Business Parkway, Westminster**

**October 26, 2023 at 5:30 pm – Oconee Chamber of Commerce – Boosted Business After Hours at the Hamilton Career Center – 445 Oconee Business Parkway, Westminster, SC**

**October 31, 2023 Boo On Main – downtown Westminster**

**November 11, 2023 at 4:00 pm – Veterans Day Parade**  
Main Street, Westminster

**December 1, 2023 at 2:00 pm – Arbor Day Celebration**

**December 1, 2023 - Christmas Tree Lighting**

**December 2, 2023 at 11:00 am – Westminster Christmas Parade**  
Main Street, Westminster

**February 3, 2024 (*new date*) at time TBD – TreesUpstate Tree Planting Event at Yousef Mefleh Memorial Fields**



*Westminster*  
SOUTH CAROLINA  
*Together We Grow*

# YOUR COMMUNITY CLEANUP DAY

NOV 18 | 9 AM

DUMPSTERS DROPPED OFF AT  
"WE CARE" BUILDING

SOUTH PIEDMONT ST  
SOUTH HAMPTON ST  
HILL ST  
BERMUDA ST





WESTMINSTER POLICE DEPARTMENT  
MATT M. PATTERSON, CHIEF OF POLICE



October 19, 2023

Re: Community Clean Up Event

Dear resident,

On **Saturday November 18, 2023**, the City of Westminster will be leading a Community Clean Up Event in your neighborhood. The City will bring dumpsters and place them at the “We Care” building 8-9 am and will also have people there to help anyone who needs it. This will give everyone an opportunity to get rid of things that they no longer need without having to make trips to the recycle center and/or landfill. We look forward to meeting you and working alongside you! Thank you!

Matt M. Patterson  
Chief of Police  
Westminster Police Department





## Operations & Planning Committee Meeting

OJRSA Operations & Administration Building

Lamar Bailes Board Room

October 18, 2023 at 8:30 a.m.

### Agenda

- A. Call to Order** – Bob Faires, 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. Action Items to Recommend to the Board for Consideration**
  - Approve award of OJRSA Project #2024-06 Assessment and Design for Replacement of Existing Dewatering Equipment to KCI Technologies and authorize Executive Director to negotiate contract for professional services upon Board approval – Chris Eleazer, Director and Kyle Lindsay, Operations Director
- E. Executive Director's Discussion and Compliance Concerns** – Chris Eleazer, Director
  1. Environmental and regulatory compliance
  2. Miscellaneous *(if any)*
- F. Committee Members' Discussion** – Bob Faires, Committee Chair  
Discussion can be related to matters addressed in this meeting or for future consideration by this or another Committee. Voting is not permitted during this session.
- G. Upcoming Meetings** *All meetings to be held in the Lamar Bailes Board Room unless noted otherwise.*
  1. Finance & Administration Committee – October 24, 2023 at 9:00 a.m.
  2. Board of Commissioners – November 6, 2023 at 4:00 p.m.
  3. Operations & Planning Committee – November 15, 2023 at 8:30 a.m.
- H. Adjourn**

FY2024 Restricted Fund Projects

10/16/2023 10:51

	RESTRICTED FUND PROJECT MILESTONES												
	Restricted Fund Projects (Project Number (if applicable); Project Manager)	% Complete	Anticipated Completion	Budget Amount (\$)	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)	Comp. Performing (and Project Mgr)
FY 2024 Restricted Funds Capital Projects <i>Projects may carry across budget years</i>	Central Oconee County Sewer Basin Study (CE)	1%	6/30/2024	350,000	317,800	N/A	8/9/2023	9/12/2023		0	317,800	PROJ & CONT 1501-09007	Weston & Sampson Kip Gearhart
	Consent Order Projects 2022 CONSTRUCTION <i>Possible SCIP Match (#2024-02; CE, KL)</i>	0%	6/30/2024	360,850	351,291	7/28/2023				0	351,291	PROJ & CONT 1501-09008	Tugaloo Pipeline Ed Hare
	Consent Order Projects 2023 CONSTRUCTION SCIP PROJECT (#2024-XX; CE, KL)	0%	8/13/2025	4,662,745	TBD	TBD				0	0	PROJ & CONT 1501-TBD	TBD
	Consent Order Projects 2023 ENGINEERING (WKD TO#13) SCIP MATCH (#2021-01; CE, KL)	1%	8/13/2025	400,000	398,000	N/A	9/15/2023	10/3/2023		7,930	390,070	PROJ & CONT 1501-09009	WK Dickson Joe Swaim
	Dewatering Equipment Replacement CONSTRUCTION SCIP PROJECT (#2024-XX; KL)	0%	TBD	2,800,000	TBD	TBD				0	0	PROJ & CONT 1501-TBD	TBD
	Dewatering Equipment Replacement ENGINEERING SCIP MATCH (#2024-06; KL)	0%	TBD	75,000	TBD	9/15/2023				0	0	PROJ & CONT 1501-TBD	TBD
	Exit 4 "Project Tiger" Pump Station/Sewer ENGINEERING (Oconee County #TBD; CE)	75%	TBD	Currently N/A	N/A Oconee Co Proj	N/A Oconee Co Proj	N/A Oconee Co Proj	N/A Oconee Co Proj		0	0	TBD	Thomas & Hutton Lee Brackett
	Flat Rock PS Replacement CONSTRUCTION (#2024-03; CE) SCIP PROJECT	0%	9/30/2024	1,737,500	1,293,500	6/7/2023	8/29/2023			34,200	1,259,300	PROJ & CONT 1501-09005	Cove Utilities Jeff Caffery
	Flat Rock PS Replacement ENGINEERING/ CONST SVCS (#2022-03; CE) SCIP MATCH	50%	9/30/2024	256,000	177,800	2/14/2022	7/5/2055	7/1/2022		104,677	73,123	PROJ & CONT 1501-09005	KCI Technologies Tom Vollmar
	Regional Sewer Feasibility Study RIA GRANT (#2024-01; CE)	0%	11/29/2024	100,000	100,000	5/26/2023	10/10/2023			0	100,000	PROJ & CONT 1501-09003	WK Dickson Angie Mettlen
	Sewer South Phase II CONSTRUCTION (CE)	25%	6/30/2024	12,311,447	11,843,452	9/27/2022	3/23/2023	6/1/2023		3,286,419	8,557,033	SSF: CIP 1401-06050	Kevin Moorhead Moorhead Construct
	Sewer South Phase II ENGINEERING/ CONSTRUCTION/INSPECT SVCS (CE)	25%	6/30/2024	474,500	480,850	N/A	5/4/2023	5/4/2023		34,250	446,600	SSF: CIP 1401-06050	Davis & Floyd John Reynolds
	Thickener Sludge Pump (P-113), Including Install (MD)	100%	5/30/2023	25,000	29,571	8/1/2022	12/13/2023	6/29/2023	8/4/2023	37,949	(8,378)	PROJ & CONT 1501-09002	Greenstone Drew Goldie
		0%								0	0		
	0%								0	0			
TOTAL BUDGETED: 23,553,042				TOTAL RESTRICTED FUNDS OBLIGATED/ACTUAL TO DATE: 3,505,425				-11,486,839		TOTAL OVER/UNDER BUDGET			
TOTAL AWARDED: 14,992,264													

FY2024 Restricted Fund Projects

10/16/2023 10:51

Restricted Fund Projects (Project Number (if applicable); Project Manager)	Notes
<b>Central Oconee County Sewer Basin Study (CE)</b>	Plan to continue under #2022-01 (Southern Oconee/Western Anderson Sewer Master Plan). 8/7: Board approved. 9/12: Kickoff meeting held. 10/3: Attempting to schedule meetings. 10/16: Stakeholder scheduled for today.
<b>Consent Order Projects 2022 CONSTRUCTION Possible SCIIP Match (#2024-02; CE, KL)</b>	Carryover from FY 2023. 8/15: Notice of Award signed. Will sign contract at pre-con meeting. 9/19: KL trying to schedule pre-con mtg with Tugaloo and WK Dickson. 10/3: Pre-con scheduled for 10/17, contract to be signed at that time.
<b>Consent Order Projects 2023 CONSTRUCTION SCIIP PROJECT (#2024-XX; CE, KL)</b>	8/17: To be bid upon design (WKD TO#13). 10/3: Anticipated bidding to begin 5/2024 and construction to begin around 8/2024.
<b>Consent Order Projects 2023 ENGINEERING (WKD TO#13) SCIIP MATCH (#2021-01; CE, KL)</b>	8/24: O&P approved for draft contract to go to the Board for consideration at 9/11 meeting. 9/11: Board approved execution of TO #13 Collection System Rehabilitation. 9/15: Signed, returned contract. 10/3: Kickoff meeting held.
<b>Dewatering Equipment Replacement CONSTRUCTION SCIIP PROJECT (#2024-XX; KL)</b>	<a href="#">FY 2024 O&amp;P Fund project "Dewatering Equipment Assessment FOR EVENTUAL SCIIP PROJECT" must be completed first.</a>
<b>Dewatering Equipment Replacement ENGINEERING SCIIP MATCH (#2024-06; KL)</b>	10/3: Received 2 SOQs. KL, JM, and MD will review and make recommendation to O&P Comm. 10/15: KL and team to present recommended firm to O&P Comm.
<b>Exit 4 "Project Tiger" Pump Station/Sewer ENGINEERING (Oconee County #TBD; CE)</b>	9/5: Plans under review. These may possibly be the ones that will be submitted to DHEC for construction permit. 9/19: Sent comments back to T&H. Revisions necessary.
<b>Flat Rock PS Replacement CONSTRUCTION (#2024-03; CE) SCIIP PROJECT</b>	8/15: Received approval to proceed from RIA. 8/17: Notice of Award signed. 8/29: Signed contract, Notice to Proceed, conducted pre-con meeting. 9/19: Construction not to start until 1/2024.
<b>Flat Rock PS Replacement ENGINEERING/ CONST SVCS (#2022-03; CE) SCIIP MATCH</b>	6/2: Received approval from Nate Foutch (SC RIA) to advertise. KCI plans to have pre-bid 6/27. 6/7: Advertised w/ SCBO, put on OJRSA website. Bid opening 7/18. 8/29: Pre-con mtg held with Cove Utilities.
<b>Regional Sewer Feasibility Study RIA GRANT (#2024-01; CE)</b>	9/19: Timeline now Reorganization Model Board Review/Approval 9/30/2024; and RIA Monitoring/Closeout 11/29/2024. 10/9: RIA approved to execute contract w/ WKD. 10/16: K Amidon working to set up meeting for 11/9.
<b>Sewer South Phase II CONSTRUCTION (CE)</b>	7/27: Progress meeting. No issues. Proceeding nicely with pipelaying and boring under I-85. 8/29: Progress meeting: No issues. On schedule. Pay App #1 signed and check cut. 9/12: Pay App #2 processed. 10/9: Pay App #3 processed.
<b>Sewer South Phase II ENGINEERING/ CONSTRUCTION/INSPECT SVCS (CE)</b>	Also see Sewer South Phase II Construction for additional information. 10/6: County approved additional \$6,350 to survey access road. Contract total increased by this amount.
<b>Thickener Sludge Pump (P-113), Including Install (MD)</b>	<i>Carryover from FY 2023. Some costs may have been paid during previous FY.</i> 9/15: <b>COMPLETE.</b>

O&M Project (Project Number (if applicable); PM) <b><u>CANNOT CARRY OVER TO NEXT FISCAL YEAR WITHOUT BUDGET APPROVAL</u></b>		% Complete	Anticipated Completion	Budget Amount (\$)	PO/Contract Amount (\$)	O&M PROJECT MILESTONES					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	Obligated/ Spent (\$)			
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	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)	0%	11/9/2023	0	0	N/A	N/A			0	0	N/A	Chris Eleazer OJRSA
	CCTV for CMOM/Consent Order YEAR 2 (#2024-04; KL)	15%	12/15/2023	79,158	87,150	7/31/2023	10/11/2023	10/11/2023		0	87,150	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	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	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	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)	0%	12/1/2023	13,200	13,200	N/A	9/12/2023			0	13,200	Admin: Admin Svcs 501-02420	Jason Gillespie Weston & Sampson
	Hydraulic Model Update (CE)	100%	1/30/2023	45,000	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	5,000	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)	0%	TBD	7,500	TBD	TBD				0	0	WRF: R&M 701-03000	Mark Dain OJRSA
	NPDES Permit Renewal Phase 2 (JM, KL)	60%	6/30/2024	18,200	17,350	4/19/2022	8/22/2022	7/1/2022		500	16,850	WRF: Prof Svcs 701-02430	Goldie Associates Amy Anderson
	PAA Study Phase 3 (30 day full scale test) (KL, JM)	50%	2/30/2023	35,000	20,750	4/1/2022	8/2/2023	8/2/2023		0	20,750	WRF: Prof Svcs 701-02430	Goldie Associates Bob Schmitt
	Paving Around Solids Pad and Dewatering Building (JM)	0%	TBD	20,000	TBD	TBD				0	0	WRF: Bldgs Grnds 701-02550	TBD
	Replace 3 way Valve-Install Bypass at Millbrook PS (MD)	0%	TBD	15,000	14,745	9/29/2023	10/5/2023			0	14,745	ConSys: Millbrook PS 601-05100	Cove Utilities Jeff Caffary
	Replace/Paint Walkway Handrails (JM)	0%	5/31/2024	12,500	N/A	N/A	N/A			0	0	WRF: Bldgs Grnds 701-02550	Johnny McCall OJRSA
	Seneca Creek Pump Station and Force Main Replacement Design (#2023-05; CE, KL)	93%	6/1/2023	560,000	307,500	Took over from SL&W	8/17/2022	8/16/2022		242,905	64,595	O&M CIP: ConSys 1401-06071	GMC Will Nading
	Streambank & Easement Repairs (KL)	11%	TBD	40,000	40,000	N/A	N/A	7/3/2023		4,343	35,657	Consys: Grav & FM 601-05230	OJRSA ConSys Michael McClain
	Transformer/Switchgear Cleaning and Inspection at Pump Stations (MD)	0%	12/15/2023	8,000		TBD				0	0	ConSys: Prof Svcs 601-02430	Instel Stewart Reynolds
Transformer/Switchgear Cleaning and Inspection at WRF (MD)	0%	12/15/2023	8,000		TBD				0	0	WRF: Prof Svcs 701-02430	Instel Stewart Reynolds	
Utility Water Engineering Assessment (JM, KL)	0%	TBD	75,000	TBD	TBD				0	0	WRF: Prof Svcs 701-02430	TBD	
TOTAL BUDGETED: 969,834				X		TOTAL FUNDS OBLIGATED/ACTUAL TO DATE: 297,589					-276,382	TOTAL OVER/UNDER BUDGET	
TOTAL AWARDED: 573,971													

FY2024 O&amp;M Fund Projects

10/16/2023 11:27

O&M Project (Project Number (if applicable); PM) <b><u>CANNOT CARRY OVER TO NEXT FISCAL YEAR WITHOUT BUDGET APPROVAL</u></b>	Notes
<b>Consent Order 21-025-W Project: Sewer Use Regulation Revision and Adoption (CE)</b>	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. <b>COMPLETE.</b>
<b>Consent Order 21-025-W Project: Biannual Report (CE)</b>	<b>BEGINNING 11/9/2021: REPORTS ARE DUE TO DHEC EVERY SIX MONTHS.</b> Reports submitted: 11/14/2021, 5/9/2022, 11/10/2022, 5/9/2023. <b>Next due 11/10/2023.</b> 10/16: Sent doc to KL by email to update applicable info.
<b>CCTV for CMOM/Consent Order YEAR 2 (#2024-04; KL)</b>	9/28: Low bid was Blizzard Consulting for \$87,150. 10/6: Received COI, plans to mobilize next week. 10/11: Mobilized and began work. 10/16: Has completed 4 line segments, very little sediment and issues found so far.
<b>Engineering Projects WKD TO#10 (PS Evals: CON/PERK/MART/CHOE) (KL, CE)</b>	<b>For SCIIP Match. CONTINUATION OF FY 2023 PROJECT (Spent FY 2023: \$64,894 of \$70,000).</b> 9/5: KL and MD reviewing. 9/15: KL sent comments to WK Dickson. 10/6: Received report. KL confirmed it is complete. <b>COMPLETE.</b>
<b>Engineering Projects WKD TO#11 (COLSYS Eval of FY 2023 CCTV/SSES) (KL, CE)</b>	<b>For SCIIP Match. CONTINUATION OF FY 2023 PROJECT (Spent FY 2023: \$36,920 of \$41,500).</b> 8/11: <b>COMPLETE.</b>
<b>Engineering Projects WKD TO#9 (COLSYS Inspect Report/Recommend) (KL, CE)</b>	<b>For SCIIP Match. CONTINUATION OF FY 2023 PROJECT (Spent FY 2023: \$30,410 OF \$49,000).</b> 9/5: <b>COMPLETE.</b> This was used to go out for bid that was awarded to Tugaloo.
<b>GIS Improvements -- Easement Importation (CE)</b>	9/19: Provided information to W&S.
<b>Hydraulic Model Update (CE)</b>	FY 2023 project that was finalized in early FY 2024. 6/8: Received draft report. 7/14: <b>COMPLETE</b>
<b>Install Fence and Gate at GCCP PS (MD)</b>	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 <b>COMPLETE.</b>
<b>Install Radar Level Indicators and Repair Pipes on Digesters (MD)</b>	8/17: No update. 9/5: KL reached out to vendor and waiting to get back info. 10/3: KL still hasn't anything and the company lost their local rep. for Vega. Items have long lead time. 10/10: Still have not heard anything.
<b>NPDES Permit Renewal Phase 2 (JM, KL)</b>	<u>Continued from Phase 1 FY 2023.</u> 10/16: All sampling complete. Sonya and Paul working on this with Goldie now because Amy out for 3 months. Still on schedule.
<b>PAA Study Phase 3 (30 day full scale test) (KL, JM)</b>	<b>CONTINUATION OF FY 2023 PROJECT (Spent FY 2023: \$29,250).</b> 10/3: Starting 30 day test tomorrow through Friday. Documentation will then be submitted to DHEC to add to our NPDES permit if successful. 10/16: Trial still going well. To be finished 11/3.
<b>Paving Around Solids Pad and Dewatering Building (JM)</b>	9/19: Still waiting on 3rd quote. 10/3: KL spoke with King Asphalt. They've bought up many of the companies that did this type of work. 10/16: Spoke with King, waiting to hear from Doug.
<b>Replace 3 way Valve-Install Bypass at Millbrook PS (MD)</b>	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.
<b>Replace/Paint Walkway Handrails (JM)</b>	8/17: No update. 10/3: Vendor came in last week to see plant. They've worked with Sherwin Williams to identify what we need. Will do with in house labor. 10/16: Buying paint this week and Sherwin Williams rep coming out to train on prep and mixing epoxy.
<b>Seneca Creek Pump Station and Force Main Replacement Design (#2023-05; CE, KL)</b>	Continued from FY 2023. <u>FY 2024: \$120,000.</u> 9/11: Received DHEC Construction Permit for 12,000 LF of 16" force main. 9/19: Received 90% PS plans and cost estimate for PS replacement--\$2.4 million w/ 15% conting. 9/29: Provided 90% comments back to GMC.
<b>Streambank &amp; Easement Repairs (KL)</b>	8/17: Repaired 3 creek crossings. 10/3: Repaired 2 creek banks (5 total)
<b>Transformer/Switchgear Cleaning and Inspection at Pump Stations (MD)</b>	8/17: Need to schedule. 9/5: MD called Instel to set up schedule 10/3: Scheduled for 12/6-7.
<b>Transformer/Switchgear Cleaning and Inspection at WRF (MD)</b>	8/17: Need to schedule. 9/5: MD called Instel to set up schedule 10/3: Scheduled for 12/6-7.
<b>Utility Water Engineering Assessment (JM, KL)</b>	8/17: No update. Will need to put together RFP. 9/19: CE--this needs to be scheduled soon. 10/2: Sent KL information to put together RFP. 10/16: KL working on it.



## **Finance & Administration Committee Meeting**

OJRSA Operations & Administration Building

Lamar Bailes Board Room

October 24, 2023 at 9:00 a.m.

### **Agenda**

- A. Call to Order** – Chris Eleazer, OJRSA Director
- 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]*
  - 1. Update on current projects (Exhibit A) – Chris Eleazer, Director
  - 2. Continue discussions regarding impact fees – Chris Eleazer, Director and Jason Gillespie, Weston & Sampson
- D. Committee Action Items**
  - Review September 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**
  - Consider approving wages as recommended by Carrie Cavanaugh with FGP for apprenticeship positions (Exhibit C) – Chris Eleazer, Director
- F. Executive Director’s Report and Discussion** – Chris Eleazer, Director
  - 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.*
  - 1. Board of Commissioners – November 6, 2023 at 4:00 p.m.
  - 2. Operations & Planning Committee – November 15, 2023 at 8:30 a.m.
  - 3. Finance & Administration – November 28, 2023 at 9:00 a.m.
- I. Adjourn**

FY2024 Restricted Fund Projects

10/16/2023 10:51

		RESTRICTED FUND PROJECT MILESTONES												
		Restricted Fund Projects (Project Number (if applicable); Project Manager)	% Complete	Anticipated Completion	Budget Amount (\$)	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)	Comp. Performing (and Project Mgr)
FY 2024 Restricted Funds Capital Projects	Projects may carry across budget years	Central Oconee County Sewer Basin Study (CE)	1%	6/30/2024	350,000	317,800	N/A	8/9/2023	9/12/2023		0	317,800	PROJ & CONT 1501-09007	Weston & Sampson Kip Gearhart
	Consent Order Projects 2022 CONSTRUCTION Possible SCIP Match (#2024-02; CE, KL)	0%	6/30/2024	360,850	351,291	7/28/2023					0	351,291	PROJ & CONT 1501-09008	Tugaloo Pipeline Ed Hare
	Consent Order Projects 2023 CONSTRUCTION SCIP PROJECT (#2024-XX; CE, KL)	0%	8/13/2025	4,662,745	TBD	TBD					0	0	PROJ & CONT 1501-TBD	TBD
	Consent Order Projects 2023 ENGINEERING (WKD TO#13) SCIP MATCH (#2021-01; CE, KL)	1%	8/13/2025	400,000	398,000	N/A	9/15/2023	10/3/2023			7,930	390,070	PROJ & CONT 1501-09009	WK Dickson Joe Swaim
	Dewatering Equipment Replacement CONSTRUCTION SCIP PROJECT (#2024-XX; KL)	0%	TBD	2,800,000	TBD	TBD					0	0	PROJ & CONT 1501-TBD	TBD
	Dewatering Equipment Replacement ENGINEERING SCIP MATCH (#2024-06; KL)	0%	TBD	75,000	TBD	9/15/2023					0	0	PROJ & CONT 1501-TBD	TBD
	Exit 4 "Project Tiger" Pump Station/Sewer ENGINEERING (Oconee County #TBD; CE)	75%	TBD	Currently N/A	N/A Oconee Co Proj	N/A Oconee Co Proj	N/A Oconee Co Proj	N/A Oconee Co Proj			0	0	TBD	Thomas & Hutton Lee Brackett
	Flat Rock PS Replacement CONSTRUCTION (#2024-03; CE) SCIP PROJECT	0%	9/30/2024	1,737,500	1,293,500	6/7/2023	8/29/2023				34,200	1,259,300	PROJ & CONT 1501-09005	Cove Utilities Jeff Caffery
	Flat Rock PS Replacement ENGINEERING/ CONST SVCS (#2022-03; CE) SCIP MATCH	50%	9/30/2024	256,000	177,800	2/14/2022	7/5/2055	7/1/2022			104,677	73,123	PROJ & CONT 1501-09005	KCI Technologies Tom Vollmar
	Regional Sewer Feasibility Study RIA GRANT (#2024-01; CE)	0%	11/29/2024	100,000	100,000	5/26/2023	10/10/2023				0	100,000	PROJ & CONT 1501-09003	WK Dickson Angie Mettlen
	Sewer South Phase II CONSTRUCTION (CE)	25%	6/30/2024	12,311,447	11,843,452	9/27/2022	3/23/2023	6/1/2023			3,286,419	8,557,033	SSF: CIP 1401-06050	Kevin Moorhead Moorhead Construct
	Sewer South Phase II ENGINEERING/ CONSTRUCTION/INSPECT SVCS (CE)	25%	6/30/2024	474,500	480,850	N/A	5/4/2023	5/4/2023			34,250	446,600	SSF: CIP 1401-06050	Davis & Floyd John Reynolds
	Thickener Sludge Pump (P-113), Including Install (MD)	100%	5/30/2023	25,000	29,571	8/1/2022	12/13/2023	6/29/2023	8/4/2023		37,949	(8,378)	PROJ & CONT 1501-09002	Greenstone Drew Goldie
		0%									0	0		
	0%									0	0			
		TOTAL BUDGETED: 23,553,042				TOTAL RESTRICTED FUNDS OBLIGATED/ACTUAL TO DATE: 3,505,425				-11,486,839		TOTAL OVER/UNDER BUDGET		
		TOTAL AWARDED: 14,992,264												

Restricted Fund Projects (Project Number (if applicable); Project Manager)	Notes
<b>Central Oconee County Sewer Basin Study (CE)</b>	Plan to continue under #2022-01 (Southern Oconee/Western Anderson Sewer Master Plan). 8/7: Board approved. 9/12: Kickoff meeting held. 10/3: Attempting to schedule meetings. 10/16: Stakeholder scheduled for today.
<b>Consent Order Projects 2022 CONSTRUCTION Possible SCIP Match (#2024-02; CE, KL)</b>	Carryover from FY 2023. 8/15: Notice of Award signed. Will sign contract at pre-con meeting. 9/19: KL trying to schedule pre-con mtg with Tugaloo and WK Dickson. 10/3: Pre-con scheduled for 10/17, contract to be signed at that time.
<b>Consent Order Projects 2023 CONSTRUCTION SCIP PROJECT (#2024-XX; CE, KL)</b>	8/17: To be bid upon design (WKD TO#13). 10/3: Anticipated bidding to begin 5/2024 and construction to begin around 8/2024.
<b>Consent Order Projects 2023 ENGINEERING (WKD TO#13) SCIP MATCH (#2021-01; CE, KL)</b>	8/24: O&P approved for draft contract to go to the Board for consideration at 9/11 meeting. 9/11: Board approved execution of TO #13 Collection System Rehabilitation. 9/15: Signed, returned contract. 10/3: Kickoff meeting held.
<b>Dewatering Equipment Replacement CONSTRUCTION SCIP PROJECT (#2024-XX; KL)</b>	<a href="#">FY 2024 O&amp;P Fund project "Dewatering Equipment Assessment FOR EVENTUAL SCIP PROJECT" must be completed first.</a>
<b>Dewatering Equipment Replacement ENGINEERING SCIP MATCH (#2024-06; KL)</b>	10/3: Received 2 SOQs. KL, JM, and MD will review and make recommendation to O&P Comm. 10/15: KL and team to present recommended firm to O&P Comm.
<b>Exit 4 "Project Tiger" Pump Station/Sewer ENGINEERING (Oconee County #TBD; CE)</b>	9/5: Plans under review. These may possibly be the ones that will be submitted to DHEC for construction permit. 9/19: Sent comments back to T&H. Revisions necessary.
<b>Flat Rock PS Replacement CONSTRUCTION (#2024-03; CE) SCIP PROJECT</b>	8/15: Received approval to proceed from RIA. 8/17: Notice of Award signed. 8/29: Signed contract, Notice to Proceed, conducted pre-con meeting. 9/19: Construction not to start until 1/2024.
<b>Flat Rock PS Replacement ENGINEERING/ CONST SVCS (#2022-03; CE) SCIP MATCH</b>	6/2: Received approval from Nate Foutch (SC RIA) to advertise. KCI plans to have pre-bid 6/27. 6/7: Advertised w/ SCBO, put on OJRSA website. Bid opening 7/18. 8/29: Pre-con mtg held with Cove Utilities.
<b>Regional Sewer Feasibility Study RIA GRANT (#2024-01; CE)</b>	9/19: Timeline now Reorganization Model Board Review/Approval 9/30/2024; and RIA Monitoring/Closeout 11/29/2024. 10/9: RIA approved to execute contract w/ WKD. 10/16: K Amidon working to set up meeting for 11/9.
<b>Sewer South Phase II CONSTRUCTION (CE)</b>	7/27: Progress meeting. No issues. Proceeding nicely with pipelaying and boring under I-85. 8/29: Progress meeting: No issues. On schedule. Pay App #1 signed and check cut. 9/12: Pay App #2 processed. 10/9: Pay App #3 processed.
<b>Sewer South Phase II ENGINEERING/ CONSTRUCTION/INSPECT SVCS (CE)</b>	Also see Sewer South Phase II Construction for additional information. 10/6: County approved additional \$6,350 to survey access road. Contract total increased by this amount.
<b>Thickener Sludge Pump (P-113), Including Install (MD)</b>	<i>Carryover from FY 2023. Some costs may have been paid during previous FY.</i> 9/15: <b>COMPLETE.</b>

O&M Project (Project Number (if applicable); PM) <b><u>CANNOT CARRY OVER TO NEXT FISCAL YEAR WITHOUT BUDGET APPROVAL</u></b>		% Complete	Anticipated Completion	Budget Amount (\$)	PO/Contract Amount (\$)	O&M PROJECT MILESTONES					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	Obligated/ Spent (\$)			
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	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)	0%	11/9/2023	0	0	N/A	N/A			0	0	N/A	Chris Eleazer OJRSA
	CCTV for CMOM/Consent Order YEAR 2 (#2024-04; KL)	15%	12/15/2023	79,158	87,150	7/31/2023	10/11/2023	10/11/2023		0	87,150	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	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/SSSES) (KL, CE)	100%	8/30/2023	4,580	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	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)	0%	12/1/2023	13,200	13,200	N/A	9/12/2023			0	13,200	Admin: Admin Svcs 501-02420	Jason Gillespie Weston & Sampson
	Hydraulic Model Update (CE)	100%	1/30/2023	45,000	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	5,000	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)	0%	TBD	7,500	TBD	TBD				0	0	WRF: R&M 701-03000	Mark Dain OJRSA
	NPDES Permit Renewal Phase 2 (JM, KL)	60%	6/30/2024	18,200	17,350	4/19/2022	8/22/2022	7/1/2022		500	16,850	WRF: Prof Svcs 701-02430	Goldie Associates Amy Anderson
	PAA Study Phase 3 (30 day full scale test) (KL, JM)	50%	2/30/2023	35,000	20,750	4/1/2022	8/2/2023	8/2/2023		0	20,750	WRF: Prof Svcs 701-02430	Goldie Associates Bob Schmitt
	Paving Around Solids Pad and Dewatering Building (JM)	0%	TBD	20,000	TBD	TBD				0	0	WRF: Bldgs Grnds 701-02550	TBD
	Replace 3 way Valve-Install Bypass at Millbrook PS (MD)	0%	TBD	15,000	14,745	9/29/2023	10/5/2023			0	14,745	ConSys: Millbrook PS 601-05100	Cove Utilities Jeff Caffary
	Replace/Paint Walkway Handrails (JM)	0%	5/31/2024	12,500	N/A	N/A	N/A			0	0	WRF: Bldgs Grnds 701-02550	Johnny McCall OJRSA
	Seneca Creek Pump Station and Force Main Replacement Design (#2023-05; CE, KL)	93%	6/1/2023	560,000	307,500	Took over from SL&W	8/17/2022	8/16/2022		242,905	64,595	O&M CIP: ConSys 1401-06071	GMC Will Nading
	Streambank & Easement Repairs (KL)	11%	TBD	40,000	40,000	N/A	N/A	7/3/2023		4,343	35,657	Consys: Grav & FM 601-05230	OJRSA ConSys Michael McClain
	Transformer/Switchgear Cleaning and Inspection at Pump Stations (MD)	0%	12/15/2023	8,000		TBD				0	0	ConSys: Prof Svcs 601-02430	Instel Stewart Reynolds
Transformer/Switchgear Cleaning and Inspection at WRF (MD)	0%	12/15/2023	8,000		TBD				0	0	WRF: Prof Svcs 701-02430	Instel Stewart Reynolds	
Utility Water Engineering Assessment (JM, KL)	0%	TBD	75,000	TBD	TBD				0	0	WRF: Prof Svcs 701-02430	TBD	
TOTAL BUDGETED: 969,834				X		TOTAL FUNDS OBLIGATED/ACTUAL TO DATE: 297,589					-276,382	TOTAL OVER/UNDER BUDGET	
TOTAL AWARDED: 573,971													

FY2024 O&amp;M Fund Projects

10/16/2023 11:27

O&M Project (Project Number (if applicable); PM) <b><u>CANNOT CARRY OVER TO NEXT FISCAL YEAR WITHOUT BUDGET APPROVAL</u></b>	Notes
<b>Consent Order 21-025-W Project: Sewer Use Regulation Revision and Adoption (CE)</b>	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. <b>COMPLETE.</b>
<b>Consent Order 21-025-W Project: Biannual Report (CE)</b>	<b>BEGINNING 11/9/2021: REPORTS ARE DUE TO DHEC EVERY SIX MONTHS.</b> Reports submitted: 11/14/2021, 5/9/2022, 11/10/2022, 5/9/2023. <b>Next due 11/10/2023.</b> 10/16: Sent doc to KL by email to update applicable info.
<b>CCTV for CMOM/Consent Order YEAR 2 (#2024-04; KL)</b>	9/28: Low bid was Blizzard Consulting for \$87,150. 10/6: Received COI, plans to mobilize next week. 10/11: Mobilized and began work. 10/16: Has completed 4 line segments, very little sediment and issues found so far.
<b>Engineering Projects WKD TO#10 (PS Evals: CON/PERK/MART/CHOE) (KL, CE)</b>	<b>For SCIIP Match. CONTINUATION OF FY 2023 PROJECT (Spent FY 2023: \$64,894 of \$70,000).</b> 9/5: KL and MD reviewing. 9/15: KL sent comments to WK Dickson. 10/6: Received report. KL confirmed it is complete. <b>COMPLETE.</b>
<b>Engineering Projects WKD TO#11 (COLSYS Eval of FY 2023 CCTV/SSES) (KL, CE)</b>	<b>For SCIIP Match. CONTINUATION OF FY 2023 PROJECT (Spent FY 2023: \$36,920 of \$41,500).</b> 8/11: <b>COMPLETE.</b>
<b>Engineering Projects WKD TO#9 (COLSYS Inspect Report/Recommend) (KL, CE)</b>	<b>For SCIIP Match. CONTINUATION OF FY 2023 PROJECT (Spent FY 2023: \$30,410 OF \$49,000).</b> 9/5: <b>COMPLETE.</b> This was used to go out for bid that was awarded to Tugaloo.
<b>GIS Improvements -- Easement Importation (CE)</b>	9/19: Provided information to W&S.
<b>Hydraulic Model Update (CE)</b>	FY 2023 project that was finalized in early FY 2024. 6/8: Received draft report. 7/14: <b>COMPLETE</b>
<b>Install Fence and Gate at GCCP PS (MD)</b>	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 <b>COMPLETE.</b>
<b>Install Radar Level Indicators and Repair Pipes on Digesters (MD)</b>	8/17: No update. 9/5: KL reached out to vendor and waiting to get back info. 10/3: KL still hasn't anything and the company lost their local rep. for Vega. Items have long lead time. 10/10: Still have not heard anything.
<b>NPDES Permit Renewal Phase 2 (JM, KL)</b>	<u>Continued from Phase 1 FY 2023.</u> 10/16: All sampling complete. Sonya and Paul working on this with Goldie now because Amy out for 3 months. Still on schedule.
<b>PAA Study Phase 3 (30 day full scale test) (KL, JM)</b>	<b>CONTINUATION OF FY 2023 PROJECT (Spent FY 2023: \$29,250).</b> 10/3: Starting 30 day test tomorrow through Friday. Documentation will then be submitted to DHEC to add to our NPDES permit if successful. 10/16: Trial still going well. To be finished 11/3.
<b>Paving Around Solids Pad and Dewatering Building (JM)</b>	9/19: Still waiting on 3rd quote. 10/3: KL spoke with King Asphalt. They've bought up many of the companies that did this type of work. 10/16: Spoke with King, waiting to hear from Doug.
<b>Replace 3 way Valve Install Bypass at Millbrook PS (MD)</b>	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.
<b>Replace/Paint Walkway Handrails (JM)</b>	8/17: No update. 10/3: Vendor came in last week to see plant. They've worked with Sherwin Williams to identify what we need. Will do with in house labor. 10/16: Buying paint this week and Sherwin Williams rep coming out to train on prep and mixing epoxy.
<b>Seneca Creek Pump Station and Force Main Replacement Design (#2023-05; CE, KL)</b>	Continued from FY 2023. <u>FY 2024: \$120,000.</u> 9/11: Received DHEC Construction Permit for 12,000 LF of 16" force main. 9/19: Received 90% PS plans and cost estimate for PS replacement--\$2.4 million w/ 15% conting. 9/29: Provided 90% comments back to GMC.
<b>Streambank &amp; Easement Repairs (KL)</b>	8/17: Repaired 3 creek crossings. 10/3: Repaired 2 creek banks (5 total)
<b>Transformer/Switchgear Cleaning and Inspection at Pump Stations (MD)</b>	8/17: Need to schedule. 9/5: MD called Instel to set up schedule 10/3: Scheduled for 12/6-7.
<b>Transformer/Switchgear Cleaning and Inspection at WRF (MD)</b>	8/17: Need to schedule. 9/5: MD called Instel to set up schedule 10/3: Scheduled for 12/6-7.
<b>Utility Water Engineering Assessment (JM, KL)</b>	8/17: No update. Will need to put together RFP. 9/19: CE--this needs to be scheduled soon. 10/2: Sent KL information to put together RFP. 10/16: KL working on it.

010 OJRSA FUND  
 004 REVENUE  
 00401 REVENUE

### Revenue Report

Oconee Joint Rsa  
 Page 1 of 1

#### Level 4 Summary for September 2023

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	\$0.00	0	\$2,025.41	0	(\$2,025.41)
01790 UNRESTRICTED INTEREST	\$2,500.00	\$0.00	\$2,500.00	\$18,727.10	749	\$20,257.67	810	(\$17,757.67)
01800 SALE OF ASSETS	\$0.00	\$0.00	\$0.00	\$0.00	0	\$6,375.00	0	(\$6,375.00)
01830 HAULED WASTE SVCES	\$273,159.00	\$0.00	\$273,159.00	\$15,671.00	6	\$63,073.20	23	\$210,085.80
01840 OTHER REVENUE	\$16,750.00	\$0.00	\$16,750.00	\$11,704.26	70	\$16,076.70	96	\$673.30
01880 CAPACITY FEES	\$0.00	\$0.00	\$0.00	\$0.00	0	\$4,500.00	0	(\$4,500.00)
01910 USER FEES	\$5,662,336.00	\$0.00	\$5,662,336.00	\$559,507.66	10	\$1,404,463.82	25	\$4,257,872.18
<b>Total Revenue</b>	<b>\$5,954,745.00</b>	<b>\$0.00</b>	<b>\$5,954,745.00</b>	<b>\$605,610.02</b>	<b>10</b>	<b>\$1,516,771.80</b>	<b>25</b>	<b>\$4,437,973.20</b>
00801 PRETREATMENT								
01850 INDUSTRIES	\$175,932.00	\$0.00	\$175,932.00	\$1.01	0	\$40,013.71	23	\$135,918.29
<b>Total Pretreatment</b>	<b>\$175,932.00</b>	<b>\$0.00</b>	<b>\$175,932.00</b>	<b>\$1.01</b>	<b>0</b>	<b>\$40,013.71</b>	<b>23</b>	<b>\$135,918.29</b>
01101 IMPACT FEES								
01780 RESTRICTED INTEREST	\$1,400.00	\$0.00	\$1,400.00	\$10,605.47	758	\$15,914.92	1137	(\$14,514.92)
01880 CAPACITY FEES	\$290,000.00	\$0.00	\$290,000.00	\$335,700.00	116	\$594,485.35	205	(\$304,485.35)
01930 UNUSED CAPACITY FEES	\$120,000.00	\$0.00	\$120,000.00	\$0.00	0	\$0.00	0	\$120,000.00
<b>Total Impact Fees</b>	<b>\$411,400.00</b>	<b>\$0.00</b>	<b>\$411,400.00</b>	<b>\$346,305.47</b>	<b>84</b>	<b>\$610,400.27</b>	<b>148</b>	<b>(\$199,000.27)</b>
01201 CONTRACT OPERATIONS								
01900 INTERGOV. REIMBURSEMENT	\$39,616.00	\$0.00	\$39,616.00	\$0.00	0	\$7,360.99	19	\$32,255.01
<b>Total Contract Operations</b>	<b>\$39,616.00</b>	<b>\$0.00</b>	<b>\$39,616.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$7,360.99</b>	<b>19</b>	<b>\$32,255.01</b>
01301 RETAIL SERVICES								
01780 RESTRICTED INTEREST	\$0.00	\$0.00	\$0.00	\$859.93	0	\$10,070.88	0	(\$10,070.88)
01821 GRANTS - SEWER SOUTH	\$6,659,875.00	\$0.00	\$6,659,875.00	\$2,311,000.99	35	\$2,311,000.99	35	\$4,348,874.01
01900 INTERGOV. REIMBURSEMENT	\$6,730,302.00	\$0.00	\$6,730,302.00	\$0.00	0	\$900.00	0	\$6,729,402.00
<b>Total Retail Services</b>	<b>\$13,390,177.00</b>	<b>\$0.00</b>	<b>\$13,390,177.00</b>	<b>\$2,311,860.92</b>	<b>17</b>	<b>\$2,321,971.87</b>	<b>17</b>	<b>\$11,068,205.13</b>
01501 CONTINGENCY FUND								
01780 RESTRICTED INTEREST	\$300.00	\$0.00	\$300.00	\$0.00	0	\$0.00	0	\$300.00
01840 OTHER REVENUE	\$9,799,975.00	\$0.00	\$9,799,975.00	\$0.00	0	\$0.00	0	\$9,799,975.00
<b>Total Contingency Fund</b>	<b>\$9,800,275.00</b>	<b>\$0.00</b>	<b>\$9,800,275.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$9,800,275.00</b>
<b>Total REVENUE</b>	<b>\$29,772,145.00</b>	<b>\$0.00</b>	<b>\$29,772,145.00</b>	<b>\$3,263,777.42</b>	<b>11</b>	<b>\$4,496,518.64</b>	<b>15</b>	<b>\$25,275,626.36</b>
<b>Total OJRSA FUND</b>	<b>\$29,772,145.00</b>	<b>\$0.00</b>	<b>\$29,772,145.00</b>	<b>\$3,263,777.42</b>	<b>11</b>	<b>\$4,496,518.64</b>	<b>15</b>	<b>\$25,275,626.36</b>
<b>TOTAL ALL FUNDS</b>	<b>\$29,772,145.00</b>	<b>\$0.00</b>	<b>\$29,772,145.00</b>	<b>\$3,263,777.42</b>	<b>11</b>	<b>\$4,496,518.64</b>	<b>15</b>	<b>\$25,275,626.36</b>

010 OJRSA FUND  
 005 EXPENSES  
 00501 ADMINISTRATION

### Expenditure Report

Ocone Joint Rsa  
 Page 1 of 3

#### Level 4 Summary for September 2023

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	\$294,705.75	25	\$0.00	\$884,117.25	75
01300 PAYROLL: SALARIES	\$1,110,027.00	\$0.00	\$1,110,027.00	7	\$249,053.73	22	\$0.00	\$860,973.27	78
01310 OVERTIME	\$33,582.00	\$0.00	\$33,582.00	4	\$5,166.27	15	\$0.00	\$28,415.73	85
01350 PAYROLL: FICA/MEDICARE WH	\$93,139.00	\$0.00	\$93,139.00	7	\$20,444.68	22	\$0.00	\$72,694.32	78
01380 PAYROLL: RETIREMENT	\$212,254.00	\$0.00	\$212,254.00	6	\$38,327.81	18	\$0.00	\$173,926.19	82
02200 COMMISSIONER EXPENSES	\$13,680.00	\$0.00	\$13,680.00	9	\$3,060.00	22	\$0.00	\$10,620.00	78
02220 GROUP INSURANCE	\$189,671.00	\$0.00	\$189,671.00	15	\$51,465.94	27	\$0.00	\$138,205.06	73
02240 WORKERS' COMPENSATION	\$23,400.00	\$0.00	\$23,400.00	0	\$0.00	0	\$0.00	\$23,400.00	100
02250 INSURANCE-PROPERTY/GENERAL	\$73,065.00	\$0.00	\$73,065.00	1	\$1,431.80	2	\$0.00	\$71,633.20	98
02260 EMPLOYEE WELLNESS	\$2,400.00	\$0.00	\$2,400.00	13	\$559.74	23	\$0.00	\$1,840.26	77
02270 UNIFORMS	\$28,130.00	\$0.00	\$28,130.00	6	\$4,546.06	16	\$0.00	\$23,583.94	84
02280 TRAVEL & POV MILEAGE	\$250.00	\$0.00	\$250.00	0	\$0.00	0	\$0.00	\$250.00	100
02290 AGENCY MEMBERSHIPS	\$11,665.00	\$0.00	\$11,665.00	0	\$0.00	0	\$0.00	\$11,665.00	100
02300 LICENSES/CERTIFS/MEMBERSHIPS	\$4,655.00	\$0.00	\$4,655.00	7	\$759.00	16	\$0.00	\$3,896.00	84
02310 SEMINARS/WKSHOPS & TRAINING	\$29,220.00	\$0.00	\$29,220.00	5	\$1,239.55	4	\$3,619.43	\$24,361.02	83
02320 EVENTS & MEETING EXPENSES	\$3,800.00	\$0.00	\$3,800.00	4	\$807.56	21	\$9.52	\$2,982.92	78
02340 PUBLIC RELATIONS & ADVERTISING	\$9,600.00	\$0.00	\$9,600.00	10	\$3,781.44	39	\$0.00	\$5,818.56	61
02360 MAILING/SHIPPING	\$600.00	\$0.00	\$600.00	2	\$34.62	6	\$0.00	\$565.38	94
02370 SAFETY EQUIPMENT	\$32,060.00	\$0.00	\$32,060.00	13	\$11,270.12	35	\$2,657.02	\$18,132.86	57
02380 OFFICE SUPPLIES	\$69,242.00	\$0.00	\$69,242.00	10	\$9,898.30	14	\$0.00	\$59,343.70	86
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	9	\$3,877.13	22	\$0.00	\$13,846.87	78
02420 ADMINISTRATION SERVICES	\$186,070.00	\$0.00	\$186,070.00	19	\$54,092.48	29	\$0.00	\$131,977.52	71
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	7	\$7,550.42	20	\$0.00	\$29,449.58	80
02530 R&M: VEHICLES/TRAILERS/EQUIP	\$34,500.00	\$0.00	\$34,500.00	7	\$12,014.43	35	\$58.74	\$22,426.83	65
02560 FEES & PENALTIES	\$7,685.00	\$0.00	\$7,685.00	1	\$628.97	8	\$0.00	\$7,056.03	92
02590 ROLLING STOCK & EQUIPMENT	\$36,750.00	\$0.00	\$36,750.00	80	\$29,441.00	80	\$0.00	\$7,309.00	20
<b>Total Administration</b>	<b>\$3,498,992.00</b>	<b>\$0.00</b>	<b>\$3,498,992.00</b>	<b>9</b>	<b>\$804,156.80</b>	<b>23</b>	<b>\$6,344.71</b>	<b>\$2,688,490.49</b>	<b>77</b>
00601 CONVEYANCE SYSTEM									
02400 SUPPLIES/TOOLS	\$17,000.00	\$0.00	\$17,000.00	5	\$1,290.02	8	\$0.00	\$15,709.98	92
02401 MAINTENANCE TOOLS & SUPPLIES	\$13,000.00	\$0.00	\$13,000.00	8	\$2,862.83	22	\$66.77	\$10,070.40	77
02411 TECHNOLOGY: SCADA	\$20,500.00	\$0.00	\$20,500.00	0	\$0.00	0	\$0.00	\$20,500.00	100
02430 SERVICES: PROFESSIONAL/CONSULT	\$177,408.00	\$0.00	\$177,408.00	7	\$47,093.95	27	\$0.00	\$130,314.05	73
02450 CHEMICALS: SODIUM HYPOCHLORITE	\$20,593.00	\$0.00	\$20,593.00	8	\$2,855.64	14	\$0.00	\$17,737.36	86
02455 CHEMICALS: HERBICIDE/PESTICIDE	\$1,500.00	\$0.00	\$1,500.00	0	\$0.00	0	\$0.00	\$1,500.00	100
02490 ELECTRICITY	\$261,977.00	\$0.00	\$261,977.00	9	\$65,740.22	25	\$0.00	\$196,236.78	75
02500 WATER	\$8,950.00	\$0.00	\$8,950.00	8	\$2,957.26	33	\$0.00	\$5,992.74	67
02521 FUEL: GENERATORS	\$6,500.00	\$0.00	\$6,500.00	0	\$0.00	0	\$0.00	\$6,500.00	100
02540 EQUIPMENT RENTALS	\$5,000.00	\$0.00	\$5,000.00	0	\$0.00	0	\$0.00	\$5,000.00	100

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

**Oconee Joint Rsa**  
**Expenditure Report**  
**Level 4 Summary for September 2023**

Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
02550 BUILDINGS & GROUNDS	\$16,500.00	\$0.00	\$16,500.00	0	\$385.28	2	\$0.00	\$16,114.72	98
02590 ROLLING STOCK & EQUIPMENT	\$244,884.00	\$0.00	\$244,884.00	0	\$151,228.00	62	\$0.00	\$93,656.00	38
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	0	\$590.47	0	\$122.92	\$177,886.61	100
05010 PUMP STATIONS: CANE PS	\$0.00	\$0.00	\$0.00	0	\$50.56	0	\$0.00	(\$50.56)	0
05060 PUMP STATIONS: DAVIS CRK 2 PS	\$0.00	\$0.00	\$0.00	0	(\$4,834.64)	0	\$34.33	\$4,800.31	0
05070 PUMP STATIONS: FLAT ROCK PS	\$0.00	\$0.00	\$0.00	0	(\$787.17)	0	\$3,329.25	(\$2,542.08)	0
05100 PUMP STATIONS: MARTIN CREEK PS	\$0.00	\$0.00	\$0.00	0	\$989.06	0	\$0.00	(\$989.06)	0
05110 PUMP STATIONS: MILLBROOK PS	\$0.00	\$0.00	\$0.00	0	\$1,314.94	0	\$0.00	(\$1,314.94)	0
05130 PUMP STATIONS: PERKINS PS	\$0.00	\$0.00	\$0.00	0	\$13,023.47	0	\$0.00	(\$13,023.47)	0
05150 PUMP STATIONS: SPEEDS PS	\$0.00	\$0.00	\$0.00	0	\$8.46	0	\$0.00	(\$8.46)	0
05230 GRAVITY SEWER & FORCE MAINS	\$76,000.00	\$0.00	\$76,000.00	5	\$8,733.68	11	(\$880.18)	\$68,146.50	90
<b>Total Conveyance System</b>	<b>\$1,049,012.00</b>	<b>\$0.00</b>	<b>\$1,049,012.00</b>	<b>4</b>	<b>\$293,502.03</b>	<b>28</b>	<b>\$2,673.09</b>	<b>\$752,836.88</b>	<b>72</b>
00701 WRF OPERATIONS									
02400 SUPPLIES/TOOLS	\$8,000.00	\$0.00	\$8,000.00	0	\$237.70	3	\$58.22	\$7,704.08	96
02411 TECHNOLOGY: SCADA	\$13,500.00	\$0.00	\$13,500.00	0	\$1,990.20	15	\$0.00	\$11,509.80	85
02430 SERVICES: PROFESSIONAL/CONSULT	\$217,790.00	\$0.00	\$217,790.00	0	(\$9,130.00)	(4)	\$0.00	\$226,920.00	104
02451 CHEMICALS: CHLORINE	\$60,242.00	\$0.00	\$60,242.00	0	\$9,810.41	16	\$0.00	\$50,431.59	84
02452 CHEMICALS: POLYMER	\$66,450.00	\$0.00	\$66,450.00	5	\$14,664.80	22	\$0.00	\$51,785.20	78
02454 CHEMICALS: SODIUM BISULFITE	\$21,474.00	\$0.00	\$21,474.00	53	\$11,462.84	53	\$0.00	\$10,011.16	47
02457 CHEMICALS: OTHER	\$8,500.00	\$0.00	\$8,500.00	0	\$0.00	0	\$0.00	\$8,500.00	100
02470 GARBAGE	\$2,024.00	\$0.00	\$2,024.00	1	\$74.25	4	\$0.00	\$1,949.75	96
02480 NATURAL GAS	\$2,520.00	\$0.00	\$2,520.00	0	\$106.51	4	\$0.00	\$2,413.49	96
02490 ELECTRICITY	\$336,000.00	\$0.00	\$336,000.00	7	\$78,855.26	23	\$0.00	\$257,144.74	77
02500 WATER	\$2,835.00	\$0.00	\$2,835.00	80	\$3,400.32	120	\$0.00	(\$565.32)	(20)
02510 SLUDGE DISPOSAL	\$344,658.00	\$0.00	\$344,658.00	6	\$58,162.10	17	\$0.00	\$286,495.90	83
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	0	\$3,618.98	7	\$354.43	\$47,926.59	92
03000 WATER RECLAMATION FACILITY	\$90,800.00	\$0.00	\$90,800.00	9	\$30,576.54	34	\$0.00	\$60,223.46	66
<b>Total Wrf Operations</b>	<b>\$1,235,693.00</b>	<b>\$0.00</b>	<b>\$1,235,693.00</b>	<b>6</b>	<b>\$206,059.05</b>	<b>17</b>	<b>\$412.65</b>	<b>\$1,029,221.30</b>	<b>83</b>
00801 PRETREATMENT									
01300 PAYROLL: SALARIES	\$73,892.00	\$0.00	\$73,892.00	8	\$20,091.20	27	\$0.00	\$53,800.80	73
01380 PAYROLL: RETIREMENT	\$13,714.00	\$0.00	\$13,714.00	8	\$3,115.43	23	\$0.00	\$10,598.57	77
02220 GROUP INSURANCE	\$7,325.00	\$0.00	\$7,325.00	17	\$1,840.20	25	\$0.00	\$5,484.80	75
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	0	\$0.00	0	\$0.00	\$1,660.00	100
02380 OFFICE SUPPLIES	\$4,920.00	\$0.00	\$4,920.00	0	\$18.01	0	\$0.00	\$4,901.99	100
02410 TECHNOLOGY: PHONES/INTERNET/TV	\$660.00	\$0.00	\$660.00	8	\$160.10	24	\$0.00	\$499.90	76
02430 SERVICES: PROFESSIONAL/CONSULT	\$44,014.00	\$0.00	\$44,014.00	1	\$6,027.00	14	\$0.00	\$37,987.00	86
<b>Total Pretreatment</b>	<b>\$146,610.00</b>	<b>\$0.00</b>	<b>\$146,610.00</b>	<b>6</b>	<b>\$31,436.94</b>	<b>21</b>	<b>\$0.00</b>	<b>\$115,173.06</b>	<b>79</b>

**010 OJRSA FUND  
005 EXPENSES  
00801 PRETREATMENT**

**Oconee Joint Rsa  
Expenditure Report  
Level 4 Summary for September 2023**

Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
00901 LABORATORY									
02400 SUPPLIES/TOOLS	\$6,100.00	\$0.00	\$6,100.00	4	\$2,681.37	44	\$0.00	\$3,418.63	56
02430 SERVICES: PROFESSIONAL/CONSULT	\$35,110.00	\$0.00	\$35,110.00	12	\$5,942.60	17	\$0.00	\$29,167.40	83
02456 CHEMICALS: LABORATORY	\$4,500.00	\$0.00	\$4,500.00	35	\$2,915.62	65	\$0.00	\$1,584.38	35
<b>Total Laboratory</b>	<b>\$45,710.00</b>	<b>\$0.00</b>	<b>\$45,710.00</b>	<b>13</b>	<b>\$11,539.59</b>	<b>25</b>	<b>\$0.00</b>	<b>\$34,170.41</b>	<b>75</b>
01201 CONTRACT OPERATIONS									
02411 TECHNOLOGY: SCADA	\$625.00	\$0.00	\$625.00	0	\$0.00	0	\$0.00	\$625.00	100
02430 SERVICES: PROFESSIONAL/CONSULT	\$12,095.00	\$0.00	\$12,095.00	0	\$0.00	0	\$0.00	\$12,095.00	100
02500 WATER	\$1,365.00	\$0.00	\$1,365.00	6	\$222.55	16	\$0.00	\$1,142.45	84
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	\$0.00	0	\$0.00	\$5,500.00	100
05170 PUMP STATIONS: GCCP-PS	\$10,500.00	\$0.00	\$10,500.00	0	\$0.00	0	\$0.00	\$10,500.00	100
<b>Total Contract Operations</b>	<b>\$30,585.00</b>	<b>\$0.00</b>	<b>\$30,585.00</b>	<b>0</b>	<b>\$222.55</b>	<b>1</b>	<b>\$0.00</b>	<b>\$30,362.45</b>	<b>99</b>
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	1	\$300.00	1	\$0.00	\$24,700.00	99
02490 ELECTRICITY	\$2,000.00	\$0.00	\$2,000.00	0	\$0.00	0	\$0.00	\$2,000.00	100
05000 PUMP STATIONS	\$500.00	\$0.00	\$500.00	0	\$0.00	0	\$0.00	\$500.00	100
06050 SEWER SOUTH PHASE II	\$13,361,447.00	\$0.00	\$13,361,447.00	5	\$659,595.85	5	\$0.00	\$12,701,851.15	95
<b>Total Retail Services</b>	<b>\$13,390,177.00</b>	<b>\$0.00</b>	<b>\$13,390,177.00</b>	<b>5</b>	<b>\$659,895.85</b>	<b>5</b>	<b>\$0.00</b>	<b>\$12,730,281.15</b>	<b>95</b>
01401 CAPITAL PROJECTS									
06060 CONVEYANCE SYSTEM	\$120,000.00	\$0.00	\$120,000.00	0	\$0.00	0	\$0.00	\$120,000.00	100
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	\$0.00	\$0.00	\$0.00	0	\$35,000.00	0	\$0.00	(\$35,000.00)	0
<b>Total Capital Projects</b>	<b>\$120,000.00</b>	<b>\$0.00</b>	<b>\$120,000.00</b>	<b>17</b>	<b>\$35,000.00</b>	<b>29</b>	<b>\$0.00</b>	<b>\$85,000.00</b>	<b>71</b>
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	\$41,250.00	0	\$0.00	(\$41,250.00)	0
<b>Total Contingency Fund</b>	<b>\$10,810,825.00</b>	<b>\$0.00</b>	<b>\$10,810,825.00</b>	<b>0</b>	<b>\$52,625.00</b>	<b>0</b>	<b>\$0.00</b>	<b>\$10,758,200.00</b>	<b>100</b>
<b>Total EXPENSES</b>	<b>\$30,327,604.00</b>	<b>\$0.00</b>	<b>\$30,327,604.00</b>	<b>4</b>	<b>\$2,094,437.81</b>	<b>7</b>	<b>\$9,430.45</b>	<b>\$28,223,735.74</b>	<b>93</b>
<b>Total OJRSA FUND</b>	<b>\$30,327,604.00</b>	<b>\$0.00</b>	<b>\$30,327,604.00</b>	<b>4</b>	<b>\$2,094,437.81</b>	<b>7</b>	<b>\$9,430.45</b>	<b>\$28,223,735.74</b>	<b>93</b>
<b>TOTAL ALL FUNDS</b>	<b>\$30,327,604.00</b>	<b>\$0.00</b>	<b>\$30,327,604.00</b>	<b>4</b>	<b>\$2,094,437.81</b>	<b>7</b>	<b>\$9,430.45</b>	<b>\$28,223,735.74</b>	<b>93</b>

Year To Date  
Total

**Grand Total**

**\$6,590,956.45**



Apprentice Roles									
Years of Experience	Water Reclamation Operator Apprentice			Collection System Technician Apprentice			Maintenance Technician Apprentice		
	25th Percentile	Median	75th Percentile	25th Percentile	Median	75th Percentile	25th Percentile	Median	75th Percentile
3	\$16.28	\$17.45	\$19.04	\$15.32	\$16.49	\$18.03	\$16.20	\$17.21	\$18.61
2	\$16.07	\$17.23	\$18.78	\$15.10	\$16.29	\$17.81	\$15.96	\$16.95	\$18.31
1	\$15.86	\$16.99	\$18.51	\$14.85	\$16.05	\$17.56	\$15.71	\$16.66	\$17.97
Averages	Years of Experience	25th	Median	75th	Range for Apprentices	Year of Employment	Min	Mid	Max
	3	\$15.93	\$17.05	\$18.56		1	\$16.00	\$16.75	\$17.50
	2	\$15.71	\$16.82	\$18.30		2	\$16.45	\$17.30	\$18.15
	1	\$15.47	\$16.57	\$18.01		3	\$16.95	\$17.90	\$18.85

After year 2 the individual could move into the Trainee (NE-1) or appropriate pay grade once position qualifications have been met by apprentice.



<b>Job Title:</b>	<b>Collection System Technician Apprentice</b>	<b>Department:</b>	Conveyance System
<b>Reports To:</b>	Collection System Supervisor	<b>Location:</b>	Coneross Creek WRF
<b>FLSA Classification:</b>	Non-exempt	<b>Status:</b>	Part Time
<b>Date:</b>	September 29, 2023	<b>Direct Reports:</b>	0
<b>Revised:</b>		<b>Grade:</b>	A-1 or A-2 or A-3

### Position Summary

This position will require the candidate to be enrolled or ready to be enrolled in a Technical College Program or other similar program that focuses on environmental, construction, commercial vehicle operations or general studies.

The purpose of the position is to learn how to operate heavy equipment and vehicles to repair gravity and pressure sewer pipelines; inspection, evaluation, and maintenance of wastewater collection system force mains, trunk lines, manholes; maintain rights-of-ways; and perform related work as required. Works under direct supervision of the appointed Senior Collection System Technician or Collection System Supervisor.

### Position Responsibilities - Essential

The tasks listed below are those that represent the majority of the time spent working in this position. Management may assign additional tasks related to the type of work of the position, as necessary.

Operates heavy equipment, trucks, and specialized equipment in the clearing and maintenance of collection system rights-of-ways and repairing/maintaining sewer infrastructure; equipment operated includes, but is not limited to, trucks, trailers, tractors, bush hogs, excavators, backhoes, front-end loaders, bull dozers, forklifts, etc.; operates assorted hand/power tools, including jackhammers, pipe saws, chain saws, and pole saws.

Performs hydraulic and mechanical cleaning of sewer lines, treatment plants and lift stations; mechanically removes roots and debris as necessary; clears stoppages from lines and manholes.

Assists in locating, raising, and replacing manholes and with sewer line point repairs.

Performs underground utility locating for agency in accordance with applicable laws and confirms that underground utility locates have been conducted prior to OJRSA excavation activities.

Hauls equipment and supplies to work sites and loads and hauls dirt, rocks, wood, mulch, debris, etc.

Mows grass, removes vegetation, cuts, and removes trees, grinds stumps, chips limbs and brush, etc.

Performs routine landscaping and grounds maintenance as necessary at the completion of maintenance and repair projects to repair property damage.

Maintain air release valves.

Repairs fencing and installs gates along rights-of-ways as necessary.

Assists with creek bank restoration and creek crossings, as necessary.

Provides traffic control at work sites to ensure citizen / crew safety.

Performs all work in accordance with applicable policies, procedures, regulations, and standards of safety.

Maintains accurate and up-to-date records of work performed.

Inspects equipment for proper and safe working condition; cleans and maintains assigned vehicles, tools and equipment daily or as required by manufacturer recommendation.

Receives and responds to inquiries, complaints, and requests for assistance in areas of responsibility.

Attends meetings, training, workshops, etc., as appropriate to enhance job knowledge and skills.

### **Position Responsibilities - Non-Essential/Other**

Training to operate equipment will be gradual and supervised.

Adheres to the Authority's safety program and regulations.

Performs other related duties.

### **Core Competencies**

#### **DATA INVOLVEMENT:**

Requires copying, transcribing, entering, or posting data or information on inspection forms.

#### **PEOPLE INVOLVEMENT:**

Requires speaking or signaling to people to convey or exchange information of a general nature.

#### **INVOLVEMENT WITH THINGS:**

Requires leading, operating or repairing complex machinery or equipment that requires extended training and experience, such as heavy construction and/or specialized utility maintenance equipment; may involve installation and testing; Involves operations of limited scope.

#### **REASONING REQUIREMENTS:**

Requires performing semi-skilled work involving set procedures and rules but with frequent problems.

#### **MATHEMATICAL REQUIREMENTS:**

Requires using basic algebra involving variables and formulas and/or basic geometry involving plane and solid figures, circumferences, areas, and volumes, and/or computing discounts and interest rates.

#### **LANGUAGE REQUIREMENTS:**

Requires reading technical instructions, procedures, schematics, plans, manuals, and charts to solve practical problems. Responsible for composing routine reports and specialized reports, forms, and business letters with proper format; speaking compound sentences using normal grammar and word form.

#### **MENTAL REQUIREMENTS:**

Requires doing clerical, manual, or technical tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgments with obvious choices; requires normal attention for accurate results.

### **Essential Skills and Experience**

#### **VOCATIONAL/EDUCATIONAL PREPARATION:**

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Requires high school diploma, GED, or specialized vocational training.

**SPECIAL CERTIFICATIONS AND LICENSES:**

May be required to obtain additional technical/safety certifications as deemed necessary by supervisor.

**EXPERIENCE REQUIREMENTS:**

Be enrolled or ready to be enrolled in a Technical College Curriculum.

<b>Physical Demands and Working Conditions - ADA Guidelines</b>					
<b>Posture Requirements</b>	<b>N/A</b>	<b>1 – 25%</b>	<b>26 – 50%</b>	<b>51 – 75%</b>	<b>76 – 100%</b>
Balancing			X		
Bending				X	
Climbing				X	
Crawling				X	
Crouching				X	
Driving		X			
Kneeling				X	
Reaching					X
Sitting			X		
Standing				X	
Twisting					X
Walking					X
<b>Environmental Conditions</b>	<b>N/A</b>	<b>1 – 25%</b>	<b>26 – 50%</b>	<b>51 – 75%</b>	<b>76 – 100%</b>
Cramped Area				X	
Dust					X
Fumes/Odors					X
Hazardous Chemicals		X			
Hot/Cold Temperatures					X
Outdoors					X
Noise				X	
Concrete Floor			X		
Vibration				X	
Teamwork				X	
Stress			X		
Confined Space Entry			X		
Wastewater Exposure			X		
Electrical Hazards		X			
Mechanical Hazards				X	
Trenching and Excavation		X			
Oral Communication					X
Written Communication				X	
Reading				X	
<b>Dexterity Requirements</b>	<b>N/A</b>	<b>1 – 25%</b>	<b>26 – 50%</b>	<b>51 – 75%</b>	<b>76 – 100%</b>
Coordination					X
Foot Pedals			X		
Picking			X		
Handling		X			
Wrist Motion					X
Lifting Heights				X	

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Lifting Requirements					
10 pounds or less					X
11 to 20 pounds				X	
21 to 50 pounds					X
51 to 100 pounds		X			
> 100 pounds	X				
Pushing/Pulling Requirements					
12 pounds or less				X	
13 to 25 pounds				X	
26 to 40 pounds					X
41 to 100 pounds		X			
> 100 pounds		X			

Definitions	
<b>N/A</b>	Activity is not applicable to this occupation
<b>1 – 25%</b>	Occupation requires this activity 1 – 25% of the time
<b>26 – 50%</b>	Occupation requires this activity 26 – 50% of the time
<b>51 – 75%</b>	Occupation requires this activity 51 – 75% of the time
<b>76 – 100%</b>	Occupation requires this activity 76 – 100% of the time

*The OJRSA has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the OJRSA reserves the right to change this job description and/or assign tasks for the employee to perform, as the OJRSA may deem appropriate.*

Employee Name Printed	Employee Signature	Date Signed
Manager/Supervisor Name Printed	Manager/Supervisor Signature	Date Signed

**THIS DOCUMENT DOES NOT CREATE AN EXPRESSED OR IMPLIED CONTRACT OF EMPLOYMENT OR ALTER YOUR AT-WILL EMPLOYMENT**



<b>Job Title:</b>	<b>Maintenance Technician Apprentice</b>	<b>Department:</b>	Maintenance
<b>Reports To:</b>	Maintenance Supervisor	<b>Location:</b>	Coneross Creek WRF
<b>FLSA Classification:</b>	Non-exempt	<b>Status:</b>	Part Time
<b>Date:</b>	September 27,2023	<b>Direct Reports:</b>	0
<b>Revised:</b>		<b>Grade:</b>	A-1 or A-2 or A-3

### Position Summary

This position will require the candidate to be enrolled or ready to be enrolled in a Technical College Program or other similar program that focuses on a maintenance or electrical curriculum.

The purpose of the position is to learn skills and perform basic technical and manual work in the daily operation and maintenance of the water reclamation facility and pump stations, with an emphasis on mechanical and electrical systems. The position works within a general outline of work to be performed and develops work methods and sequences under the supervision of the Maintenance Supervisor or other managerial staff.

### Position Responsibilities - Essential

The tasks listed below are those that represent the majority of the time spent working in this position. Management may assign additional tasks related to the type of work of the position, as necessary.

Assists with routine preventive maintenance and repairs on pumping stations, flow monitoring stations, and treatment plant equipment.

Inspects generators, batteries, oil level, and fan belts and assists with making repairs, as necessary. Replaces fuel and oil filters.

Inspects pump station wet wells, float switch operations, ventilation fans and other safety equipment.

Cleans station and helps to maintain the building and grounds.

Cleans open flume, and measures and records water level.

Inspects oil levels, gear boxes, pumps, belts or chain tension and condition, and proper operation on equipment at the treatment plant and assists with the maintenance on the equipment.

Exercises all valves to pumps. Greases motors and gearboxes, drive shafts, and bearings. Inspects and cleans filters and motor of air handling units.

Assists with repairs and rebuilds pumps. Removes pumps, hoists pumps from below ground level, and transports to shop. Replaces worn parts and components and rehabilitates pumps, motors, and other equipment before reinstalling.

Measures, cuts, bends, threads, assembles, and installs electrical conduit using such tools as hacksaw, pipe threader, and conduit bender.

Assists with testing continuity of circuit to ensure electrical compatibility and safety of components using testing instruments such as ohmmeter, battery, and buzzer.

Performs general clerical work as required, including preparing records and reports, completing forms, copying, and filing documents, entering and retrieving computer data, etc.

Examines form and texture of parts to detect imperfections. Inspects used parts to determine changes in dimensional requirements using rules, calipers, micrometers, and other measuring instruments.

Adjusts functional parts of devices and control instruments using hand tools, levels, plumb bobs, and straightedges. Repairs or replaces defective parts using hand tools and power tools.

Lubricates and cleans parts.

Mow grass and weeds, sweeps, and mops surfaces, and performs other custodial or maintenance duties at the water reclamation facility, pump stations, and other locations as necessary or instructed.

Attends meetings, training, workshops, etc., as appropriate to enhance job knowledge and skills.

### **Position Responsibilities - Non-Essential/Other**

Adheres to the Authority's safety program and regulations.

Fills in for other positions within the organization as needed.

Performs other related duties as required.

### **Core Competencies**

#### **DATA INVOLVEMENT:**

Requires gathering, organizing, analyzing, examining, or evaluating data or information and may prescribe action based on such data or information.

#### **PEOPLE INVOLVEMENT:**

Requires giving information, guidance, signaling, or assistance to people to directly facilitate task accomplishment; may give directions or assignments to helpers or assistants.

#### **INVOLVEMENT WITH THINGS:**

Requires leading, operating or repairing complex machinery or equipment that requires extended training and experience, such as wastewater plant and pump station equipment, or the application of complex software or systems; may involve installation and testing. Involves operations of limited broad scope. Requires understanding of mechanical and electrical dangers and how to safely operate and maintain electrical equipment and components in compliance with laws, regulations, and agency policies/protocols.

#### **REASONING REQUIREMENTS:**

Requires performing skilled work involving rules/systems with almost constant problem-solving.

#### **MATHEMATICAL REQUIREMENTS:**

Requires using basic algebra involving variables and formulas and/or basic geometry involving plane and solid figures, circumferences, areas and volumes, and/or computing flow, concentration, and percentages.

#### **LANGUAGE REQUIREMENTS:**

Requires reading technical instructions, procedures, schematics, plans, manuals, and charts to solve practical problems; composing routine reports and specialized reports, forms and business letters with proper format; speaking compound sentences using normal grammar and word form.

#### **MENTAL REQUIREMENTS:**

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Requires doing specialized technical, clerical, manual, or entry-level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; application of specialized technical or professional principles and practices or the use of a wide range of administrative methods in the solution of problems; requires normal attention with potentially long periods of concentration for accurate results and occasional exposure to unusual pressure.

### Essential Skills and Experience

#### VOCATIONAL/EDUCATIONAL PREPARATION:

Requires high school diploma or GED.

#### SPECIAL CERTIFICATIONS AND LICENSES:

Must possess and maintain a valid SC Driver's License.

May be required to obtain additional training, education, and/or certifications as required by management.

#### EXPERIENCE REQUIREMENTS:

Be enrolled or ready to be enrolled in a Technical College Maintenance Curriculum.

### Physical Demands and Working Conditions - ADA Guidelines

Posture Requirements	N/A	1 – 25%	26 – 50%	51 – 75%	76 – 100%
Balancing			X		
Bending				X	
Climbing				X	
Crawling			X		
Crouching				X	
Driving				X	
Kneeling				X	
Reaching					X
Sitting				X	
Standing					X
Twisting					X
Walking					X
Environmental Conditions	N/A	1 – 25%	26 – 50%	51 – 75%	76 – 100%
Cramped Area				X	
Dust					X
Fumes/Odors					X
Hazardous Chemicals			X		
Hot/Cold Temperatures					X
Outdoors					X
Noise					X
Concrete Floor			X		
Vibration					X
Teamwork					X
Stress					X

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Confined Space Entry				X	
Wastewater Exposure					X
Electrical Hazards				X	
Mechanical Hazards					X
Trenching and Excavation	X				
Oral Communication					X
Written Communication					X
Reading					X
<b>Dexterity Requirements</b>	<b>N/A</b>	<b>1 – 25%</b>	<b>26 – 50%</b>	<b>51 – 75%</b>	<b>76 – 100%</b>
Coordination					X
Foot Pedals			X		
Picking		X			
Handling		X			
Wrist Motion					X
Lifting Heights					
<b>Lifting Requirements</b>					
10 pounds or less					X
11 to 20 pounds					X
21 to 50 pounds					X
51 to 100 pounds			X		
> 100 pounds	X				
<b>Pushing/Pulling Requirements</b>					
12 pounds or less					X
13 to 25 pounds					X
26 to 40 pounds					X
41 to 100 pounds				X	
> 100 pounds	X				

<b>Definitions</b>	
<b>N/A</b>	Activity is not applicable to this occupation
<b>1 – 25%</b>	Occupation requires this activity 1 – 25% of the time
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<b>51 – 75%</b>	Occupation requires this activity 51 – 75% of the time
<b>76 – 100%</b>	Occupation requires this activity 76 – 100% of the time

The OJRSA has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the OJRSA reserves the right to change this job description and/or assign tasks for the employee to perform, as the OJRSA may deem appropriate.

Employee Name Printed	Employee Signature	Date Signed
Manager/Supervisor Name Printed	Manager/Supervisor Signature	Date Signed

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<b>Job Title:</b>	<b>Water Reclamation Operator Apprentice</b>	<b>Department:</b>	Operations
<b>Reports To:</b>	Water Reclamation Operations Supervisor	<b>Location:</b>	Coneross Creek WRF
<b>FLSA Classification:</b>	Non-Exempt	<b>Status:</b>	Part Time
<b>Date:</b>	September 29, 2023	<b>Direct Reports:</b>	0
<b>Revised:</b>		<b>Grade:</b>	A-1 or A-2 or A-3

### Position Summary

This position will require the candidate to be enrolled or ready to be enrolled in a Technical College Program or other similar program that focuses on an environmental, biology, chemistry or general curriculum.

The purpose of the position is to learn skills and perform basic technical and manual work in the daily operations of a water reclamation facility. The position performs and develops work methods and sequences under the supervision of the Water Reclamation Operations Supervisor. Tasks to be learned and perform include tending pumps, polymer feeders, blowers, chlorinators, sludge presses, and other equipment used to treat wastewater by settling, aeration, and sludge digestion.

### Position Responsibilities - Essential

The tasks listed below are those that represent the majority of the time spent working in this position. Management may assign additional tasks related to the type of work of the position as necessary.

Walks through plant and performs visual inspections of all pumps and other equipment.

Collects samples, performs basic sample analyses, and records data as directed by the Water Reclamation Operations Supervisor or Water Reclamation Operator III (Senior Operator).

Monitors plant processes, using portable DO and pH meters under supervision.

Reads charts, flow meters, and gauges to detect equipment malfunctions.

Reads chemical feed and flow rates.

Monitors SCADA system under supervision

Assist with removing obstructions, such as coarse materials from bar-screens, to accelerate influent through initial screening process.

Cleans clarifier weirs and flumes using brush.

Operates and adjusts sludge dewatering presses, and mixes polymer for presses.

Operates backhoe loader and dump trucks to remove sludge under supervision.

Monitors alarms and communication systems with remote lift stations.

Mows grass, cuts weeds, sweeps and mops surfaces, and performs other custodial or maintenance duties at all locations at the facility.

Attends meetings, training, workshops, etc., as appropriate to enhance job knowledge and skills.

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## Position Responsibilities - Non-Essential/Other

Adheres to the Authority's safety program and regulations.

Performs other related duties as required.

## Core Competencies

### **DATA INVOLVEMENT:**

Requires copying, transcribing, entering or posting data or information on inspection forms or electronic devices; operating Computerized Maintenance Management System (CMMS) applications, Supervisory Control and Data Acquisition (SCADA) systems, Microsoft applications, Adobe Acrobat, and other such programs.

### **PEOPLE INVOLVEMENT:**

Requires effectively communicating with people in person, by phone, in writing, or using a computer to convey or exchange information of a technical nature.

### **INVOLVEMENT WITH THINGS:**

Requires using a motor vehicle, pumps, presses, dump truck (non-CDL), laboratory equipment, safety equipment and devices, setting up and operating a wastewater sampler, and using other specialized equipment that that requires extended training and experience; may involve calibration and testing of devices.

### **REASONING REQUIREMENTS:**

Requires understanding and strictly adhering to industrial processes and wastewater technologies, sampling methods, analytical procedures, recordkeeping, flow measuring, and safety/security requirements.

### **MATHEMATICAL REQUIREMENTS:**

Requires using basic algebra involving variables and formulas and/or basic geometry involving plane and solid figures, circumferences, areas and volumes, and/or computing flow, concentration, and percentages.

### **LANGUAGE REQUIREMENTS:**

Requires reading technical instructions, procedures, schematics, plans, manuals, and charts to solve practical problems. Responsible for composing routine reports and specialized reports and forms with proper format; speaking compound sentences using normal grammar and word form.

### **MENTAL REQUIREMENTS:**

Requires doing clerical, manual or technical tasks prescribed by standard practices but which may require computation, the use of several procedures simultaneously, and the use of independent judgments with obvious choices; requires acute attention to detail in order to obtain accurate results.

## Essential Skills and Experience

### **VOCATIONAL/EDUCATIONAL PREPARATION:**

Requires high school diploma or GED.

### **SPECIAL CERTIFICATIONS AND LICENSES:**

Must possess and maintain a valid SC Driver's License.

Must complete various workshops and training seminars to remain abreast of requirements and developments in wastewater as necessary.

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Must obtain and maintain a Biological Wastewater Operator Level “Trainee” license as issued by SC LLR within 3 months of beginning employment.

May be required to obtain additional training, education, and/or certifications as required by management.

**EXPERIENCE REQUIREMENTS:**

Be enrolled or ready to be enrolled in a Technical College Curriculum.

**Beneficial Skills and Experience**

Experience in maintenance, electrical, and/or mechanical skillsets.

**Physical Demands and Working Conditions - ADA Guidelines**

<b>Posture Requirements</b>	<b>N/A</b>	<b>1 – 25%</b>	<b>26 – 50%</b>	<b>51 – 75%</b>	<b>76 – 100%</b>
Balancing		X			
Bending			X		
Climbing		X			
Crawling		X			
Crouching		X			
Driving			X		
Kneeling			X		
Reaching			X		
Sitting			X		
Standing				X	
Twisting		X			
Walking					X
<b>Environmental Conditions</b>	<b>N/A</b>	<b>1 – 25%</b>	<b>26 – 50%</b>	<b>51 – 75%</b>	<b>76 – 100%</b>
Cramped Area		X			
Dust		X			
Fumes/Odors			X		
Hazardous Chemicals		X			
Hot/Cold Temperatures		X			
Outdoors					X
Noise					X
Concrete Floor					X
Vibration					X
Teamwork					X
Stress			X		
Confined Space Entry	X				
Wastewater Exposure					X
Electrical Hazards				X	
Mechanical Hazards				X	
Trenching and Excavation	X				
Oral Communication					X
Written Communication					X
Reading					X
<b>Dexterity Requirements</b>	<b>N/A</b>	<b>1 – 25%</b>	<b>26 – 50%</b>	<b>51 – 75%</b>	<b>76 – 100%</b>
Coordination			X		
Foot Pedals				X	

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Picking		X			
Handling			X		
Wrist Motion			X		
Lifting Heights		X			
<b>Lifting Requirements</b>					
10 pounds or less					X
11 to 20 pounds				X	
21 to 50 pounds			X		
51 to 100 pounds		X			
> 100 pounds	X				
<b>Pushing/Pulling Requirements</b>					
12 pounds or less					X
13 to 25 pounds				X	
26 to 40 pounds			X		
41 to 100 pounds		X			
> 100 pounds	X				

<b>Definitions</b>	
<b>N/A</b>	Activity is not applicable to this occupation
<b>1 – 25%</b>	Occupation requires this activity 1 – 25% of the time
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Employee Name Printed	Employee Signature	Date Signed
Manager/Supervisor Name Printed	Manager/Supervisor Signature	Date Signed

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**Piedmont Municipal Power Agency  
86 Lily Pad Lane • Flat Rock, NC 28731  
Board of Directors Planning Meeting  
October 25 – 27, 2023**

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**AGENDA**

**Wednesday, October 25**

- 3:00 p.m. Call to Order; Invocation; Declaration of Quorum
- 3:05 p.m. Board Management Software Demo and Discussion
- 4:00 p.m. Discussion of Proposed Working Capital Policy

**Thursday, October 26**

- 8:30 a.m. Executive Session
- Discussion of legal matters pertaining to litigation
  - Contractual matters related to:
    - Supplemental Power Supply
    - Catawba Project Power Sales Agreement Extension
    - Sale of excess capacity

**Friday, October 27**

- 8:30 a.m. Projected future power cost.

Blake Stone, Chairman

Upcoming Meetings

**PMPA Board Meetings**  
November 16 • December 21

**Catawba Owners Group Meetings**

Quarterly  
December 14

**PMPA Planning Meeting  
Highland Lake Inn  
Flat Rock NC**

**Wednesday 25-Oct-23**

<u>Begin</u>	<u>End</u>	<u>Description - Open Session</u>
3:00 PM	3:45 PM	Session 1 Board Management Software Demo and Discussion
4:00 PM	5:00 PM	Session 2 Discussion of a Proposed Working Capital Policy
5:00 PM	6:30 PM	Fellowship
6:30 PM		Dinner

**Thursday 26-Oct-23** Description - Executive Session

<u>Begin</u>	<u>End</u>	
7:30 AM	8:30 AM	Breakfast
8:30 AM	12:00 PM	Session 3 Discussion of Litigation
12:00 PM	1:30 PM	Lunch
1:30 PM	2:30 PM	Session 4 Supplemental Power Supply
2:30 PM	3:30 PM	Session 5 Sales of Excess Catawba
3:30 PM	4:30 PM	Session 6 New Catawba Project Power Sales Agreement
5:00 PM	6:30 PM	Fellowship
6:30 PM		Dinner

**Friday 27-Oct-23**

<u>Begin</u>	<u>End</u>	<u>Description - Open Session</u>
7:30 AM	8:30 AM	Breakfast
8:30 AM	12:00 PM	Session 7 Future projected power costs/cost model