



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

February 23, 2024

GENERAL INFORMATION

Upcoming Water Repair on Long Creek Highway – Please Take Note -

The Long Creek Highway water leak repair originally scheduled for Monday, February 19, was *postponed* last week. Staff is gathering additional information and resources. More information will be provided once a new date is selected.

TreesUpstate Tree Giveaway

The City will host TreesUpstate tree giveaway on **March 9, 2024 from 9:00 am – 11:00 am at City Hall.** Anyone interested in a free tree (or two) may register at www.treesupstate.org/freetrees. Various species will be available including: Pawpaw, Pecan, Persimmon, Eastern Red Cedar, Red Maple, Pignut Hickory, Tulip Popular, Sweetbay Magnolia, Blackgum, Overcup Oak, White Oak, and Bald Cypress. An information flyer is attached.

WP Anderson Park Renovations and Enhancements

A request for proposals was issued for renovations and enhancements for WP Anderson Park. A non-mandatory pre-bid meeting was held February 12, 2024 at 1:00 pm and the bids are due on March 1, 2024 at 12:00 pm. The link to the documents is available here: <https://westminstersc.org/request-for-bids-anderson-park/>

Roadway Revitalization (Street Repaving) Project 2024

Last week, an *Advertisement for Bids* was published on the city's website and the South Carolina Business Opportunities website for the street repaving project for 2024. Description of the work to be done:

Improvement of public roadways consisting of 14,880 sq. yards of asphalt paving, 875 sq. yards milling, 380 sq. yards subgrade repair, associated grading, striping, and 96 LF of new storm drainage piping. All in accordance with plans and specifications prepared by Rosier Group, dated September 21, 2021, Revised February 1, 2024.

Bids are due at 2:00 pm Wednesday, March 6, 2024 at City Hall. A pre-bid conference was held at 2:00 pm on Tuesday, February 20, 2024 at 2:00 pm, also at City Hall.

The link to the advertisement is located here: [ADVERTISEMENT FOR BIDS \(westminstersc.org\)](https://westminstersc.org/ADVERTISEMENT-FOR-BIDS)

This Week in Rec: An Update from Recreation Director Herb Poole

- Sign-ups are open for the upcoming 2024 Spring Baseball, T-ball, and Softball seasons until February 23. Friday (today) is the final day to sign up.
- In-person registration for Spring Sports is Tuesday to Friday at the Recreation Department. In person registrants must pay at City Hall after their registration. Participants in need of spring sports equipment may reach out to the Recreation Department for assistance on an as-needed basis.
- Volleyball began practicing this week, with games beginning in early March.
 - The Recreation Department is accepting sponsorships for baseball, tee-ball, and softball.

- The Recreation Department is accepting donations to feed our community youth during Spring Break. Contact Herb Poole at hpoole@westminstersc.org for more information.
- The Regional Basketball All-star 14U and 17U Boys Tournament will be hosted by the City of Westminster on February 23-24. Other Westminster teams will be playing around the state.

On the horizon:

- The State Championship 8U Boys Basketball Tournament will be hosted by the City of Westminster on March 2-3.
- Baseball and Tee-ball games will begin in Mid-March.

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. No changes from last week where the following was reported.

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.
- Dixon road is complete, and all customers are now hooked on the new line and one new customer has been connected.
- They have finished laying pipe along Phillip Lear and have begun going south on Dr. Johns Rd toward Tabor Road. Once they reach the intersection of Tabor, they will come back to the intersection of Phillip Lear and begin Laying pipe north on Dr. Johns Rd toward Campbell.
- Pipe continues to be laid along Dr. John's Road toward Tabor Road. This is a long, uninterrupted stretch so progress should be good. Arrowood is approximately 1/2 mile from the end of this section at Tabor Road as of Friday, February 23rd.

Payne, McGinn, and Cummins is responsible for 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.
- PMC continues to install pipe on Welcome Church Rd and have installed approximately 2 miles so far.
- The two sections of line on 76 have been flooded and chlorinated. Both sections have been pressure tested and passed. Both sections have passed bacteriological samples and are awaiting DHEC approval to place them into service. This did not come through again this week. Rosier Group is checking with DHEC on the status of this approval. Hopefully we will get approval to operate next week, and service connections can begin.
- All sections that have been skipped over so far due to rock have been connected. Flooding of the lines on Welcome church Rd that have been installed so far should come in the next 2 weeks with bacteriological sampling to follow.

Westminster Planning Commission

The Planning Commission will meet on Monday, February 26 at 6:00pm at City Hall. The agenda is attached.

Westminster Special Events Committee

The Special Events Committee will meet on Wednesday, February 28 at 2:00pm at City Hall. The agenda is attached.

OJRSA

The Finance & Administration Committee met February 20, 2024, the draft meeting minutes are attached.

PMPA

The Board of Directors met February 22, 2024, the agenda is attached.

PLEASE MARK YOUR CALENDARS

February 26, 2024 at 6:00 pm Planning Commission at City Hall – *new date*

March 4, 2024 at 4:00 pm OJRSA Board at OJRSA

March 13, 2024, 2024 at 8:30 am Operations & Planning Committee at OJRSA

March 19, 2024 at 4:00 pm City Council Budget Workshop No. 2 at Westminster Fire Department

March 19, 2024 at 6:00 pm City Council Meeting at Westminster Fire Department

March 26, 2024 at 9:00 am OJRSA Finance & Administration Committee at OJRSA

March 27, 2024 at 10:00 am PMPA Board Meeting at PMPA

City Council Meeting Schedule

January 9, 2024	6:00 PM	July 9, 2024	6:00 PM
February 13, 2024	6:00 PM	August 13, 2024	6:00 PM
March 19, 2024	6:00 PM	September 10, 2024	6:00 PM
April 9, 2024	6:00 PM	October 8, 2024	6:00 PM
May 14, 2024	6:00 PM	November 12, 2024	6:00 PM
June 11, 2024	6:00 PM	December 10, 2024	6:00 PM

Special Events Calendar

March 2, 2024 at 2:00 pm Ribbon Cutting – TRACK Trails for Kids and Families at Chau Ram County Park

Date: March 2, 2024

Time: 2:00 p.m.

Location: Chau Ram County Park, Chauga River Suspension Bridge

The Chau Ram Park TRACK Trail consists of a 1.3-mile loop trail along the Chauga River corridor

- the event release is attached -

The new TRACK Trails will be located at Chau Ram County Park and South Cove County Park. TRACK Trails offer visitors a series of self-guided activity brochures that turn an ordinary hike into a fun-filled, discover-packed adventure. The trail's Types of Trees activity helps children learn about the different varieties of oak, maple, and pine trees found along the trail. The Birds of the Woods and Wetlands activity provides participants with identification information for some of the park's popular bird species.

March 9, 2024 Tree Giveaway sponsored by TreesUpstate at City Hall

(see attached flyer)

March 9, 2024 Westminster Lazy Daisy Garden Club Community Rummage Sale, Westminster Depot

(Starts at 8:00 am, Hot dogs for sale at 11:00 am)

March 16, 2024 Westminster Birthday Celebration, Westminster Depot

(Starts at 2:00pm, drop in with cake)

April 20, 2024 Westminster Music Centre presents - Music on Main

(more details to come)

May 18, 2024 Westminster Music Centre presents – Music on Main

(more details to come)

October 11-12, 2024 South Carolina Bigfoot Festival – downtown Westminster

(more details to come)

TREESUPSTATE'S ENERGY-SAVING TREES

Free in Westminster

106 E Windsor Street,
Westminster, SC 29693

Saturday March 9th 2024
From 9 a.m. - 11 a.m.



RESERVE ONLINE TODAY!

www.treesupstate.org/freetrees

Reservations guarantee a tree. 2 per household.

SPECIES AVAILABLE:

Pawpaw, Pecan, Redbud, Persimmon,
Eastern Red Cedar, Red Maple,
Pignut Hickory, Tulip Poplar,
Sweetbay Magnolia, Blackgum, Overcup
Oak, White Oak, Bald Cypress

A PROGRAM OF



PRESENTED BY



HOSTED BY



AGENDA
PLANNING COMMISSION
City of Westminster

Monday, February 26, 2024

6:00PM

Regular Meeting

Westminster City Hall
100 E. Windsor St,
Westminster, SC 29693

Westminster Planning Commission

February 26, 2024 Meeting

6:00pm- City Hall

Swearing in of Planning Commission Members by Rebecca Overton, City Clerk:

- Mr. Jarrod Brucke, completing the term ending in 2025.
- Mrs. Sandra Powell, completing the term ending in 2026.

Call to Order

Invocation and Pledge of Allegiance

Certification of Quorum

Comments from Staff

- Update: HWY 123 Masterplan through SCAPA's Community Planning Assistance Program.
- Next Scheduled meeting will be March 18, 2024 at 6:00pm at City Hall.

Routine Business

Item #1: Consideration of Minutes from January 22, 2024

New Business (Moved)

Item #2: Public Hearing and Consideration of Zoning Amendment Application #2024-001:

The City Council remanded the application to be reevaluated by the Planning Commission due to an error by City Staff. Staff was unaware and did not communicate that the structure on the Pritchard St property had been condemned. The Commission should consider all parcels. The Planning Commission tabled conversation regarding the Darlene Lane properties until the property owner could present his plans.

Applicant requests to rezone two parcels located off Darlene Lane and one located at 104 Pritchard Street (TMS# 530-10-04-031, 530-10-04-028, and 530-10-04-027) from R25 to GR. Properties adjacent to the Darlene Ln parcels (TMS # 530-10-04-028, and 530-10-04-027) are currently zoned for GR. The parcel located on Pritchard St is not adjacent to any other GR.

The property owner has indicated to staff that he would place mobile homes or small homes on the property. He owns property with additional mobile homes in the area. He would

qualify as a mobile home park (three or more homes operating in the same area with any additional mobile homes).

Old Business

Item #4: Future Land Use Map Quadrant 2 Workshop (Materials to be provided at meeting)

Adjourn

City of Westminster
MINUTES OF THE PLANNING COMMISSION
January 22, 2024, 6:00 pm
Westminster City Hall

The meeting was called to order at 6:00pm. In attendance were Ben Lewis, Lacey Moore and Truman Holbrooks

Assistant to the City Administrator, Regan Osbon
City Clerk, Rebecca Overton
Mayor, Brian Ramey
Council Member, Dale Glymph

Swearing in of Planning Commission Members

City Clerk, Rebecca Overton swore in Planning Commission Members Lacey Moore and Ben Lewis.

Invocation and Pledge of Allegiance

Mr. Holbrooks led the Board in the invocation and Pledge of Allegiance

Certification of Quorum

Rebecca Overton certified a quorum

Comments from Staff

Mr. Osbon informed the Board that there would be some upcoming annual training opportunities for members. He also stated that the City has the opportunity to participate in a Highway 123 Masterplan through SCAPA's Community Planning Assistance Program.

Approval of Minutes

Upon a motion by Mr. Holbrooks and seconded by Mr. Lewis, the motion to approve the November 20, 2023, meeting minutes passed unanimously.

Consideration of 2024 Planning Commission Meeting Schedule

Upon a motion by Mrs. Moore and seconded by Mr. Lewis the 2024 Planning Commission Meeting Schedule passed unanimously.

- January 22, 2024
- February 26, 2024
- March 18, 2024
- April 15, 2024
- May 20, 2024
- June 17, 2024
- July 15, 2024

- August 19, 2024
- September – No Meeting
- October 21, 2024
- November 18, 2024
- December – No Meeting

Public Hearing and Consideration of Zoning Amendment Application #2024-001

Mr. Osbon informed the Board that the applicant is requesting to rezone two parcels located off Darlene Lane and one located at 104 Pritchard Street (TMS #530-10-04-031, 530-10-04-028, and 530-10-04-027) from R25 to GR. He added that properties adjacent to the Darlene Lane parcels are currently zoned for GR and the parcel located on Pritchard Street is not adjacent to any other GR. Mr. Osbon also informed the Board that the property owner has indicated to staff that he would place mobile homes or small homes on the property.

Upon a motion by Mr. Holbrooks and seconded by Mr. Lewis, the motion to table the rezoning request of the Darlene Lane parcels passed.

Upon a motion by Mr. Lewis and seconded by Mr. Holbrooks, the motion to deny the rezoning request of Pritchard Street passed unanimously.

Future Land Use Map Quadrant 1 Review

Mr. Osbon reminded the Board that over the past year they had been updating and reviewing the Future Land Use Map which is part of the Comprehensive Plan. Mr. Osbon led the Board in more review of the Quadrant 1 area.

The Board reviewed the Quadrant 1 areas and made recommendations that will be documented in an updated map.

Adjourn

Upon a motion by Mr. Lewis and seconded by Mrs. Moore, the motion to adjourn the meeting passed unanimously.

(Minutes prepared by Rebecca Overton)

Sandra Powell, Chairperson

#2024-001



ZONING AMENDMENT APPLICATION

Code Compliance and Development Office
100 E Windsor St, Westminster, SC 29693-0399
864-647-3200 x 105 www.westminstersc.org

Notes and Instructions:

Zoning amendments should be consistent with the comprehensive plan. A pre-application meeting prior to submission of a zoning amendment application is recommended. The form below must be fully executed and signed by the property owner(s) and submission of the required information and application fee paid before the scheduling of a public hearing.

APPLICATION & PUBLIC NOTICE INFORMATION					
APPLICATION DATE:	ZA		RECEIVED BY:	Reagan Osborn <i>[Signature]</i>	
PUBLIC HEARING DATE:	Jan 22, 2024		FEE:	Paid \$75 - 70	
PROPERTY POSTED DATE:			RECEIPT #:		
PUBLICATION DATE:					
SUBJECT PROPERTY INFORMATION					
STREET ADDRESS:	Danvers Lane	TMS/PIN #:		CURRENT ZONING:	RA3 MF
DEED BOOK/PAGE #:		PLAT BOOK/PAGE#:		PROPOSED ZONING:	GR
SUBDIVISION NAME:	N/A	BLOCK:	N/A	LOT:	N/A
		AREA SQ. FT.	79,587		
OWNER(S) OF RECORD					
OWNER(S) NAME:	Jordan Robert Elliott				
MAILING ADDRESS:	353 Hopkins Road Townville, SC 29689		PHYSICAL ADDRESS:		
HOME PHONE:	864.985.4444	WORK PHONE:	Same	CELL PHONE:	Same
EMAIL:	bobelliott997@gmail.com				
<p>I (We) certify that the information submitted is true and accurate; there are no recorded deed restrictions or restrictive covenants that apply to this property which are contrary to, conflict with, or prohibit the permitted activity being requested.</p> <p><input type="checkbox"/> I (We) appoint the below named person as my (our) agent to represent me (us) in this request for zoning amendment.</p>					
DATE:	10-03-2023	<i>[Signature: Jordan Robert Elliott]</i> OWNER(S) SIGNATURE			
OWNER(S) AGENT/DESIGNEE					
AGENT NAME:					
MAILING ADDRESS:			PHYSICAL ADDRESS:		
HOME PHONE:		WORK PHONE:		CELL PHONE:	
EMAIL:					
DATE:		AGENT/DESIGNEE SIGNATURE:			

DESCRIPTION OF REQUEST (Answer all questions under this section)

A. Describe the existing uses of the subject property and the existing site improvements, buildings, and activities:

Land is vacant at this time

B. Describe the proposed uses of the subject property and the proposed site improvements, buildings, and activities:

Proposed use of property would be GR which would allow for more consistency of the applicants property

C. Describe the existing land use and zoning district classification of all abutting properties:

Open land, undeveloped, Adjoining properties are zoned R2S & GR

D. Describe how the existing conditions have changed making the request valid:

I am attempting to make the proposed zoning change so that my property has as few zoning classifications as needed.

E. Describe how the proposed amendment will answer the changes of conditions:

This zoning classification change would allow the applicants property to have one zoning classification.

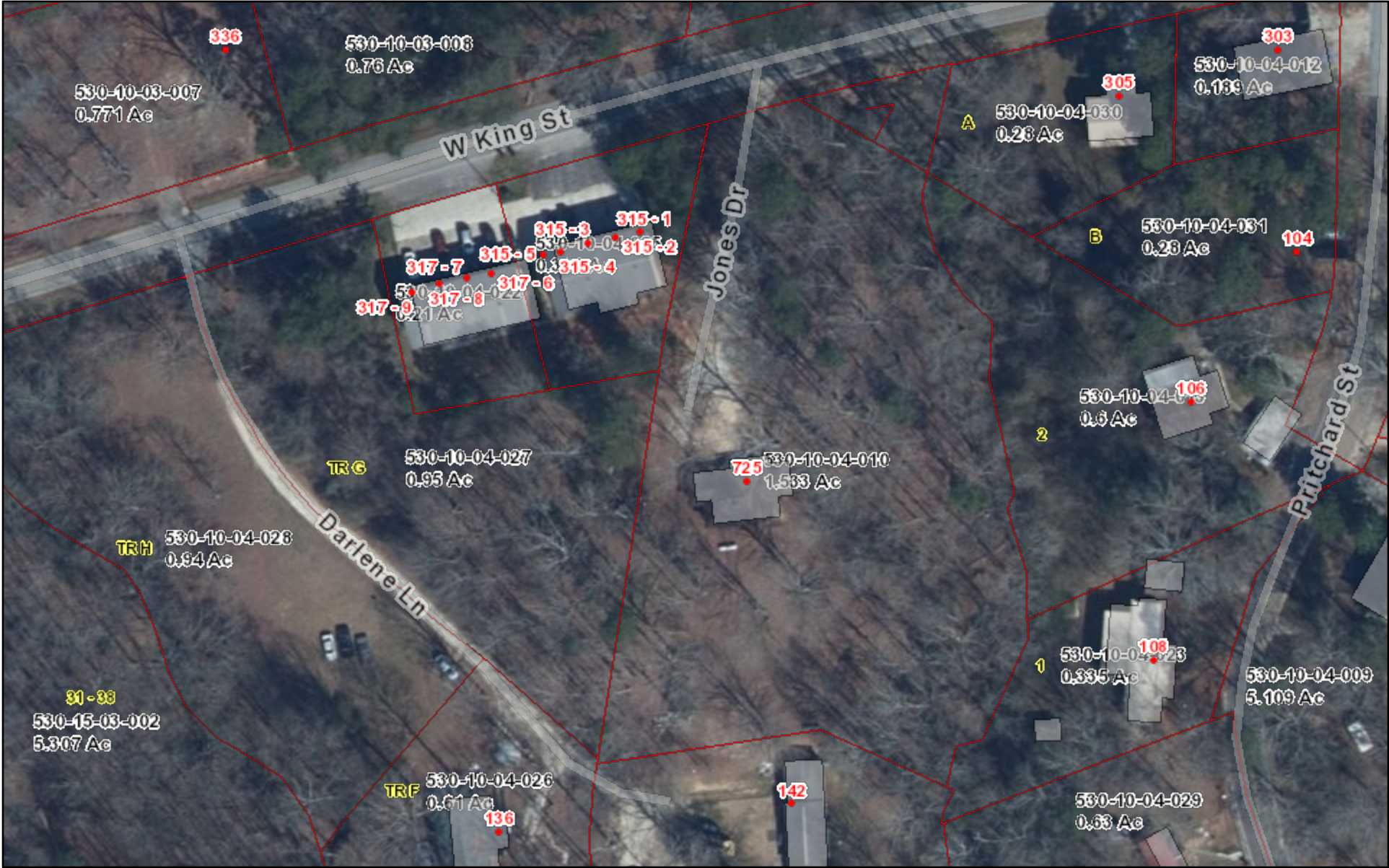
F. Describe how the proposed amendment furthers the objectives of the comprehensive plan:

The requested zoning change would help eliminate a single piece of property having more than one zoning classification.

SUBMITTAL CHECKLIST

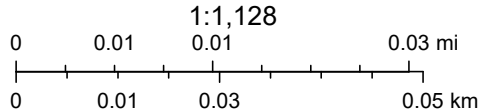
<input type="checkbox"/> PRE-APPLICATION CONFERENCE Date: _____	<input type="checkbox"/> SITE PLAN -- (1"=20' Scale or larger) showing boundaries, buildings, site-improvements with setbacks for each.	<input type="checkbox"/> ELEVATIONS if new construction or addition.
<input type="checkbox"/> TRANSPORTATION ANALYSIS, if requested.	<input type="checkbox"/> CONCEPTUAL MASTER PLAN, if request.	<input type="checkbox"/> ADDITIONAL INFORMATION, if requested.
<input type="checkbox"/> OTHER: _____		

Property Map Zoning Application 2024-001



1/9/2024, 2:08:25 PM

- Addresses
- Buildings_2020
- Roads
- Parcels
- Land Hooks



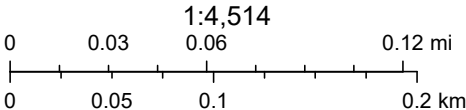
Imagery collected in 2020 by Kucera International. Imagery is managed by Adam DeMars, South Carolina State GIS Coordinator and hosted by ESRI.

Property Map Zoning Application 2024-001



1/9/2024, 2:24:16 PM

- Addresses
- Roads
- Parcels
- Buildings_2020
- Land Hooks



Imagery collected in 2020 by Kucera International. Imagery is managed by Adam DeMars, South Carolina State GIS Coordinator and hosted by ESRI.

OCSCGIS

**Special Events Committee- Regular Meeting
City of Westminster
February 23
City Hall Conference Room**

I. Call to Order

II. Approval of Minutes from November 1, 2023

III. Staff Discussion

- a. Budget Update: \$6,497.66 remaining
- b. Proposed Changes for Special Events Committee
 - i. Staff Handle Applications?
 - ii. Committee oversees the following events:
 - 1. Boo on Main
 - 2. Christmas
 - 3. Parades (not affiliated with a festival)
 - 4. Juneteenth
 - 5. Others?

IV. Routine Business

V. Old Business

- a. Reflections from Christmas

VI. New Business

- a. Special Event Applications
 - i. Crossroads #2 Baptist Church: 3 Crosses Good Friday at Retreat Street Park (March 29)

Crossroads Church requests access to Retreat Street Park for a service on the Park beginning at 6:30pm with music. They will request Bathrooms at Chauga Ridge Coffee, but if unavailable, they will furnish porta johns.

City Resources Required: Police to shut off Retreat Street at 6:00pm and City provide electricity for sound equipment. Staff Recommends Approval.

- ii. El Charro: Cinco de Mayo Celebration (May 4, 2024)

El Charro requests a special event application to allow food trucks and music between Lucky and Retreat Streets on E Main Street.

City Resources Required: Police shut off E Main Street at 4:00pm, have a presence at the event, and requested \$1,000 from City to cover costs of band and portajohns. The Events Committee would appropriate the funds from their budget. Staff Recommends Approval.



Together We Grow

Special Events Calendar (confirmed events scheduled for downtown)

- **March 9, 2024: City Tree Giveaway**
- **March 16, 2024: City Birthday**
- **April 20, 2024: Music on Main**
- **May 18, 2024: Music on Main**
- **June 18, 2024: Juneteenth with Dr. Rhondda Thomas (Clemson University)**

**Special Events Committee- Regular Meeting
City of Westminster
November 1, 2023
Police Training Center- Behind City Hall**

- I. Call to Order- 2:01pm**
 - a. Present Members: Reese, May, Snipes
 - b. Staff: Osbon, Patterson
- II. Approval of Minutes from September 20, 2023**
 - a. Approved by Unanimous Consent
- III. Budget Update**
 - a. No change since last meeting. Added in the budget the following items \$8,019.49:
 - i. \$200 in prizes for parade- 1st, 2nd, 3rd Float, Most Creative. Motion by AR and Seconded by RM. Unanimous.
 - ii. Additional Christmas Decoration Purchases.
 - iii. Purchase Hot Chocolate for Police for Tree Lighting Event. figure out how to get canisters.
- IV. Routine Business**
 - a. Consideration of Veterans Day Parade Event Application
 - i. Approved Unanimously.
 - ii. Special Events Committee Requested that Staff attempt to place American Flags on poles before parade.
 - iii. Westminster Baptist is placing white crosses on its lawn to commemorate the event.
- V. Old Business**
 - a. Reflections from Bigfoot
 - i. Overall successful event. No medical or police required "events." Alcohol sales went mostly smoothly. Staff and ID Checking company helped Bigfoot staff keep participants in the drinking zone.
 - b. Reflections from Boo on Main
 - i. Great community event. Hundreds of participants into downtown. Lots of candy consumed.
- VI. Christmas**
 - i. Parade form opens up today; will begin pushing on FB ASAP
 - ii. Decorating will be the week before Thanksgiving, November 20-22, and extending the week after if necessary.
 1. Volunteer Meeting on November 13 at 6:00pm in depot. Follows direction from council to include the public when possible and looks to get more residents involved and to buy in.
 - iii. Christmas Tree Lighting:
 1. As of last meeting: Juanita McMillan singing coordination. Pleasant Hill Baptist Church, Fair-Oak and Westminster Elementaries, West-Oak High School (a Capella) choirs. Saxophone? Church brings in Christmas Story. Snipes volunteered sound system.
 - a. Pleasant Hill Baptist will not attend. Local Saxophone Artist playing.

We will begin the festivities at 6:00 and light tree at 7:00.

2. Police are willing to serve Hot Chocolate and help manage crowd control.
3. Additional Logistics of “big switch”
 - a. **Wen will use plug in**
4. Review Placement of Christmas Lights... Do we need more?
 - a. **Buy things for the lightpoles and around town (See Budget Section).**
5. Volunteer Meeting scheduled for Monday, November 13 at 6:00pm at Depot.
 - a. **Light Supper (possibly Chilli or Soup)**
- iv. Christmas Parade:
 - a. **Candy Allowed. To participate in the parade competition, you must register.**
 - b. **Deck the depot events...Every Weekend from Dec. 1-2, 8-9, 15-16, 22-23.Partnering with First Steps to help decorate.**
 2. Saturday Dec. 2, 11:00AM
 3. Expect long route.
 4. Forms will be posted on social media.
 5. World Series Team as Marshal
 6. Recommend that business owners consider opening. Staff wanted to get through Boo on Main and reapproach business owners to open or partner with City for event.
 - b. 2024 Events Ideas- Will begin in January meeting, if committee agrees.
 - i. Juneteenth Celebration
 - ii. City 5k in Spring

VII. Member Discussion

- a. **Define Rental vs Event:**
 - i. **Rental: When someone needs to use city facility that is available for rent at a set cost. Does not require event application.**
 - ii. **Event: When an applicant requires city facility and city resources (man hours, staff coordination,etc.)**
 - iii. **Note: To my understanding, this has never been formally defined, but will look into to make sure.**

VIII. Schedule Next Meeting

IX. Adjourn

Special Events Calendar (events scheduled for downtown)

- **November 11, 2023 at 4:00 pm – Veterans Day Parade**
 - Main Street, Westminster; Medium Route
- **December 1, 2023 at 2:00 pm – Arbor Day Celebration**
- **December 1, 2023 at 7:00 pm – Westminster Tree Lighting**
- **December 2, 2023 at 11:00 am – Westminster Christmas Parade**



Together We Grow

- Main Street, Westminster; long Route

To: Special Events Committee
From: Reagan Osbon, Assistant to the City Administrator
Date: February 22, 2024
Re: Special Event Committee Recommendations



Memorandum

Special Events Committee,

At the February 13 City Council Meeting, the Mayor and Council directed staff to propose changes to the Special Events Committee to alleviate the time commitment for Council members and streamline internal processes. Staff recommends that the committee oversees the City’s annual special events (Christmas, Boo on Main, Veterans Days Festivities, Juneteenth, etc.) and any time a Special Event requests City funding (above a certain threshold). Event applications should be considered and approved by staff. The events committee shall meet quarterly unless a meeting is necessary (Specially Called).

Current	New
<ul style="list-style-type: none">• Committee approves event applications.• Committee meets monthly.• Set budget from Council to be spent on decorations and requests.• Committee oversees and volunteers at City run events.	<ul style="list-style-type: none">• Staff approves event applications.• Committee meets quarterly.• Set budget from Council to be spent on decorations and requests.• Committee oversees and volunteers at City run events.

Change #1: Staff approves event applications.

Rationale: Time consuming for Committee, often routine, most communication and work completed by staff.

Change #2: Committee meets quarterly.

Rationale: The removal of event applications from the Committee means that the committee will have to meet less than before. The quarterly scheduled meetings will be regularly scheduled at the beginning of each year, with the option of called meetings as needed. This will likely happen during our later months of the Calendar Year (Boo, Christmas, Veterans, etc.).

Staff requests feedback at the next Special Events Committee Meetings. After our events committee and receiving feedback, staff will bring it before Council at their next meeting. Questions and comments can be directed to Reagan Osbon at rosbon@westminstersc.org.

Reagan Osbon
Assistant to the City Administrator
City of Westminster, SC



Westminster City Hall / 100 E Windsor St, Westminster, SC 29693/ (864) 647-3200

SPECIAL EVENT APPLICATION

This application must be completed and submitted to the City Administrators office no fewer than 30 days prior to the start of the event. Any misrepresentation or deviation from the final agreed upon route and or method of operation described herein may result in the immediate revocation of this permit. All questions must be fully answered. If a question does not apply, please write "Does not apply" in that space. Please type or print information clearly. You may attach additional sheets as necessary.

The information requested by this form will be used to determine your eligibility for the permit requested. Completed forms may be released upon the request of any citizen provided by the Freedom of Information Act. Completion of this for ins voluntary; however, failure to do so will prevent processing of your application. Incomplete applications will be returned.

Name of Event 3 Crosses
Date(s) of Event March 29th 2024
Times of Event 6:30 P.M.
Specific Location of Event Retreat Park
Fax | Email Myromans81@gmail.com

Applicant Information

Name of Person in Charge of Event Rod Lyda
Street Address 574 Cobb Bridge Rd
City, State and Zip Code Westminster SC 29693
Organization Representing Cross Roads #2 Baptist Church
Home Phone 864-280-5897 Other Phone _____ work cell

Is this a charity or non-profit organization? yes no

Does your event carry liability insurance listing the City as co-insured? yes no

Will event use amplified sound? yes no

If yes, what will it be used for?
Music and speaking

Expected number of participants: 15 Expected number of spectators: 200

The event is Public Private

It will be held on property that is Public Private

Will tents be used for the event? yes no

If yes, list the number of tents, size, type and locations: (Include on Site Plan)

2 - 15' x 15' tents located in park and street

Will signs or banners be erected? yes no

If yes, list size and locations (Include on Site Plan)

3' x 5' signs

Describe any power/ water or other utility needs and locations of power sources:

Just need power for sound equipment

Will generators be used? yes no

If yes list number, size and locations: (Include on Site Plan)

Have arrangements been made for restroom facilities? yes no

If yes list locations, number of toilets, frequency of servicing. (Include on Site Plan)

Portajohns if can't use CR Coffee.

Describe sanitation provisions (provider, trash cans, recycling, event clean up). (Include on Site Plan)

If using Westminster Street and Sanitation a fee for these services may be required.

Roll Carts yes no How many? _____ Locations: _____

Date and time(s) to be emptied. _____

Date and time roll carts are to be picked up: _____

Dumpster yes no How many? _____ Locations: _____

Dates and times security to be on site? _____

Are you planning on using private security? If yes, name and contact information.

Have you contracted for mechanical rides, space walks, petting zoos or other attractions

yes no

If yes, please list company and details.

Anticipated number of vendors not include above. please list vendors

0

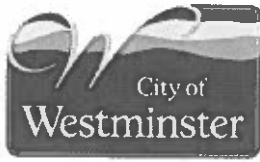
Experience:

Please list name(s), location(s) and date(s) of special events you have staged over the last five years:

3 crosses - Revere Park 2022

Rain Policy for Event

Moved to Rec Department → Not Available



Westminster City Hall / 100 E Windsor St, Westminster, SC 29693/ (864) 647-3200

SPECIAL EVENT APPLICATION

This application must be completed and submitted to the City Administrators office no fewer than 30 days prior to the start of the event. Any misrepresentation or deviation from the final agreed upon route and or method of operation described herein may result in the immediate revocation of this permit. All questions must be fully answered. If a question does not apply, please write "Does not apply" in that space. Please type or print information clearly. You may attach additional sheets as necessary.

The information requested by this form will be used to determine your eligibility for the permit requested. Completed forms may be released upon the request of any citizen provided by the Freedom of Information Act. Completion of this for ins voluntary; however, failure to do so will prevent processing of your application. Incomplete applications will be returned.

Name of Event CINCO de Mayo
 Date(s) of Event May 4th
 Times of Event 4pm till 9
 Specific Location of Event East main st
 Fax | Email Theupperdistrict@gmail.com

Applicant Information

Name of Person in Charge of Event Hector Frausto / El Charro
 Street Address 109 Retreat St. East main
 City, State and Zip Code Westminster
 Organization Representing Hector Frausto, Reggie Dial
 Home Phone (864) 324 2618 Other Phone 864-723-5433 work cell

Is this a charity or non-profit organization? yes no
 Does your event carry liability insurance listing the City as co-insured? yes no
 Will event use amplified sound? yes no
 If yes, what will it be used for?

DJ and Dancers

Describe any revenue to be generated from admission fees, solicitation from spectators, concessions and any other sources:

Mexican Culture

Will proceeds benefit any organization? yes no

If yes, name the organization(s):

Event Set Up

Entertainment area (Include on Site Plan) Location(s) East Main Street

From Retirement to hockey

Speakers/Microphones yes no Electrical Connections yes no

Note: City doesn't provide unless otherwise noted.

Other:

List entertainers and type of entertainment DJ & Dancer

Maybe a Band

Requesting \$1,000.00 for event from city

Will you require use of the stage owned by the City for this event? yes no

If yes, see attached Stage and Reservation Policies and Stage Rental Agreements

Do you plan to sell or serve food and beverages at the event? yes no

If yes, describe the types of food and beverages to be served:

Food Trucks

If yes, describe the types of alcoholic beverages and how it is going to be served. Must comply with federal, state and local laws and regulations.

Will there be any cooking with grease? yes no

If yes, how do you plan to dispose of grease?

Will your event include pyrotechnics (fireworks)? yes no

Must comply with all federal, state and local laws. The Sale of fireworks, cracker balls, pop bottles, etc. is prohibited. Must coordinate with City of Westminster fire department.

Expected number of participants: _____ Expected number of spectators: _____

The event is Public Private

It will be held on property that is Public Private

Will tents be used for the event? yes no

If yes, list the number of tents, size, type and locations: (Include on Site Plan)

Will signs or banners be erected? yes no

If yes, list size and locations (Include on Site Plan)

Describe any power/ water or other utility needs and locations of power sources:

Will generators be used? yes no

If yes list number, size and locations: (Include on Site Plan)

Have arrangements been made for restroom facilities? yes no

If yes list locations, number of toilets, frequency of servicing. (Include on Site Plan)

Need 1 Handy cap portable Toilet

Describe sanitation provisions (provider, trash cans, recycling, event clean up). (Include on Site Plan)

If using Westminster Street and Sanitation a fee for these services may be required.

Roll Carts yes no How many? _____ Locations: _____

Date and time(s) to be emptied. _____

Date and time roll carts are to be picked up: _____

Dumpster yes no How many? _____ Locations: _____

Date and time(s) to be emptied. _____

Date and time dumpster(s) are to be picked up: _____

Event staff will be responsible for all street and property clean-up after the event.

Barricades: yes no How many? 30 - Locations: Retreat & Huckly

Include on Site Plan

Who will be responsible for placing barricades? The Event

Parking (Include all on site plan)

Anticipated number of spaces _____ Number of Handicapped Spaces _____

Participant Parking Location _____

Vender Parking Location _____ Entertainment Parking Location _____

Traffic Control, Safety, Emergency Response and Security

Have arrangements been made for medical assistance? (Include staging area on Site Plan)

If yes, include provide and contact information _____

What are the traffic control measures? (Include on Site Plan)

Are you requesting Westminster Police and Fire Department for assistance? yes no

If yes, how many officers? _____ Fire personnel _____

Note: City reserves the right to require city personnel, at the event's expense, to provide staffing for sufficient security and safety.

Dates and times security to be on site? _____

Are you planning on using private security? If yes, name and contact information.

Have you contracted for mechanical rides, space walks, petting zoos or other attractions

yes no

If yes, please list company and details.

Anticipated number of vendors not include above. please list vendors

Experience:

Please list name(s), location(s) and date(s) of special events you have staged over the last five years:

_____	_____
_____	_____
_____	_____
_____	_____

Rain Policy for Event

Hold Harmless Clause

Permittee/organization hereby shall assume all risks, incident to or in connection with permitted activity and shall be solely responsible for damage or injury of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of permittee's operation. Permittee hereby expressly agrees to defend and save the City of Westminster harmless from any penalties for violation of law, ordinance or regulation affecting its activity and from any and all crimes, suits, losses, damages or injuries directly or indirectly arising out of or in connection with the permitted activity of conduct of its operation or resulting from the negligence or intentional acts or omissions or its officers, agents, volunteers, sponsors and employees.

Applicant Signature *[Handwritten Signature]* Date 2-9-24
Title: _____

Return complete application to:

City Administrator's Office
Westminster City Hall
100 E Windsor St.
Westminster, SC 29693

Received by RO on 02/12/24

Police Presence

DEPARTMENTAL REVIEW & APPROVAL	
Police ----- <input checked="" type="checkbox"/> yes <input type="checkbox"/> no	<u>RO from CP via phone on 02/20/2024</u> Authorized Signature _____
Fire ----- <input type="checkbox"/> yes <input type="checkbox"/> no	Authorized Signature _____
Street and Sanitation ----- <input type="checkbox"/> yes <input type="checkbox"/> no	Authorized Signature _____
Codes ----- <input type="checkbox"/> yes <input type="checkbox"/> no	Authorized Signature _____
Parks & Recreation ----- <input type="checkbox"/> yes <input type="checkbox"/> no	Authorized Signature _____
Utilities ----- <input type="checkbox"/> yes <input type="checkbox"/> no	Authorized Signature _____
Application: <input type="checkbox"/> Granted <input type="checkbox"/> Denied	
_____ City Administrator	_____ Date

Special Event Check List for Applicant

- Application Fee/ TBD

- Special Event Bond/ TBD

- SITE PLAN/ Must Show the following
 1. Location of all structures with respect to existing buildings, property lines, roads and walkways to include
 - Tents and other similar structures.
 - Grandstands size and capacity
 - Bandstands/ staging including electrical connections
 - Vendor booths
 - Restrooms
 - Portable Toilets
 - Refreshment Stands
 - Signs
 - Parking areas including handicap.
 - Speakers
 - Support vehicles
 - Sanitation receptacles
 - Security stations
 - Emergency response stations

 2. Additional applications/ licenses or permits as required
 - Business Licenses
 - Liquor license and/or beer/wine license from State of SC.
 - State of SC DHEC approval for all food vendors
 - SCDOT approval for use of State owned roads and owner approval of privately owned roads.
 - Sign Permits



OCONEE JOINT REGIONAL SEWER AUTHORITY

Finance & Administration Committee

February 20, 2024

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

Commissioners that were present:

- Seat 5 (Walhalla): Celia Myers, Chair
- Seat 2 (Seneca): Scott Moulder
- Seat 8 (Westminster): Kevin Bronson

Commissioners that were not present:

- Seat 4 (Seneca At-Large): Marty McKee

OJRSA appointments and staff present were:

- Lynn Stephens, Secretary/Treasurer to the Board and Office Manager
- Chris Eleazer, Executive Director.

Others present were:

- Norm Cannada, [Seneca Daily Journal](#)

A) Call to Order - Ms. Myers called the meeting to order at 9:03 a.m.

B) Public Session – None.

C) Presentation & Discussion Items:

- 1. Update on Current Projects (Exhibit A)** – Mr. Eleazer distributed the updated project list to the committee. He stated there has been substantial progress on many of the projects, and some of the projects will be completed within multiple fiscal years and paid for by restricted funds. In addition, Sewer South Phase II is on time and on budget as of today.
- 2. Committee to Consider 2024 Organizational Goals for Discussion at the March 4, 2024 Board of Commissioners Meeting** – Ms. Myers stated the board chair sent this discussion back to the committees to come up with goals to bring back to the full board. Mr. Bronson asked what goals were presented so far. Mr. Eleazer and Ms. Stephens reported that the O&P Committee mentioned the following goals:
 - Completing the Feasibility Study.
 - Completing the Oconee County Sewer Basin Master Plan.
 - Continuing to have regular meetings with Oconee County.

Ms. Myers said there was discussion about seeing what upgrades could be made to the plant and asked if that was currently being worked on. Mr. Eleazer replied that Mr. Kyle Lindsay (OJRSA Operations Director) is putting together a scope for that to find an engineering firm that has a specialty in process and wastewater treatment.

Mr. Eleazer added that the Consent Order won't be closed out anytime soon (not in the next one to three (1-3) years). The Director spoke about how he's been waiting to find out through the basin study what to do with the Speeds Creek Pump Station and force main and said he is hoping to have direction by June or July 2024.

Mr. Bronson asked if the goals were for the fiscal year or calendar year. Mr. Eleazer replied that the board chairman asked at the January 2023 annual meeting for the board to come up with a list of annual goals for the calendar year. Mr. Bronson said the two (2) studies will really decide what comes next.

Mr. Bronson asked when the Sewer South project being paid for by RIA funds will be done. Mr. Eleazer replied it should be done toward the end of June.

Mr. Bronson asked if the OJRSA could go after RIA funding in the fall cycle. Mr. Eleazer said that Mr. Brent Little had inquired about getting flow through a pump station if he rerouted one of his projects along Highway 123 through it. The pump station in question is in desperate need of replacement, and the engineer performing the assessment felt this pump station would be a viable candidate for an RIA grant. The engineer asked if the OJRSA could apply for the grant this spring as the RIA has two (2) pots of money (Economic Development Fund and the General Clean Water Fund), but the OJRSA does not have the funds in this fiscal year's budget for the match. The Director stated that the engineer has a cost estimate for the pump station replacement, and while Mr. Eleazer develops the Fiscal Year 2025 OJRSA budget, he will consider how much it will be required for the match. The Director added that the pump station is prone to flooding, so it will have to be rebuilt in an elevated condition.

Mr. Bronson asked if the OJRSA was spending approximately \$300,000 for the basin study out of the operating budget; Mr. Eleazer replied yes. Mr. Bronson said that if that money is not encumbered into something else, the OJRSA could be used for an RIA match. Mr. Bronson asked if the OJRSA could use impact fee funds for the match. Mr. Eleazer replied that the impact fee funds can be used for engineering, but if there are any improvements or upsizing to the facility, it would pay the difference between the in-kind replacement and the additional growth that it would be accommodating.

Mr. Bronson said that the RIA moved the amounts up to \$1,000,000 and asked Mr. Eleazer if he spoke with the RIA about what their fall priorities are. Mr. Eleazer replied no, but he will see Ms. Bonnie Ammons at the Environmental Conference in March. Ms. Myers asked if Mr. Bronson wanted a goal for the OJRSA to pursue grant opportunities; Mr. Bronson replied yes, that the OJRSA was tied up with Sewer South from pursuing RIA funds, but once that is done, the OJRSA could get a lot done with \$1,000,000.

The O&P Committee added the following items to the list of goals:

- Mr. Moulder added completing the CMOM and SCDHEC compliance.
- Mr. Bronson added pursuing RIA grant funding.

D) Committee Action Items:

- **Review January and Fiscal Year-to-Date Financial Reports (Exhibit B)** – Mr. Eleazer stated there were two (2) line breaks in the last three (3) weeks that were not anticipated, as well as the OJRSA hauled in 30,000 gallons of seed sludge from ReWa to regulate the plant process due to the excess rainwater; however, he projected everything to be under budget.

Mr. Bronson questioned what the \$120,000 in the capital projects line item for conveyance system (General Ledger (GL) code #1401-6060) was for. Mr. Eleazer replied it was used to complete the Seneca Creek Pump Station and force main replacement design. Mr. Bronson said the Seneca/Speeds Creek Pump Station and force main had another line item (GL code #1401-6071) and asked if it was just being budgeted in one line item and expensed from another. Mr. Eleazer replied yes and requested Ms. Stephens move the budgeted amount to the expense GL code #1401-6071. Ms. Stephens said she will do that.

Mr. Moulder made a motion, seconded by Mr. Bronson, to approve the January 2024 and Year-to-Date Financial Reports. The motion carried.

E) Action Items to Recommend to the Board:

- **Consider Board and Committee Meeting Policy Revision (Exhibit C)** – Mr. Eleazer stated Mr. Bronson requested an update to the policy to allow for virtual attendance. He added that Mr. Bronson checked to see if the PMPA (Piedmont Municipal Power Agency) had a virtual attendance policy that the OJRSA could review, but he couldn't find one. Mr. Eleazer contacted the Pope Flynn law office, and they revised the current policy based on the discussion about having virtual meetings.

Ms. Myers wanted clarification on page 3, item B, regarding electronic meetings. She asked if the OJRSA was talking about meetings that are totally electronic where no one is present. Mr. Eleazer replied that the intent was to meet in person if available but allow those who could not personally attend the opportunity to have the full rights to participate in the meetings. Ms. Myers said the wording seems like it is talking about the public providing comments.

Mr. Eleazer said this policy was originally drafted during COVID in 2020. He added that the OJRSA's IT technician, Rob Ross, is already looking at options for broadcasting of the meetings. The OJRSA will have to consider public comments and questions, which would probably have to be accepted via email prior to the meetings as some cities do.

Mr. Moulder reported this draft policy states that individuals wishing to speak at the public hearing shall sign up with the secretary/treasurer no later than one (1) hour prior to the meeting. He asked if the OJRSA allows a board member to participate electronically in a meeting, does that legally require the public to also participate electronically; or can the OJRSA limit the public to just stream and watch? Mr. Moulder said he would prefer that the public could only stream online and not participate. Mr. Bronson asked the Director to ask Mr. Lawrence Flynn if this can be done. Mr. Bronson added that all he wanted to do was be able to call in and attend the meetings and didn't want to cost the OJRSA extra money.

Mr. Eleazer said it was mentioned by one of the commissioners at a previous meeting that if the OJRSA allows the board members to attend electronically, then the OJRSA may be required to at least broadcast the meetings the way Oconee County does. Mr. Moulder did not have a problem with streaming the meetings electronically for the public to watch as most organizations are doing this. He added that it would be a minimal expense, and Oconee County uses the YouTube Channel. Ms. Myers said Walhalla uses the YouTube Channel as well and uses the camera on an iPad.

Mr. Eleazer questioned about whether the public will need to see the agenda, maps, or any other information discussed in the meetings on the screen. Mr. Moulder said that isn't a concern, that the public can just watch and listen. Mr. Bronson added that the public can view the documents online on the OJRSA website. Mr. Moulder spoke about cameras and asked the Director to contact Oconee County to see how they did it.

Mr. Eleazer said if there were any recommendations from the committee to relay to Mr. Flynn, he would relay it and bring it back to the March board meeting or the next F&A meeting. Mr. Moulder said to strike or modify the element about public participation (item 2.3.B) and add that the authority may broadcast periodically for viewing. Ms. Myers suggested not striking out the part about the public written comments.

Ms. Myers asked if a Zoom meeting would have to be triggered if there was a quorum meeting electronically. Mr. Eleazer replied it would probably be through a Microsoft Teams or Zoom type of meeting online platform.

Mr. Bronson said he intended this just for the board meetings and not the committee meetings. He asked that Mr. Flynn make a distinction that this is just for the board meetings unless the board decides to do the committee meetings as well.

Mr. Bronson made a motion, seconded by Mr. Moulder, to recommend that the full board approve the board and committee meeting policy revision with the inclusion of additional information discussed today. The motion carried.

F) Executive Director's Report and Discussion:

1. Electronic Meeting Equipment – The Director said, once again, that Mr. Rob Ross is looking at equipment for broadcasting the meetings.

2. Capital Contribution in Lieu of Payment of Impact Fees – Mr. Eleazer distributed a map to the committee (*made a part of these minutes*) of the service area for the Seneca Creek Pump Station. The plan is to replace the force main and upsize it to 16" PVC pipe which would accommodate an additional estimated flow of 175,000 gallons per day (GPD). Mr. Brent Little's projects would be around 90,000-100,000 GPD which would still leave the OJRSA approximately 70,000-80,000 GPD of the capital contribution. Mr. Little will attend the March board meeting to make a presentation.

Mr. Bronson asked what the cost is for this project. Mr. Eleazer replied it was between \$3,000,000-\$4,000,000. An engineer felt that if this is done by a developer, it could be done for less and not be done through a bid process. The OJRSA would still need to acquire three (3) easements across private and County properties. It will be presented to the County Council soon. All the permits are in hand.

Mr. Moulder asked what the proposed impact fee is and how many units there will be. Mr. Eleazer stated he doesn't know, as he hasn't seen the drawings yet; however, he received some information during the downstream assessment. Mr. Moulder said if it is less than 1,700 units, Mr. Little's contribution will be more than his impact fee. Mr. Eleazer replied based on the current rate, if there are six (6) apartment buildings each with a 2" meter, it would not even be near what he is contributing: \$3,000,000 cost of project ÷ \$15.25 impact fee = 200,000 GPD. Mr. Little's project should be well under that.

3. Miscellaneous (If Any) – The Director reported that he attended a meeting with Oconee County Administrator, Amanda Brock, and Jamie Gilbert of the Oconee Economic Alliance on Friday about impact fees. He stated that after this meeting, he came back to the office to do some calculations and wanted to report this to the committee. OJRSA's impact fees are based on water meter size. For a 100-home subdivision, the OJRSA says a house is 150 GPD which makes 15,000 GPD for 100 homes [based on the current Impact Fee Policy and Schedule of Fees]; however, SCDHEC regulations [Regulation 61-67 Standards for Wastewater Facility Construction] says a house is 300 GPD which makes 30,000 GPD for 100 homes.

The cost to expand the plant is around \$19 per gallon x 30,000 GPD = \$570,000 in impact fees per the Weston & Sampson study. The OJRSA currently collects \$12.20 per gallon x 15,000 GPD = \$183,000 in impact fees. This makes a difference of \$387,000. (*a general illustration that was presented at the meeting is included with these minutes*)

Mr. Bronson asked if the OJRSA is still collecting \$19 per gallon; Mr. Eleazer replied the OJRSA is only collecting \$15.25 per gallon (the previous fee was \$11.25 but \$4.00 extra was approved by the board, which is the rate as of January 1, 2024). Mr. Jason Gillespie's recommendation was \$19+ for the plant + 25% for collection = \$24.50 per gallon.

Mr. Bronson asked the Director what the point of this discussion is. Mr. Eleazer replied he didn't realize the difference until looking at all the subdivisions coming in. Ms. Myers asked why the OJRSA does not use SCDHEC method if there is such a difference. Mr. Eleazer replied that if the OJRSA charged \$15.25 per gallon x 300 gallons per home, people would pay \$4,500 for the impact fee for each. Mr. Moulder said, according to SCDHEC, the OJRSA is going to get to the point of needing a plant expansion earlier than the OJRSA would expect.

Mr. Eleazer stated there is an option that would allow the OJRSA to track its own checkbook opposed to SCDHEC doing it; however, the negative with this would be that the OJRSA would have to sign an agreement with SCDHEC up front, and if there is an exceedance in flow permitted flow, it is open to enforcement measures.

Mr. Bronson asked if this was based on all homes. Mr. Eleazer replied that the discussion was specifically about Sewer South but applies to the system. The County won't have an option when it comes to expanding the plant, and the same treatment impact fee that applies to the system served

by the Member Cities will also apply to Sewer South. He added that Mr. Gilbert was talking about options for industrial users again regarding lower impact fees or paying fees on a schedule.

G) Committee Members' Discussion – Mr. Bronson asked when the Fiscal Year 2025 budget discussion will start with the F&A Committee. Mr. Eleazer replied there would probably be some discussion in March with consideration in April.

H) Upcoming Meetings:

1. **Board of Commissioners** – Monday, March 4, 2024 at 4:00 p.m.
2. **Operations & Planning Committee** – Wednesday, March 20, 2024 at 8:30 a.m.
3. **Finance & Administration Committee** – Tuesday, March 26, 2024 at 9:00 a.m.

I) Adjourn – The meeting adjourned at 10:03 a.m.

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



Finance & Administration Committee Meeting

OJRSA Operations & Administration Building

Lamar Bailes Board Room

February 20, 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]*
1. Update on current projects (Exhibit A) – Chris Eleazer, Director
 2. Committee to consider 2024 organizational goals for discussion at the March 4, 2024 Board of Commissioners meeting – Celia Myers, Committee Chair
- D. Committee Action Items**
- Review January 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 Board and Committee Meeting Policy revision (Exhibit C) – Chris Eleazer, Director
- F. Executive Director's Report and Discussion** – Chris Eleazer, Director
1. Electronic meeting equipment
 2. Capital contribution in lieu of payment of impact fees (Exhibit D)
 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.*
- Board of Commissioners – March 4, 2024 at 4:00 p.m.
 - Operations & Planning Committee – March 20, 2024 at 8:30 a.m.
 - Finance & Administration Committee – March 26, 2024 at 9:00 a.m.
- I. Adjourn**

FY2024 O&M Fund Projects

2/15/2024 08:57

O&M Project (Project Number (if applicable); PM) <u>CANNOT CARRY OVER TO NEXT FISCAL YEAR WITHOUT BUDGET APPROVAL</u>		% 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)	0%	5/9/2024	0	N/A	N/A	11/3/2023	11/9/2023	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	0	117,010	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)	80%	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	8,000	12,750	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)	0%	5/31/2024	12,500	N/A	N/A			371	12,129	WRF: Bldgs Grnds 701-02550	Johnny McCall OJRSA
	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		306,075	33,325	O&M CIP: ConSys 1401-06071	GMC Will Nading
	Streambank & Easement Repairs (KL)	65%	6/30/2024	40,000	N/A	N/A	7/3/2023		23,239	16,761	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)	5%	6/30/2024	TBD	TBD	TBD	2/14/2024		0	0	TBD	TBD
Utility Water Engineering Assessment (JM, KL)	6%	5/31/2024	21,000	11/17/2023	1/22/2024			0	21,000	WRF: Prof Svcs 701-02430	Weston & Sampson Jason Gillespie	
				682,911	TOTAL FUNDS OBLIGATED/ACTUAL TO DATE:				437,269	-245,642	TOTAL AWARDED BUDGET REMAINING	

FY2024 O&M Fund Projects

2/15/2024 08:57

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 (CE)	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 (CE)	DUE TO DHEC EVERY SIX MONTHS. Reports submitted: 11/14/2021, 5/9/2022, 11/10/2022, 5/9/2023, 11/9/2023. Next due 5/10/2024.
CCTV for CMOM/Consent Order YEAR 2 (#2024-04; KL)	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) (KL, CE)	For SCIIP 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/SSES) (KL, CE)	For SCIIP 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) (KL, CE)	For SCIIP 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 (CE)	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)
Hydraulic Model Update (CE)	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 (MD)	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 (MD)	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 (JM, KL)	<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) (KL, JM)	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 (JM)	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.
Install Bypass Replace 3-way Valve at Millbrook PS (MD)	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 (JM)	10/16: Buying paint this week and Sherwin Williams rep coming out to train on prep and mixing epoxy. 11/13: Scheduling person to come out. We have all paint. 1/2: Sherwin Williams said we will have to wait until temps are above 60.
Seneca Creek Pump Station and Force Main Replacement Design (#2023-05; CE, KL)	Continued from FY 2023. <u>FY 2024: \$120,000.</u> 1/26: A Brock said it will require 3 readings to get easement for Seneca Rail Park. County may request compensation for easement. 2/8: Received stormwater permit. Only need easements for force main construction.
Streambank & Easement Repairs (KL)	11/13: Repaired 3 more creek crossings (8 total) 12/15: Purchased pipe and rock for crossings. 1/16: Repaired at MH 451 (9 total). 2/8: Had to perform emergency repair related to 2/6 SSO.
Transformer/Switchgear Cleaning and Inspection at Pump Stations (MD)	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 (MD)	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 (KL)	Added 2/14/2024 to address H2S and odors associated with Martin Creek PS/FM in the Friendship Rd/Wells Hwy area. 2/15: Developed SOP for NaClO feed and trained staff. Next milestone is consult with qualified professional to determine issue(s) by 4/30.
Utility Water Engineering Assessment (JM, KL)	1/2: Received 5 submittals. Will have a recommendation to O&P this month and to Board in Feb. 1/16: KL said his review team selected Weston & Sampson. 2/15: Meeting with PM on 2/29.

FY2024 Restricted Fund Projects

2/15/2024 09:04

		RESTRICTED FUND PROJECT MILESTONES											
Restricted Fund Projects (Project Number (if applicable); Project Manager)		% Complete	Anticipated Completion	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)	15%	6/3/2024	317,800	N/A	8/9/2023	9/12/2023		82,610	235,190	PROJ & CONT 1501-09007	Weston & Sampson Kip Gearhart
	Consent Order Projects 2022 CONSTRUCTION SCIIP MATCH (#2024-02; CE, KL)	60%	2/28/2024	351,291	7/28/2023	10/17/2023	12/4/2023		95,438	255,853	PROJ & CONT 1501-09008	Tugaloo Pipeline Ed Hare	
	Consent Order Projects 2023 ENGINEERING (WKD TO#13) SCIIP MATCH (#2021-01; CE, KL)	20%	8/31/2025	398,000	N/A	9/15/2023	10/3/2023		81,119	316,881	PROJ & CONT 1501-09009	WK Dickson Joe Swaim	
	Consent Order Projects 2023 CONSTRUCTION SCIIP PROJECT (#20XX-XX; CE, KL)	0%	8/31/2025	TBD	TBD				0	0	PROJ & CONT 1501-TBD	TBD	
	Dewatering Equipment Replacement ENGINEERING SCIIP MATCH (#2024-06; KL)	8%	PHASE I 5/31/2024	73,200	9/15/2023	12/19/2023	1/11/2024		17,340	55,860	PROJ & CONT 1501-09011	KCI Technologies Tom Vollmar	
	Dewatering Equipment Replacement CONSTRUCTION SCIIP PROJECT (#2024-XX; KL)	0%	TBD	TBD	MUST	COMPLETE	ENGINEERING	FIRST	0	0	PROJ & CONT 1501-TBD	TBD	
	Exit 4/Oconee Manufacturing Park PS/Sewer ENGINEERING (Oconee County #TBD; CE)	90%	TBD	N/A OCONEE CO PROJ	N/A OCONEE CO PROJ	N/A OCONEE CO PROJ	Sometime in 2022		0	0	TBD	Thomas & Hutton Lee Brackett	
	Flat Rock PS Replacement ENGINEERING/ CONST SVCS SCIIP MATCH (#2022-03; CE)	60%	9/30/2024	177,800	2/14/2022	7/5/2025	7/1/2022		110,137	67,663	PROJ & CONT 1501-09005	KCI Technologies Tom Vollmar	
	Flat Rock PS Replacement CONSTRUCTION (#2024-03; CE) SCIIP PROJECT	3%	9/30/2024	1,293,500	6/7/2023	8/29/2023			34,200	1,259,300	PROJ & CONT 1501-09005	Cove Utilities Jeff Caffery	
	Regional Sewer Feasibility Study RIA GRANT (#2024-01; CE)	30%	11/29/2024	100,000	5/26/2023	10/10/2023	11/8/2023		29,830	70,170	PROJ & CONT 1501-09010	WK Dickson Angie Mettlen	
	Sewer South Phase II ENGINEERING/ CONSTRUCTION/INSPECT SVCS (CE)	50%	6/30/2024	480,850	N/A	5/4/2023	5/4/2023		208,769	272,081	SSF: CIP 1401-06050	Davis & Floyd John Reynolds	
	Sewer South Phase II CONSTRUCTION (CE)	50%	6/30/2024	11,843,452	9/27/2022	3/23/2023	6/1/2023		4,858,714	6,984,738	SSF: CIP 1401-06050	Kevin Moorhead Moorhead Construct	
	Thickener Sludge Pump (P-113), Including Install (MD)	100%	5/30/2023	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				
15,065,464				TOTAL RESTRICTED FUNDS OBLIGATED/ACTUAL TO DATE:					5,556,105	-9,509,360	TOTAL AWARDED BUDGET REMAINING		

Restricted Fund Projects (Project Number (if applicable); Project Manager)	Notes
Central Oconee County Sewer Basin Study (CE)	To continue under #2022-01 (Southern Oconee/Western Anderson Sewer Master Plan). 11/8: Stakeholder meeting today. 12/15: Consultant working to schedule stakeholder meetings for 2024 Q1. 2/8: Began public workshops. Others to be held 2/15 and 2/22.
Consent Order Projects 2022 CONSTRUCTION SCIIP MATCH (#2024-02; CE, KL)	Carryover from FY 2023. 1/16: Still working on east side of system. Weather has impacted project. 1/23: Extension granted to 2/28 due to weather (was 2/1). 2/15: All eastern side repairs are complete and tested. Preparing for pipe replacement + 2 point repairs.
Consent Order Projects 2023 ENGINEERING (WKD TO#13) SCIIP MATCH (#2021-01; CE, KL)	10/3: Kickoff meeting held. 12/8: Received plans from WK Dickson. CE, KL, MM need to review these. 1/2: Still need to review. 1/12: Provided comments to J Swaim.
Consent Order Projects 2023 CONSTRUCTION SCIIP PROJECT (#20XX-XX; CE, KL)	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.
Dewatering Equipment Replacement ENGINEERING SCIIP MATCH (#2024-06; KL)	1/11: Kickoff meeting held. Gathering data. 1/16: Letter to RIA sent requesting CMAR approval. 2/12: Revised and resubmitted CMAR letter to RIA based on their feedback. 2/15: Completed review of CMAR RFP, returned to KCI for further review.
Dewatering Equipment Replacement CONSTRUCTION SCIIP PROJECT (#2024-XX; KL)	FY 2024 O&P Fund project "Dewatering Equipment Assessment FOR EVENTUAL SCIIP PROJECT" must be completed first.
Exit 4/Oconee Manufacturing Park PS/Sewer ENGINEERING (Oconee County #TBD; CE)	9/19: Sent comments back to T&H. Revisions necessary. 11/27: Spoke with L Brackett about changes and he had a few questions for M Dain. 12/19: Received updated drawings w/ request for letter to go to DHEC. Responded that I will need Board approval for this.
Flat Rock PS Replacement ENGINEERING/ CONST SVCS SCIIP MATCH (#2022-03; CE)	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.
Flat Rock PS Replacement CONSTRUCTION (#2024-03; CE) SCIIP PROJECT	8/15: Received approval to proceed from RIA. 8/29: Signed contract, Notice to Proceed, conducted pre-con meeting. 9/19: Construction not to start until 1/2024. 11/13: Scheduled to begin construction in 3/2024 due to electrical/genset.
Regional Sewer Feasibility Study RIA GRANT (#2024-01; CE)	11/8: Stakeholder meetings today. 12/15: RFI to cities, county, OJRSA due today. 1/2: Meetings set up for later this month. 2/14: AM said all meetings with cities, county complete. On schedule.
Sewer South Phase II ENGINEERING/ CONSTRUCTION/INSPECT SVCS (CE)	<i>Also see Sewer South Phase II Construction for additional information.</i> 10/6: County approved additional \$6,350 to survey access road. Contract total increased by this amount.
Sewer South Phase II CONSTRUCTION (CE)	1/11: Met with two property owners where additional easement acquisition is necessary. 1/17: Beginning to pull pipe under lake. 1/31: Pipe underneath lake complete and started work on pump stations.
Thickener Sludge Pump (P-113), Including Install (MD)	<i>Carryover from FY 2023. Some costs may have been paid during previous FY.</i> 9/15: COMPLETE.

010 OJRSA FUND
 004 REVENUE
 00401 REVENUE

Revenue Report

Oconee Joint Rsa
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Level 4 Summary for January 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	\$0.00	0	\$2,025.41	0	(\$2,025.41)
01790 UNRESTRICTED INTEREST	\$2,500.00	\$0.00	\$2,500.00	\$1,650.39	66	\$58,305.54	2332	(\$55,805.54)
01800 SALE OF ASSETS	\$0.00	\$0.00	\$0.00	\$0.00	0	\$13,275.00	0	(\$13,275.00)
01830 HAULED WASTE SVCES	\$273,159.00	\$0.00	\$273,159.00	\$13,011.00	5	\$119,948.10	44	\$153,210.90
01840 OTHER REVENUE	\$16,750.00	\$0.00	\$16,750.00	\$0.00	0	\$23,849.28	142	(\$7,099.28)
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	\$357,417.59	6	\$3,358,714.13	59	\$2,303,621.87
Total Revenue	\$5,954,745.00	\$0.00	\$5,954,745.00	\$372,078.98	6	\$3,580,617.46	60	\$2,374,127.54
00801 PRETREATMENT								
01850 INDUSTRIES	\$175,932.00	\$0.00	\$175,932.00	\$6,959.61	4	\$95,958.24	55	\$79,973.76
Total Pretreatment	\$175,932.00	\$0.00	\$175,932.00	\$6,959.61	4	\$95,958.24	55	\$79,973.76
01101 IMPACT FEES								
01780 RESTRICTED INTEREST	\$1,400.00	\$0.00	\$1,400.00	\$2,534.14	181	\$60,762.14	4340	(\$59,362.14)
01880 CAPACITY FEES	\$290,000.00	\$0.00	\$290,000.00	(\$51,917.25)	(18)	\$697,300.00	240	(\$407,300.00)
01930 UNUSED CAPACITY FEES	\$120,000.00	\$0.00	\$120,000.00	\$64,627.35	54	\$64,627.35	54	\$55,372.65
Total Impact Fees	\$411,400.00	\$0.00	\$411,400.00	\$15,244.24	4	\$822,689.49	200	(\$411,289.49)
01201 CONTRACT OPERATIONS								
01900 INTERGOV. REIMBURSEMENT	\$39,616.00	\$0.00	\$39,616.00	\$5,327.88	13	\$18,988.12	48	\$20,627.88
Total Contract Operations	\$39,616.00	\$0.00	\$39,616.00	\$5,327.88	13	\$18,988.12	48	\$20,627.88
01301 RETAIL SERVICES								
01780 RESTRICTED INTEREST	\$0.00	\$0.00	\$0.00	\$5,923.29	0	\$19,151.36	0	(\$19,151.36)
01821 GRANTS - SEWER SOUTH	\$6,659,875.00	\$0.00	\$6,659,875.00	\$7,831.25	0	\$3,651,148.24	55	\$3,008,726.76
01900 INTERGOV. REIMBURSEMENT	\$6,730,302.00	\$0.00	\$6,730,302.00	\$24,849.88	0	\$151,224.51	2	\$6,579,077.49
Total Retail Services	\$13,390,177.00	\$0.00	\$13,390,177.00	\$38,604.42	0	\$3,821,524.11	29	\$9,568,652.89
01501 CONTINGENCY FUND								
01780 RESTRICTED INTEREST	\$300.00	\$0.00	\$300.00	\$1,019.60	340	\$1,019.60	340	(\$719.60)
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	\$1,019.60	0	\$1,019.60	0	\$9,799,255.40
Total REVENUE	\$29,772,145.00	\$0.00	\$29,772,145.00	\$439,234.73	1	\$8,340,797.02	28	\$21,431,347.98
Total OJRSA FUND	\$29,772,145.00	\$0.00	\$29,772,145.00	\$439,234.73	1	\$8,340,797.02	28	\$21,431,347.98
TOTAL ALL FUNDS	\$29,772,145.00	\$0.00	\$29,772,145.00	\$439,234.73	1	\$8,340,797.02	28	\$21,431,347.98

010 OJRSA FUND
 005 EXPENSES
 00501 ADMINISTRATION

Expenditure Report

Ocone Joint Rsa
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Level 4 Summary for January 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	\$687,646.75	58	\$0.00	\$491,176.25	42
01300 PAYROLL: SALARIES	\$1,110,027.00	\$0.00	\$1,110,027.00	7	\$556,751.99	50	\$0.00	\$553,275.01	50
01310 OVERTIME	\$33,582.00	\$0.00	\$33,582.00	13	\$13,757.14	41	\$0.00	\$19,824.86	59
01350 PAYROLL: FICA/MEDICARE WH	\$93,139.00	\$0.00	\$93,139.00	7	\$45,835.73	49	\$0.00	\$47,303.27	51
01380 PAYROLL: RETIREMENT	\$212,254.00	\$0.00	\$212,254.00	7	\$101,450.65	48	\$0.00	\$110,803.35	52
02200 COMMISSIONER EXPENSES	\$13,680.00	\$0.00	\$13,680.00	9	\$7,380.00	54	\$0.00	\$6,300.00	46
02220 GROUP INSURANCE	\$189,671.00	\$0.00	\$189,671.00	0	\$99,499.73	52	\$0.00	\$90,171.27	48
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	91	\$67,701.57	93	\$0.00	\$5,363.43	7
02260 EMPLOYEE WELLNESS	\$2,400.00	\$0.00	\$2,400.00	7	\$1,679.61	70	\$0.00	\$720.39	30
02270 UNIFORMS	\$28,130.00	\$0.00	\$28,130.00	5	\$12,720.97	45	\$0.00	\$15,409.03	55
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	\$3,850.00	33	\$0.00	\$7,815.00	67
02300 LICENSES/CERTIFS/MEMBERSHIPS	\$4,655.00	\$0.00	\$4,655.00	1	\$1,321.68	28	\$0.00	\$3,333.32	72
02310 SEMINARS/WKSHOPS & TRAINING	\$29,220.00	\$0.00	\$29,220.00	0	\$7,938.14	27	\$0.00	\$21,281.86	73
02320 EVENTS & MEETING EXPENSES	\$3,800.00	\$0.00	\$3,800.00	23	\$2,875.94	76	\$0.00	\$924.06	24
02340 PUBLIC RELATIONS & ADVERTISING	\$9,600.00	\$0.00	\$9,600.00	10	\$7,045.93	73	\$0.00	\$2,554.07	27
02360 MAILING/SHIPPING	\$600.00	\$0.00	\$600.00	0	\$87.55	15	\$0.00	\$512.45	85
02370 SAFETY EQUIPMENT	\$32,060.00	\$0.00	\$32,060.00	0	\$20,267.48	63	\$214.76	\$11,577.76	36
02380 OFFICE SUPPLIES	\$69,242.00	\$0.00	\$69,242.00	1	\$19,078.17	28	\$0.00	\$50,163.83	72
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	8	\$8,275.02	47	\$0.00	\$9,448.98	53
02420 ADMINISTRATION SERVICES	\$186,070.00	\$0.00	\$186,070.00	12	\$133,008.12	71	\$0.00	\$53,061.88	29
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	6	\$16,683.32	45	\$0.00	\$20,316.68	55
02530 R&M: VEHICLES/TRAILERS/EQUIP	\$34,500.00	\$0.00	\$34,500.00	7	\$19,257.83	56	\$522.56	\$14,719.61	43
02560 FEES & PENALTIES	\$7,685.00	\$0.00	\$7,685.00	1	\$3,641.98	47	\$0.00	\$4,043.02	53
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	9	\$1,885,315.30	54	\$737.32	\$1,612,939.38	46
00601 CONVEYANCE SYSTEM									
02400 SUPPLIES/TOOLS	\$17,000.00	\$0.00	\$17,000.00	2	\$3,288.69	19	\$241.72	\$13,469.59	79
02401 MAINTENANCE TOOLS & SUPPLIES	\$13,000.00	\$0.00	\$13,000.00	1	\$5,413.36	42	\$239.86	\$7,346.78	57
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	1	\$181,374.65	102	\$0.00	(\$3,966.65)	(2)
02450 CHEMICALS: SODIUM HYPOCHLORITE	\$20,593.00	\$0.00	\$20,593.00	8	\$12,934.12	63	\$0.00	\$7,658.88	37
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	\$144,991.93	55	\$0.00	\$116,985.07	45
02500 WATER	\$8,950.00	\$0.00	\$8,950.00	7	\$5,537.82	62	\$0.00	\$3,412.18	38
02521 FUEL: GENERATORS	\$6,500.00	\$0.00	\$6,500.00	2	\$127.83	2	\$3,560.95	\$2,811.22	43
02540 EQUIPMENT RENTALS	\$5,000.00	\$0.00	\$5,000.00	17	\$977.87	20	\$0.00	\$4,022.13	80

010 OJRSA FUND
005 EXPENSES
00601 CONVEYANCE SYSTEM

Oconee Joint Rsa
Expenditure Report
Level 4 Summary for January 2024

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	30	\$5,624.43	34	(\$4,956.00)	\$15,831.57	96
02590 ROLLING STOCK & EQUIPMENT	\$244,884.00	\$0.00	\$244,884.00	9	\$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	3	\$20,936.74	12	(\$4,663.96)	\$162,327.22	91
05010 PUMP STATIONS: CANE PS	\$0.00	\$0.00	\$0.00	0	\$214.63	0	\$0.00	(\$214.63)	0
05020 PUMP STATIONS: CHOESTOE A PS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0
05030 PUMP STATIONS: CONERROSS PS	\$0.00	\$0.00	\$0.00	0	\$73.83	0	\$37.14	(\$110.97)	0
05050 PUMP STATIONS: DAVIS CRK 1 PS	\$0.00	\$0.00	\$0.00	0	\$835.75	0	\$0.00	(\$835.75)	0
05060 PUMP STATIONS: DAVIS CRK 2 PS	\$0.00	\$0.00	\$0.00	0	(\$4,800.31)	0	\$0.00	\$4,800.31	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	\$2,304.83	0	\$0.00	(\$2,304.83)	0
05110 PUMP STATIONS: MILLBROOK PS	\$0.00	\$0.00	\$0.00	0	\$10,729.40	0	\$14,745.00	(\$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	\$13,023.47	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	15	\$35,363.56	47	\$0.00	\$40,636.44	53
Total Conveyance System	\$1,049,012.00	\$0.00	\$1,049,012.00	7	\$677,351.58	65	\$9,204.71	\$362,455.71	35
00701 WRF OPERATIONS									
02400 SUPPLIES/TOOLS	\$8,000.00	\$0.00	\$8,000.00	0	\$106.99	1	\$0.00	\$7,893.01	99
02411 TECHNOLOGY: SCADA	\$13,500.00	\$0.00	\$13,500.00	81	\$15,005.13	111	\$0.00	(\$1,505.13)	(11)
02430 SERVICES: PROFESSIONAL/CONSULT	\$217,790.00	\$0.00	\$217,790.00	2	\$20,856.60	10	\$0.00	\$196,933.40	90
02451 CHEMICALS: CHLORINE	\$60,242.00	\$0.00	\$60,242.00	16	\$19,623.47	33	\$0.00	\$40,618.53	67
02452 CHEMICALS: POLYMER	\$66,450.00	\$0.00	\$66,450.00	5	\$27,793.16	42	\$0.00	\$38,656.84	58
02454 CHEMICALS: SODIUM BISULFITE	\$21,474.00	\$0.00	\$21,474.00	0	\$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	\$173.25	9	\$0.00	\$1,850.75	91
02480 NATURAL GAS	\$2,520.00	\$0.00	\$2,520.00	0	\$336.06	13	\$0.00	\$2,183.94	87
02490 ELECTRICITY	\$336,000.00	\$0.00	\$336,000.00	8	\$175,200.31	52	\$0.00	\$160,799.69	48
02500 WATER	\$2,835.00	\$0.00	\$2,835.00	7	\$4,132.18	146	\$0.00	(\$1,297.18)	(46)
02510 SLUDGE DISPOSAL	\$344,658.00	\$0.00	\$344,658.00	6	\$116,267.25	34	\$0.00	\$228,390.75	66
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	\$5,056.29	10	\$0.00	\$46,843.71	90
03000 WATER RECLAMATION FACILITY	\$90,800.00	\$0.00	\$90,800.00	4	\$53,637.28	59	\$425.29	\$36,737.43	40
Total Wrf Operations	\$1,235,693.00	\$0.00	\$1,235,693.00	6	\$451,879.95	37	\$425.29	\$783,387.76	63
00801 PRETREATMENT									
01300 PAYROLL: SALARIES	\$73,892.00	\$0.00	\$73,892.00	8	\$43,286.14	59	\$0.00	\$30,605.86	41
01380 PAYROLL: RETIREMENT	\$13,714.00	\$0.00	\$13,714.00	8	\$7,924.39	58	\$0.00	\$5,789.61	42
02220 GROUP INSURANCE	\$7,325.00	\$0.00	\$7,325.00	0	\$3,680.40	50	\$0.00	\$3,644.60	50
02300 LICENSES/CERTIFS/MEMBERSHIPS	\$425.00	\$0.00	\$425.00	0	\$185.00	44	\$0.00	\$240.00	56

010 OJRSA FUND
005 EXPENSES
00801 PRETREATMENT

Oconee Joint Rsa
Expenditure Report
Level 4 Summary for January 2024

Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct	
02310 SEMINARS/WKSHOPS & TRAINING	\$1,660.00	\$0.00	\$1,660.00	0	\$120.00	7	\$0.00	\$1,540.00	93	
02340 PUBLIC RELATIONS & ADVERTISING	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0	
02380 OFFICE SUPPLIES	\$4,920.00	\$0.00	\$4,920.00	48	\$7,907.76	161	\$0.00	(\$2,987.76)	(61)	
02410 TECHNOLOGY: PHONES/INTERNET/TV	\$660.00	\$0.00	\$660.00	16	\$374.04	57	\$0.00	\$285.96	43	
02430 SERVICES: PROFESSIONAL/CONSULT	\$44,014.00	\$0.00	\$44,014.00	12	\$15,177.00	34	\$0.00	\$28,837.00	66	
Total Pretreatment	\$146,610.00	\$0.00	\$146,610.00	10	\$78,654.73	54	\$0.00	\$67,955.27	46	
00901 LABORATORY										
02400 SUPPLIES/TOOLS	\$6,100.00	\$0.00	\$6,100.00	4	\$4,747.35	78	\$0.00	\$1,352.65	22	
02430 SERVICES: PROFESSIONAL/CONSULT	\$35,110.00	\$0.00	\$35,110.00	7	\$17,967.40	51	\$0.00	\$17,142.60	49	
02456 CHEMICALS: LABORATORY	\$4,500.00	\$0.00	\$4,500.00	12	\$3,582.37	80	\$0.00	\$917.63	20	
Total Laboratory	\$45,710.00	\$0.00	\$45,710.00	7	\$26,297.12	58	\$0.00	\$19,412.88	42	
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	\$100.00	1	\$0.00	\$11,995.00	99	
02500 WATER	\$1,365.00	\$0.00	\$1,365.00	3	\$404.54	30	\$0.00	\$960.46	70	
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	\$901.00	\$4,599.00	84	
05170 PUMP STATIONS: GCCP-PS	\$10,500.00	\$0.00	\$10,500.00	0	\$18.96	0	\$8.46	\$10,472.58	100	
Total Contract Operations	\$30,585.00	\$0.00	\$30,585.00	1	\$1,146.90	4	\$909.46	\$28,528.64	93	
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	99	\$25,347.38	101	\$0.00	(\$347.38)	(1)	
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	5	\$4,400,235.66	33	\$0.00	\$8,961,211.34	67	
Total Retail Services	\$13,390,177.00	\$0.00	\$13,390,177.00	5	\$4,425,653.80	33	\$0.00	\$8,964,523.20	67	
01401 CAPITAL PROJECTS										
06050 SEWER SOUTH PHASE II	\$0.00	\$0.00	\$0.00	0	\$124,977.13	0	\$0.00	(\$124,977.13)	0	
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	\$111,669.84	0	\$0.00	(\$111,669.84)	0	
Total Capital Projects	\$120,000.00	\$0.00	\$120,000.00	27	\$236,646.97	197	\$0.00	(\$116,646.97)	(97)	
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	\$47,880.00	0	\$0.00	(\$47,880.00)	0	
09007 CENTRAL OCONEE SWR MASTER PLAI	\$0.00	\$0.00	\$0.00	0	\$82,610.00	0	\$0.00	(\$82,610.00)	0	
09008 CONSENT ORDER PROJECTS 2022 CO	\$0.00	\$0.00	\$0.00	0	\$95,437.62	0	\$0.00	(\$95,437.62)	0	

010 OJRSA FUND
 005 EXPENSES
 01501 CONTINGENCY FUND

Oconee Joint Rsa
 Expenditure Report
 Level 4 Summary for January 2024

Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	Une Pct
09009 COLLECTION SYSTEM REHAB	\$0.00	\$0.00	\$0.00	0	\$75,546.06	0	\$0.00	(\$75,546.06)	0
09010 REG SEWER FEASIBILITY STUDY	\$0.00	\$0.00	\$0.00	0	\$14,016.50	0	\$0.00	(\$14,016.50)	0
Total Contingency Fund	\$10,810,825.00	\$0.00	\$10,810,825.00	1	\$326,865.18	3	\$0.00	\$10,483,959.82	97
Total EXPENSES	\$30,327,604.00	\$0.00	\$30,327,604.00	4	\$8,109,811.53	27	\$11,276.78	\$22,206,515.69	73
Total OJRSA FUND	\$30,327,604.00	\$0.00	\$30,327,604.00	4	\$8,109,811.53	27	\$11,276.78	\$22,206,515.69	73
TOTAL ALL FUNDS	\$30,327,604.00	\$0.00	\$30,327,604.00	4	\$8,109,811.53	27	\$11,276.78	\$22,206,515.69	73

Year To Date
 Total

Grand Total

\$16,450,608.55

Board and Committee Meeting Policy
FOR F&A COMMITTEE CONSIDERATION February 20, 2024

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DEFINITIONS, ACRONYMS, AND FORMAT

This Section of the *Board and Committee Meeting Policy* contains definitions, acronyms, abbreviations, and formatting that are specific to this document.

DEFINITIONS

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

Board means the OJRSA Board of Commissioners.

Declared Emergency means a proclamation that is made by either the President of the United States, Governor of South Carolina, any one of the councils governing one of the Member Cities, or Oconee County council when they believe a disaster has occurred or is imminent that is severe enough to cause substantial damages, loss, hardship, or suffering. It can be due to a natural or manmade disaster, severe weather, uncivil protest or rioting, disease, or other qualifying event.

Emergency Meeting means rare meetings that may occur due to a disaster or other activity which can impair public health or safety.

Executive Committee is as defined in Article VII, Section 5 of the *OJRSA Bylaws*.

Freedom of Information Act (or FOIA) means Title 30, Chapter 4 of the Code of Laws of South Carolina 1976, as amended. Its purpose is to have community business conducted in an open and public manner in order for the citizens to help formulate public policy and be advised of the performance of public officials.

Meeting means the convening of a quorum of the constituent membership of a public body, whether corporal or by means of electronic equipment, to discuss or act upon a matter over which the public body has supervision, control, jurisdiction, or advisory power. (SC Code of Laws 30-4-20(d)). Meetings can be of any type defined in the *OJRSA Bylaws* or within this Policy.

Member City means the cities of Seneca, Walhalla, and Westminster.

Non-Verbal Communication means Notes, text messages, and other such forms of non-verbal communication exchanged by Commissioners with other Commissioners, governing officials (i.e., elected members of the Member Cities, Oconee Council members, etc.), or members of the public that may or may not be present at the meeting.

Board and Committee Meeting Policy
FOR F&A COMMITTEE CONSIDERATION February 20, 2024

Quorum means a simple majority of the total membership of the Board or any Committee shall constitute a quorum for the conduct of any business at a Meeting. A Board member present (either physically or by telephonic or other electronic means) but disqualified from voting on a question by state law due to a conflict of interest shall not be counted for purposes of a quorum.

ACRONYMS AND ABBREVIATIONS

FOIA: Freedom of Information Act	SC: South Carolina
OJRSA: Oconee Joint Regional Sewer Authority	US: United States

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 *Board and Committee Meeting Policy*.

<i>Italics</i>	Title of books, manuals, and other documents
MIX-SIZED CAPITAL LETTERS	Name of sections or appendices in a book, manual, or other document

SECTION 1 – ADOPTION

The *Board and Committee Meeting Policy* (“Policy”) shall become effective in accordance with OJRSA Resolution 2024-08.

SECTION 2 – POLICY

2.1 GENERAL MEETING POLICIES

- A. The following conditions apply to all public meeting types held by OJRSA regardless of the format the meeting is held in as described in SECTION 2 of this Policy.
 - 1. Non-Verbal Communications, as described in the Definitions section, is strongly discouraged during Meetings as such communications are outside the spirit of open discussion of topics under the Freedom of Information Act. If, however, a Commissioner participates in non-verbal communication, then the following applies:
 - a. The documents are to be copied by the OJRSA Secretary/Treasurer and must be maintained with the Meeting minutes as part of the record.
 - b. The Non-Verbal Communications are to be made available to the public upon request under the FOIA unless they are determined by the OJRSA Attorney to be exempt from public disclosure. The *OJRSA Freedom of Information Act Policy* applies to such requests.
 - c. Any deviation from this requirement must be made by a majority vote of the Board on a case-by-case basis.
 - 2. Notes made for personal use during the Meetings by Commissioners are allowed and are not required to be submitted for the record.
- B. Other conditions for Meetings as stated in the current version of the *OJRSA Bylaws* apply to all Meetings contained within this Policy.
- C. Board members may attend any regular, special, or Emergency Meeting of the Board by telephonic or other electronic means, and shall be considered present for all purposes, if the Meeting has been properly noticed, and all Board members and members of the public can reasonably hear the public proceedings and be heard, if and as applicable. Any number of Board members, including all, may attend telephonically or by other electronic means.
- D. Board members in attendance by telephonic or other electronic means shall have all rights, including, but not limited to, the right to make motions, second motions, and discuss and vote on all matters under consideration by the Board.

Board and Committee Meeting Policy
FOR F&A COMMITTEE CONSIDERATION February 20, 2024

- E. No member of the Board may leave the Meeting (or the electronic forum, as applicable) while in public session without permission of the presiding officer.

2.2 EMERGENCY MEETINGS

- A. Emergency Meetings only apply to the Board or the Executive Committee as defined in the *OJRSA Bylaws*.
- B. To have an Emergency Meeting, the Board Chair or Executive Director must determine if a Meeting is necessary due to a matter of public health or safety and that the emergency is so time-sensitive that the Board cannot reasonably provide at least 24 hours' notice of the Meeting to the public and media.
- C. Rules requiring a Quorum apply to Emergency Meetings; however, if there are not enough members of the Board to constitute a Quorum, then an Executive Committee meeting shall be conducted and its decisions shall carry the weight as if considered and voted on by the Board.
- D. Emergency Meetings do not have a requirement for advance public notice per FOIA; however, OJRSA shall make every attempt to provide at least 24 hours' notice of the Emergency Meeting to the public and media if possible and if not, as much notice as possible taking into account how immediately time sensitive the issue is.
- E. The only items eligible for consideration are those that are directly associated with the emergency.
- F. Emergency Meeting agendas do not have to provide a time for public comment and it is at the discretion of the Board Chair to determine if a public comment period will be allowed prior or following the discussion and action items as listed on the agenda.

2.3 ELECTRONIC MEETINGS

- A. Per the Freedom of Information Act, public bodies such as OJRSA may conduct Meetings via means of electronic communication. All laws contained within the Freedom of Information Act are to be strictly adhered to.
- B. Individuals wishing to provide written comments for any public hearing held during an electronic Meeting may email comments to the Secretary/Treasurer no later than one (1) hour prior to the scheduled time for such public hearing, and the Board Chair (or other presiding official) shall read such comments aloud during the public hearing. Individuals wishing to speak at the public hearing shall sign up with the Secretary/Treasurer no later than one (1) hour prior to the scheduled time for the public hearing. The Secretary/Treasurer shall contact those who wish to speak at the public hearing by phone or other electronic means, in the order the requests were received, to admit them to the public hearing.
- C. A special media release shall be sent out to the press and other contacts informing them about the electronic Meeting and how they can participate.
- D. The Board Chair will lead the electronic Meeting in the same manner as a regular Meeting. He/she has the ability to use tools contained within the selected electronic media method in order to moderate, receive public input, discuss agenda items, and vote.
- E. Electronic Meetings shall not take place via social media, text messages, email, private phone conversations or any other method that violates the spirit of the FOIA. Such participation could be considered illegal and subject to penalties enforced by the State of South Carolina.
- F. All electronic Meetings shall be recorded and preserved as required by the FOIA and the *OJRSA Records Retention Policy* as approved by the South Carolina Department of Archives and History.
- G. Minutes of all electronic Meetings of the Board shall be made available to the public as required by the FOIA with matters exempt from disclosure pursuant to FOIA redacted.
- H. Board members will receive a per diem for participating in electronic Meetings.

2.4 RESCHEDULING OF MEETINGS

- A. Meetings can be rescheduled by vote of the Board or Committee in open session prior to the meeting that is to be rescheduled. The Executive Director cannot reschedule a Meeting him/herself without approval from the Board or Committee.
- B. If a Meeting is rescheduled as a result of conflict with the Executive Director's schedule, the per diem shall be paid to all members regardless of their ability to attend the meeting or not, including if the rescheduled meeting has to be canceled for any reason.
- C. If a Meeting is rescheduled by the Board or Committee members, then those not attending the Meeting are not eligible for their per diem.

Board and Committee Meeting Policy
FOR F&A COMMITTEE CONSIDERATION February 20, 2024

2.5 CANCELATION OF MEETINGS

- A. Meetings may be canceled for any the following reasons:
 - 1. Vote or request by Board or Committee,
 - 2. Lack of Quorum,
 - 3. Lack of response from members regarding their attendance; thus, it is not known whether a Quorum will be present,
 - 4. Lack of agenda items (as presented by either the Board/Committee members or the Executive Director),
 - 5. Conflict with OJRSA staff schedules that cannot be postponed,
 - 6. Actuality of potential impact caused by severe weather (other than thunderstorms, which are frequent occurrences to the area),
 - 7. A Declared Emergency, or
 - 8. At the request of the Governor or General Assembly of the State of South Carolina
- B. If a Meeting is canceled for reasons identified in SECTION 2 parts 2.5.A.1, 2.5.A.2, or 2.5.A.3 of this Policy, then per diem shall not be paid to any members of the Board or Committee for the canceled Meeting.
- C. The Board or Committee members shall receive their per diem if a Meeting is canceled for any other reason.

REVISION HISTORY

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

Table 1: Board and Committee Meeting Policy history

Revision Number	Date	Description of Changes
0000	07/06/2020	Initial issue of comprehensive <i>Board and Committee Meeting Policy</i> by <i>OJRSA Resolution 2021-01</i>
0001	03/04/2024	Policy modified to allow for Commissioners to attend meetings through electronic means as well as other non-substantive matters as revised by OJRSA legal counsel. Adopted as <i>OJRSA Resolution 2024-08</i> .

Board and Committee Meeting Policy
FOR F&A COMMITTEE CONSIDERATION February 20, 2024

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DEFINITIONS, ACRONYMS, AND FORMAT

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Declared Emergency: ~~A means a~~ proclamation that is made by either the President of the United States, Governor of South Carolina, any one of the councils governing one of the Member Cities, or Oconee County council when they believe a disaster has occurred or is imminent that is severe enough to cause substantial damages, loss, hardship, or suffering. It can be due to a natural or manmade disaster, severe weather, uncivil protest or rioting, disease, or other qualifying event.

Emergency Meeting: ~~Rare means rare~~ meetings that may occur due to a disaster or other activity which can impair public health or safety.

Executive Committee: ~~As is as~~ defined in Article VII, Section 5 of the *OJRSA Bylaws*.

Freedom of Information Act (or FOIA): ~~means Title 30, Chapter 4 of the Code of Laws of South Carolina Code of Laws Title 30 Section 4-1976, as amended.~~ Its purpose is to have community business conducted in an open and public manner in order for the citizens to help formulate public policy and be advised of the performance of public officials.

Meeting: ~~The means the~~ convening of a quorum of the constituent membership of a public body, whether corporal or by means of electronic equipment, to discuss or act upon a matter over which the public body has supervision, control, jurisdiction, or advisory power. (SC Code of Laws 30-4-20(d)). Meetings can be of any type defined in the *OJRSA Bylaws* or within this Policy.

Board and Committee Meeting Policy
FOR F&A COMMITTEE CONSIDERATION February 20, 2024

Member City: ~~The~~ means the cities of Seneca, Walhalla, and Westminster.

Non-Verbal Communication: means Notes, text messages, and other such forms of non-verbal communication exchanged by Commissioners with other Commissioners, governing officials (i.e., elected members of the Member Cities, Oconee Council members, etc.), or members of the public that may or may not be present at the meeting.

Quorum means a simple majority of the total membership of the Board or any Committee shall constitute a quorum for the conduct of any business at a Meeting. A Board member present (either physically or by telephonic or other electronic means) but disqualified from voting on a question by state law due to a conflict of interest shall not be counted for purposes of a quorum.

ACRONYMS AND ABBREVIATIONS

FOIA: Freedom of Information Act

SC: South Carolina

OJRSA: Oconee Joint Regional Sewer Authority

US: United States

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 Board and Committee Meeting Policy.

Italics

Title of books, manuals, and other documents

MIX-SIZED CAPITAL LETTERS

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

SECTION 1 – ADOPTION

The Board and Committee Meeting Policy (“Policy”) shall become effective in accordance with OJRSA Resolution 2024-08.

SECTION 2 – POLICY

1.12.1 GENERAL MEETING POLICIES

- A. The following conditions apply to all public meeting types held by ~~the agency~~ OJRSA regardless of the format the meeting is held in as described in ~~Section 3~~ SECTION 2 of this Policy.
1. ~~Non-verbal communications~~ Verbal Communications, as described in ~~Section 2.VIII~~ the Definitions section, is strongly discouraged during ~~meetings~~ Meetings as such communications are outside the spirit of open discussion of topics under the ~~South Carolina~~ Freedom of Information Act (FOIA). If, however, a Commissioner participates in non-verbal communication, then the following applies:
 - a. The documents are to be copied by the OJRSA Secretary/Treasurer and must be maintained with the ~~meeting~~ Meeting minutes as part of the record.
 - b. The ~~non-verbal communications~~ Non-Verbal Communications are to be made available to the public upon request under the FOIA unless they are determined by the OJRSA Attorney to be exempt from public disclosure. The *OJRSA Freedom of Information Act Policy* applies to such requests.
 - c. Any deviation from this requirement must be made by a majority vote of the Board on a case-by-case basis.
 2. Notes made for personal use during the ~~meetings~~ Meetings by ~~commissioners~~ Commissioners are allowed and are not required to be submitted for the record.
- B. Other conditions for ~~meetings~~ Meetings as stated in the current version of the *OJRSA Bylaws* ~~applies~~ apply to

Board and Committee Meeting Policy
FOR F&A COMMITTEE CONSIDERATION February 20, 2024

all ~~meetings~~Meetings contained within this Policy.

- C. Board members may attend any regular, special, or Emergency Meeting of the Board by telephonic or other electronic means, and shall be considered present for all purposes, if the Meeting has been properly noticed, and all Board members and members of the public can reasonably hear the public proceedings and be heard, if and as applicable. Any number of Board members, including all, may attend telephonically or by other electronic means.
- D. Board members in attendance by telephonic or other electronic means shall have all rights, including, but not limited to, the right to make motions, second motions, and discuss and vote on all matters under consideration by the Board.
- E. No member of the Board may leave the Meeting (or the electronic forum, as applicable) while in public session without permission of the presiding officer.

2.2 EMERGENCY MEETINGS

- A. Emergency Meetings ~~meetings~~ only apply to the Board or the Executive Committee as defined in the *OJRSA Bylaws*.
- B. To have an ~~emergency meeting~~Emergency Meeting, the Board Chair or Executive Director must determine if a ~~meeting~~Meeting is necessary due to a matter of public health or safety and that the emergency is so time-sensitive that the ~~board~~Board cannot reasonably provide at least 24 hours' notice of the ~~meeting~~Meeting to the public and media.
- C. Rules requiring a ~~quorum~~Quorum apply to ~~emergency meetings~~Emergency Meetings; however, if there are not enough members of the Board to constitute a ~~quorum~~Quorum, then an Executive Committee meeting shall be conducted and its decisions shall carry the weight as if considered and voted on by the Board ~~as was authorized by the Board of Commissioners at its April 2, 2018 meeting.~~
- D. Emergency ~~meetings~~Meetings do not have a requirement for advance public notice per ~~law~~FOIA; however, ~~the~~-OJRSA shall make every attempt to provide at least 24 hours' notice of the ~~meeting~~Emergency Meeting to the public and media if possible and if not, as much notice as possible taking into account how immediately time sensitive the issue is.
 - A. ~~Meetings must be held in person and be open to the public unless it meets the exceptions as stated in the FOIA or qualifies for hosting as an electronic meeting as stated within this Policy.~~
- E. The only items eligible for consideration are those that are directly associated with the emergency.
- F. Emergency ~~meeting~~Meeting agendas do not have to provide a time for public comment and it is at the discretion of the Board Chair to determine if a public comment period will be allowed prior or following the discussion and action items as listed on the agenda.

2.3 ELECTRONIC MEETINGS

- A. ~~The decision to host a meeting electronically shall be made by Per the Board Chair following consultation with the Executive Director during declared emergencies only as defined within this Policy.~~
- B. ~~This policy is not intended to allow for Commissioners to participate in or vote in any meetings due to vacation, illness, or other such means. If a Board member elects to participate a meeting under these terms, then the following applies:~~
 - 1. ~~Absent members are not considered to be present at the meeting and may not participate in any other manner than a member of the general public (i.e., they can only participate in discussion during public session portions of the meeting); and~~
 - 2. ~~They are not eligible to receive a per diem for attending any portion of the meeting and their attendance will be counted as a "visitor" and not as a Commissioner.~~
- A. ~~Per South Carolina Code of Laws Title 30 Chapter 4 (Freedom of Information Act),~~ public bodies such as ~~the~~ OJRSA may conduct ~~meetings~~Meetings via means of electronic communication. All laws contained within the Freedom of Information Act are to be strictly adhered to.
- B. Individuals wishing to provide written comments for any public hearing held during an electronic Meeting may email comments to the Secretary/Treasurer no later than one (1) hour prior to the scheduled time for such public hearing, and the Board Chair (or other presiding official) shall read such comments aloud during

Board and Committee Meeting Policy
FOR F&A COMMITTEE CONSIDERATION February 20, 2024

the public hearing. Individuals wishing to speak at the public hearing shall sign up with the Secretary/Treasurer no later than one (1) hour prior to the scheduled time for the public hearing. The Secretary/Treasurer shall contact those who wish to speak at the public hearing by phone or other electronic means, in the order the requests were received, to admit them to the public hearing.

- ~~B.C.~~ A special media release shall be sent out to the press and other contacts informing them about the electronic ~~meeting~~Meeting and how they can participate.
- ~~C.D.~~ The Board Chair will lead the electronic ~~meeting~~Meeting in the same manner as a regular ~~meeting~~Meeting. He/she has the ability to use tools contained within the selected electronic media method in order to moderate, receive public input, discuss agenda items, and vote.
- ~~D.E.~~ Electronic ~~meetings~~Meetings shall not take place via social media, text messages, email, private phone conversations or any other method that violates the spirit of the FOIA. Such participation could be considered illegal and subject to penalties enforced by the State of South Carolina.
- ~~E.F.~~ All electronic ~~meetings~~Meetings shall be recorded and preserved as required by the FOIA and the *OJRSA Records Retention Policy* as approved by the South Carolina Department of Archives and History.
- ~~F.G.~~ Minutes of all electronic ~~meetings~~Meetings of the Board shall be made available to the public as required by the FOIA with matters exempt from disclosure pursuant to ~~the Act~~FOIA redacted.
- ~~G.H.~~ Board members will receive a per diem for participating in electronic ~~meetings~~Meetings.

1.32.4 RESCHEDULING OF MEETINGS

- A. Meetings can be rescheduled by vote of the Board or Committee in open session prior to the meeting that is to be rescheduled. The Executive Director cannot reschedule a ~~meeting~~Meeting him/herself without approval from the Board or Committee.
- B. If a ~~meeting~~Meeting is rescheduled as a result of conflict with the Executive Director's schedule, the per diem shall be paid to all members regardless of their ability to attend the meeting or not, including if the rescheduled meeting has to be canceled for any reason.
- C. If a ~~meeting~~Meeting is rescheduled by the Board or Committee members, then those not attending the ~~meeting~~Meeting are not eligible for their per diem.

1.42.5 CANCELATION OF MEETINGS

- A. Meetings may be canceled for any the following reasons:
 - 1. Vote or request by Board or Committee.
 - 2. Lack of ~~quorum~~Quorum.
 - 3. Lack of response from members regarding their attendance; thus, it is not known whether a ~~quorum~~Quorum will be present.
 - 4. Lack of agenda items (as presented by either the Board/Committee members or the Executive Director).
 - 5. Conflict with OJRSA staff schedules that cannot be postponed.
 - 6. ~~Actual~~Actuality of potential impact caused by severe weather (other than thunderstorms, which are frequent occurrences to the area).
 - ~~1. A declared emergency as defined in this Policy~~
 - ~~7. A Declared Emergency, or~~
 - ~~7.8.~~At the request of the Governor or General Assembly of the State of South Carolina
- B. If a ~~meeting~~Meeting is canceled for reasons identified in ~~Section 3~~SECTION 2 parts ~~V.A.1, V.A.2, 2.5.A.1, 2.5.A.2, or V.A.3 of the 2.5.A.3 of this~~ Policy, then a per diem shall not be paid to any members of the Board or Committee for the canceled ~~meeting~~Meeting.
- C. The Board or Committee members shall receive their per diem if a ~~meeting~~Meeting is canceled for any other reasonsreason.

Board and Committee Meeting Policy
FOR F&A COMMITTEE CONSIDERATION February 20, 2024

REVISION HISTORY

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

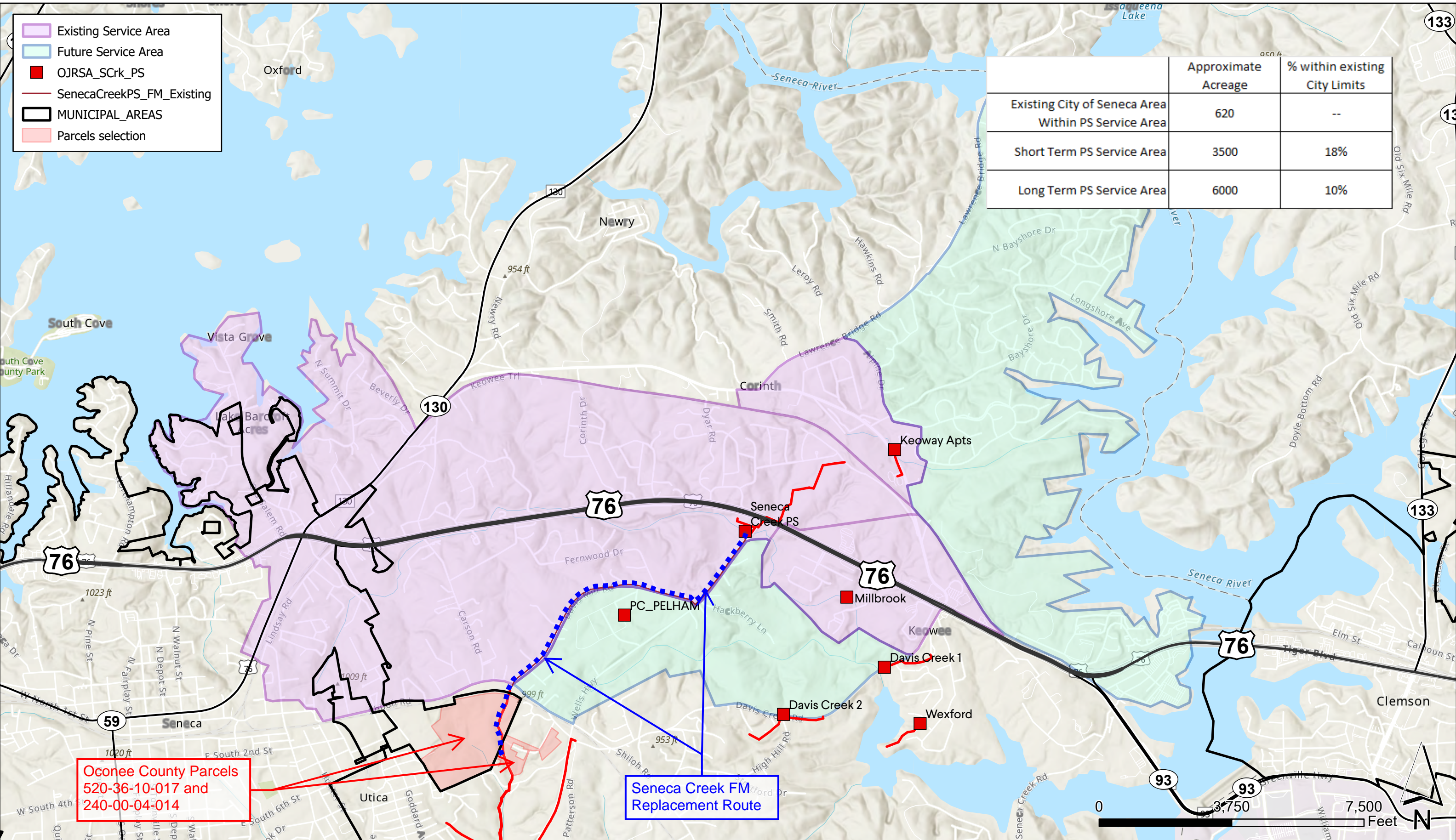
Table 1: Board and Committee Meeting Policy history

<u>Revision Number</u>	<u>Attest:Date</u>	<u>Description of Changes</u>
<u>0000</u>	<u>07/06/2020</u>	<u>Initial issue of comprehensive <i>Board and Committee Meeting Policy</i> by <i>OJRSA Resolution 2021-01</i></u>
<u>0001</u>	<u>03/04/2024</u>	<u>Policy modified to allow for Commissioners to attend meetings through electronic means as well as other non-substantive matters as revised by OJRSA legal counsel. Adopted as <i>OJRSA Resolution 2024-08</i>.</u>

DRAFT

- Existing Service Area
- Future Service Area
- OJRSA_SCrk_PS
- SenecaCreekPS_FM_Existing
- MUNICIPAL_AREAS
- Parcels selection

	Approximate Acreage	% within existing City Limits
Existing City of Seneca Area Within PS Service Area	620	--
Short Term PS Service Area	3500	18%
Long Term PS Service Area	6000	10%



Oconee County Parcels
520-36-10-017 and
240-00-04-014

Seneca Creek FM
Replacement Route

Seneca Creek Service Area Map and Oconee County Easement Locations

Oconee County, SC
GMC#: CGRE210102
DATE: 2/7/2024
DRAWN BY: JLM



GMC
117 Welborn Street
Greenville, SC 29601
T 864.527.0460
GMCNETWORK.COM

Example: 100 home subdivision

(As discussed during February 20, 2024 Finance & Administration (F&A) Committee meeting) The costs in the example below are based on the current impact fees collected by OJRSA for treatment plant capacity expansion and upgrades only, not those associated with the conveyance system improvements necessary to deliver additional flow due to growth. The OJRSA currently charges an additional 25% above the treatment plant portion of the impact fee to calculate the total impact fee. This calculation to determine the “Treatment Only” portion of current \$15.25/gallon total impact fee¹ is:

$$\frac{\$15.25 \text{ per gallon}}{125\%} = \$12.20 \text{ per gallon for Treatment Only}$$

OJRSA METHOD OF CALCULATING TREATMENT ONLY IMPACT FEES DUE

OJRSA Impact Fee Policy uses a calculation that generally says that homes with a 2-inch water meter use 150 gallons per day (gpd).

$$100 \text{ Homes} \times 150 \frac{\text{gpd}}{\text{meter}} = 15,000 \text{ gpd for subdivision}$$

The total “Treatment Only” portion of the impact fees of \$12.20 per gallon per water meter is \$183,000.

$$\frac{\$12.20}{\text{gal}} \times 15,000 \text{ gpd} = \$183,000 \text{ collected for development}$$

SCDHEC METHOD OF CALCULATING TREATMENT ONLY IMPACT FEES DUE

SCDHEC Regulation 61-67 Appendix A says subdivisions are to be constructed using 300 gpd, not 150 gpd like OJRSA uses based on its Impact Fee Policy.

$$100 \text{ Homes} \times 300 \frac{\text{gpd}}{\text{meter}} = 30,000 \text{ gpd for subdivision}$$

The total “Treatment Only” portion of the impact fees of \$12.20 per gallon per water meter is \$366,000 **BUT** if were to use the approximate cost of \$19 per gallon for plant expansion as presented by Weston & Sampson to the OJRSA F&A Committee on September 26, 2023, the cost to expand the treatment facility would be \$570,000.²

$$\frac{\$12.20}{\text{gal}} \times 30,000 \text{ gpd} = \$366,000 \text{ (based on OJRSA fee)}$$

$$\frac{\$19}{\text{gal}} \times 30,000 \text{ gpd} = \$570,000 \text{ (appx. with W\&S suggested fee)}$$

There is a difference (deficit) of \$387,000 between what the OJRSA is collecting in impact fees for this development and what the projected cost will be to add the DHEC-based flow to the treatment facility via expansion. (calculation below)

$$\$183,000 \text{ collected by OJRSA} - \$570,000 \text{ needed to add SCDHEC R. 61 - 67 Appendix A capacity per home} = \mathbf{-\$387,000}$$

¹ As approved by OJRSA Board of Commissioner on October 2, 2023.

² Weston & Sampson actually suggested \$19.60 per gallon for Treatment Plant Costs as stated in its August 21, 2023 memo to the OJRSA as presented to F&A Committee on September 26, 2023.

AGENDA

PMPA BOARD MEETING



Name:	Piedmont Municipal Power Agency
Date:	Thursday, February 22, 2024
Time:	10:00 AM to 2:00 PM (EST)
Location:	PMPA Office, 121 Village Drive, Greer, SC 29651 https://pmpa.zoom.us/j/85238109059?pwd=ZLxucuRazVtZXwgAs6ihvbxJnIJaCu.1
Board Members:	Blake Stone (Chair), Andy Sevic, Donnie Hardin, Jimmy Bagley, Joe Nichols, John Young, Kevin Bronson, Mike Richard, Tim Baker, Tom Brooks, Mayor Brian Ramey, David Vehaun, Eric Goodwin, Foster Senn, Keith Wood, Lance Davis, Marc Regier, Ronnie Roth, Steve Bratton, Tim Hall
Attendees:	Angie Hoover, Brandon Audet, Cindy Frierson, Dedra Howell, Dennis Cameron, Gary Brunault, Joel Ledbetter, JulieAnne London, Kenny Bradley, Lynn Price, Mike Frazier, Rion Foley, Tracy Quinn, Will Blanton, Tom Gressette

1. Call to Order

1.1 Identify Virtual Attendees

1.2 Declaration of Quorum

1.3 Invocation

2. Approval of Minutes

2.1 Confirm Minutes

Supporting Documents:

2.1.a	Minutes : PMPA Board Meeting - 18 Jan 2024	6
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2.2 Vote to Approve Minutes of January 18, 2024

3. Acceptance of Financial Report

3.1 January 2024

Supporting Documents:

3.1.a	January 2024 Board Financials.pdf	11
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4. Presentations

4.1 Introduction of SCAMPS Member Liaison - Gary Baysinger

5. Reports

5.1 Engineering

Supporting Documents:

5.1.a	2024_01_DRRReport.pdf	18
5.1.b	2024_01_Energy Forms.pdf	19

5.2 Catawba

Supporting Documents:

5.2.a	Catawba Report February 2024 Board meeting.pdf	20
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5.3 Finance

5.4 Management

5.5 Executive Committee

Supporting Documents:

5.5.a	Executive Committee Report.pdf	21
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6. Action Items

6.1 Consideration of Establishing Board Committees and Members

Supporting Documents:

6.1.a	Committee Recommendations.pdf	22
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6.2 Consideration of Policy for the Sale of Excess Catawba

Supporting Documents:

6.2.a	Policy for Sale of Excess Catawba Output.pdf	23
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7. Executive Session

7.1 Vote to enter into Executive Session

7.2 Discussion of matters pertaining to litigation

7.3 Vote to return to Regular Session

8. Actions to be taken based on discussion in Executive Session

9. Participant Discussion and Other Business

10. Adjourn

10.1 Adjourn

Next meeting: PMPA Board Meeting - Mar 27, 2024, 10:00 AM

MINUTES (in Review)



PMPA BOARD MEETING

Name:	Piedmont Municipal Power Agency
Date:	Thursday, January 18, 2024
Time:	10:00 AM to 2:00 PM (EST)
Location:	PMPA Office, 121 Village Drive, Greer, SC 29651
Board Members:	Blake Stone (Chair), Tom Brooks, Ronnie Roth, Andy Sevic, Eric Goodwin, Donnie Hardin, Steve Bratton, Mike Richard, Marc Regier, John Young, Keith Wood, Tim Baker, Foster Senn, Jimmy Bagley, Joe Nichols, Lance Davis, Kevin Bronson
Attendees:	Joel Ledbetter, Tracy Quinn, Lynn Price, JulieAnne London, Will Blanton, Kenny Bradley, Mike Frazier, Dennis Cameron, Tom Gressette, Rion Foley, Gary Brunault
Apologies:	Tim Hall, Mayor Brian Ramey, David Vehaun, Angie Hoover, Brandon Audet, Cindy Frierson, Dedra Howell
Guests:	Andrea Kelley
Notes:	Virtual Attendees: Tom Brooks, Joe Nichols, Kevin Bronson, Gary Brunault, Tom Gressette, and Andrea Kelley.

1. Call to Order

1.1 Identify Virtual Attendees

1.2 Declaration of Quorum

Chairman Stone declared that a quorum is present and the Board can conduct business.

Chairman Stone mentioned the recent passing of Mayor Brian Ramey's father.

1.3 Invocation

Mr. Ledbetter gave the invocation.

2. Approval of Minutes

2.1 December 19, 2023



Motion approved.

Motion approved.

Decision Date:	Jan 18, 2024
Mover:	John Young
Seconder:	Andy Sevic
Outcome:	Approved

**December 19, 2023****0 Supported:****0 Opposed:****0 Abstained:****Decision Date:** Jan 18, 2024**Outcome:** Approved**3. Acceptance of Financial Report****3.1 December 2023 Financial Report****Motion approved.**

Motion approved.

Decision Date: Jan 18, 2024**Mover:** Andy Sevic**Second:** Jimmy Bagley**Outcome:** Approved**December 2023 Financial Report****0 Supported:****0 Opposed:****0 Abstained:****Decision Date:** Jan 18, 2024**Outcome:** Approved**4. Reports****4.1 Engineering**

Mr. Frazier reviewed the standard engineering reports for December that were included in the Board Pack.

Mr. Frazier also reviewed the status of the Laurens Transmission Line.

Mr. Frazier advised the Board that PMPA, the City of Clinton, and the City of Union had a fourteen-hour phone outage. PMPA staff is in contact with Net2Phone to determine the root cause of the outage.

4.2 Catawba

Mr. Cameron reviewed the Catawba and McGuire report that was included in the Board Pack.

Mr. Cameron advised the Board that the Cities of Clinton, Newberry, and Union had attended a tour of Catawba the week before the Board Meeting.

4.3 Management

Mr. Ledbetter reviewed BoardPro and demonstrated what information is available.

Mr. Ledbetter also reviewed legislation of interest.

Mr. Ledbetter reminded the Board of the PMPA/SCAMPS Legislative Breakfast scheduled for February 21 in Columbia.

Mr. Ledbetter discussed the APPA Legislative Rally and PMPA Power Conference.

5. Action Items

5.1 Election of Officers and Appointment of Committees



Chairman Stone made a motion on behalf of the Executive Committee...

Chairman Stone made a motion on behalf of the Executive Committee to elect the current Officers and Executive Committee slate as follows:

Chairman, Blake Stone
 Vice-Chairman, Tim Baker
 Secretary, Joel Ledbetter
 Assistant Secretary, Tracy Quinn
 Treasurer, JulieAnne London
 Assistant Treasurer, Lynn Price

Executive Committee

Blake Stone, Chairman
 Tim Baker, Vice Chairman
 Jimmy Balgey
 Tom Brooks
 Donnie Hardin

Mr. Regier expressed his disappointment with the proposed slate of officers and Executive Committee, and the lack of turnover of these members over the past few years.

The motion was approved 9 to 1, with Mr. Richard dissenting.

Decision Date: Jan 18, 2024

Outcome: Approved



Election of Officers and Appointment of Committees

0 Supported:

0 Opposed:

0 Abstained:

Decision Date: Jan 18, 2024

Outcome: Approved

6. Executive Session

6.1 Enter Executive Session



Motion to enter into Executive Session to discuss items 6.2 and 6...

Motion to enter into Executive Session to discuss items 6.2 and 6.3.

Decision Date: Jan 18, 2024

Mover: Donnie Hardin

Seconder: Jimmy Bagley

Outcome: Approved

6.2 Discussion of matters incident to existing contractual arrangements

6.3 Discussion of matters pertaining to ongoing litigation

6.4 Exit Executive Session



Motion to exit Executive Session

Motion to exit Executive Session

Decision Date: Jan 18, 2024

Mover: Donnie Hardin

Seconder: Tom Brooks

Outcome: Approved

7. Presentations

7.1 Transmission System Impact Study

Mr. Frazier reviewed Duke's Open Access Transmission Tariff (OATT) and Network Integration Transmission Service Agreement (NITSA). Additionally, he reviewed the process for PMPA requesting new transmission service.

Due to size of a recent request made by PMPA, Duke stipulated that a System Impact Study needed to be performed. Mr. Frazier also presented information on what the Transmission System Impact Study would identify and the expected schedule.

8. Participant Discussion and Other Business

8.1 Proposed Policy for PMPA Committees

Mr. Baker submitted the proposed policy and suggested some changes be made to the way officers and Executive Committee of PMPA are selected. Additionally, if anyone had any further recommendations please send those to him.

Mr. Baker stated that he had been on the Board for 16 years and felt this policy was needed to help build trust, allow all Board members to serve and be involved, and to set term limits.

Chairman Stone advised the Board that the Executive Committee would schedule a meeting to discuss the Proposed Policy and discuss reestablishment of PMPA Committees.



Proposed Policy for PMPA Committees

0 Supported:

0 Opposed:

0 Abstained:

Decision Date: Jan 18, 2024

Outcome: Not Approved

8.2 Past PMPA Committees

A list of all past PMPA committees was included for information.

Chairman Stone also stated that he would like the Executive Committee to meet each quarter.

8.3 Other Business

Appreciation

Mr. Young requested that the minutes reflect that the Board appreciates the staff's work in reaching a settlement of the litigation.

SCAMPS

Mr. Young advised the Board that SCAMPS has hired Gary Baysinger as the Program Manager.

9. Adjourn

9.1 Adjourn

Next meeting: PMPA Board Meeting - Feb 22, 2024, 10:00 AM

Signature: _____

Date: _____



OCONEE COUNTY, SOUTH CAROLINA PRESS RELEASE

For Immediate Release
February 16, 2024

Chau Ram and South Cove County Parks Open TRACK Trails for Kids and Families

(Seneca, SC) – Oconee County Parks, Recreation & Tourism and Kids in Parks are pleased to announce the grand opening of two new TRACK Trails in Oconee County. A Ribbon Cutting Ceremony will be held on March 2, 2024 at 2:00 PM at Chau Ram County Park at the Chauga River suspension bridge. Admission to the park is free to all attendees for the ribbon cutting.

The new TRACK Trails will be located at Chau Ram County Park and South Cove County Park. TRACK Trails offer visitors a series of self-guided activity brochures that turn an ordinary hike into a fun-filled, discover-packed adventure. The trail's *Types of Trees* activity helps children learn about the different varieties of oak, maple, and pine trees found along the trail. The *Birds of the Woods and Wetlands* activity provides participants with identification information for some of the park's popular bird species.

Kids who participate in the Kids in Parks program can register their TRACK Trail adventures at [KidsinParks.com](https://www.kidsinparks.com) to earn prizes designed to make their next outdoor adventure even more fun and meaningful. Since the program's inception, more than a million TRACK Trail adventures have been completed by kids.

QUOTE(S)

"With each of our TRACK Trails, we hope to engage children in the joys of outdoor exploration. Our ultimate goal is to help families fall in love with nature, allowing them realize the value our parks and public lands hold for their lives."

- Jason Urroz, Director for Kids in Parks

"Oconee County is blessed with an abundance of hiking trails. The addition of these TRACK Trails at Chau Ram Park and South Cove Park will encourage kids and families to explore, engage and identify all the cool wildlife, trees and wildflowers along these nature trails."

- Phil Shirley, Oconee County Parks, Recreation & Tourism Director

FAST FACTS

- **Date: March 2, 2024**
- **Time: 2:00 p.m.**
- **Location: Chau Ram County Park, Chauga River Suspension Bridge**
- **The Chau Ram Park TRACK Trail consists of a 1.3-mile loop trail along the Chauga River corridor.**
- **The South Cove Park TRACK Trail consists of a half mile out and back trail along the Hermit Thrush Nature Trail and Cove Trail.**

About Oconee County, South Carolina

Known as the "Golden Corner" because of its climate, its spectacularly beautiful lakes and the beauty of its Blue Ridge Mountains. Oconee County offers the perfect setting for an affordable vacation for active families, outdoor types of all ages, couples and retirees. Biking, boating, whitewater rafting, paddling, fishing, hiking, camping, golfing and antiquing are plentiful here. National Geographic has named the Jocassee Gorges region of Oconee County as a "Destination of a Lifetime" and the National Geographic Traveler Europe edition has featured Oconee County as one of Europe's second cities (places to visit). To learn more about parks and hiking trails in Oconee County and to plan your next outing, visit VisitOconeeSC.com.

About Kids in Parks

Kids in Parks is a program of the Blue Ridge Parkway Foundation. To learn more about TRACK Trails, visit www.KidsinParks.com



MEDIA CONTACT:

Phil Shirley
Director, Oconee County Parks, Recreation & Tourism
(864) 888-1488
pshirley@oconeesc.com
www.oconeesc.com

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