



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

March 1, 2024

GENERAL INFORMATION

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

The leak on the main water line on highway 76 is still active. The repair staff hoped to complete repairs in February but were postponed due to not being able to cut enough water off for safe repairs to be made. Staff has contacted experts from the South Carolina Rural Water Association (of which the City is a member) to help in identify old valves that may help isolate this area. Staff is continuing to search for paper plans that may also be of help. There is another scheduled valve test next Thursday, March 7th to isolate the area. There should be little, if any, interruption of service for customers during this test. Once pressures and flow can be reduced to a safe level, maintenance crews will schedule the repair.

Utility Bill Pay

QS1 is the city's utility billing system software provider. Recently QS1 upgraded some of its software using a vendor named Xpress Bill Pay for payment-collection. Since the beginning of the calendar year (about the time Xpress Bill Pay utilized by QS1) city staff has encountered numerous situations where customers have been overcharged, mis-charged undisclosed fees or provided erroneous balances that have wrought confusion and tested the good nature of our customers.

Staff relayed these concerns many times to the two vendors – each week a new issue comes to life with the vendors (QS1 and Xpress Bill Pay) that adversely affect our city operations and our customers. Efforts are underway to remedy the situation as soon as possible. If a customer encounters an issue with using Xpress Bill Pay, they are asked to call City Hall.

City staff apologizes for the rankling inconvenience to our customers and looks now to our vendors to correct every issue as soon as possible. We apologize and call on QS1 and Xpress Bill Pay to do the same.

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.

ChauRam Expansion Property Annual Monitoring Report

Each year, typically in February, Upstate Forever conducts a site review and creates a monitoring report to document its observations of the ChauRam Expansion property owned by the city. The monitoring report compares site conditions to the requirements of the Conservation Easement and documents the site conditions. The report is attached.

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

- The State Championship 8U Boys Basketball Tournament will be hosted by the City of Westminster on March 2-3.
- The 17U Boys basketball won the district tournament this past weekend and will be representing us at the state tournament in Clemson this weekend.
- Volleyball games start next week.
- Accepting late registrations for baseball, softball, and tee ball
- Participants in need of spring sports equipment may reach out to the Recreation Department for assistance on an as-needed basis.
- 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.

On the horizon:

- Baseball and Tee-ball games will begin in late 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 less than 2000 feet from the end of this section at Tabor Road as of Friday, March 1st. Successful pressure testing of the section stretching from Chauga Road to Dales Drive concluded this week. The next step will be bacteriological testing over the upcoming week.

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 DHEC has issued approval to operate. Service connections will begin in the coming weeks.
- 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.
- The connection of this new section to the existing line at Cleveland Pike Road occurred this week. Two Crews are now laying pipes, one from each end working toward each other.

Westminster Planning Commission

The Planning Commission met on Monday, February 26. The zoning application for consideration was withdrawn, so the Commission spent most of its time workshopping the future land use map.

Westminster Special Events Committee

The Special Events Committee met on Wednesday, February 28 at 2:00pm at City Hall. The minutes are attached.

OJRSA

The Board will meet March 4, 2024, the agenda is attached.

PMPA

Nothing to report.

PLEASE MARK YOUR CALENDARS

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

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

March 18, 2024 at 6:00 pm Planning Commission Meeting at City Hall

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 Trees Upstate 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. Flyer is Attached)

March 16, 2024 Westminster Birthday Celebration, Westminster Depot
(Starts at 2:00pm, drop in with cake)

April 6, 2024 Back to the Roots Pop-up Market Event, Retreat Street Park
(9:00am to 4:00pm, festival style vendors at Retreat Street)

April 20, 2024 Westminster Music Centre presents - Music on Main
(more details to come)

May 4, 2024 El Charro's Cinco de Mayo Celebration, Main Street
(4:00pm to 11:00pm, food vendors and music on Main Street)

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





Protecting Land & Water | Advocacy | Balanced Growth

2024 Annual Monitoring Visit Report

Property Name: ChauRam Expansion
Address (if any):
County: Oconee
Acres: 89.46
Conservation Easement Recorded On: 9/24/2015
Date of Last Monitoring Visit: 2/10/2023
Date of This Monitoring Visit: 2/8/2024
Hours Spent on Property: 2.72
Methods: Foot
Upstate Forever Representative(s): Lauren Ulich (2.7 Hours)

Landowner and Landowner Representatives:

Landowner
 Kevin Bronson
 City of Westminster
 100 E. Windsor Street, PO Box 399
 Westminster, SC 29693

Summary

During this visit, my focus was to hike to the northernmost tip of the property, which hasn't been observed on foot in many years. Due to time constraints, the southeastern boundary was not walked. Additionally, a primary goal of this visit was to document the minor encroachments along the Chauga described in previous visits. Unfortunately, the neighbors continue to mow and otherwise disturb vegetation within the 100' buffer. The general characteristics of these disturbed riparian buffer areas are categorically different from the rest of the undisturbed river frontage which has a diverse assemblage of native grasses, shrubs, trees and forbs. In 2025, the monitor should continue to focus on visiting encroachments to document any improvements or decline in buffer health.

Observations

Landowner Questions

Did the property owner or other representative meet/accompany the Upstate Forever representative(s)? Select one box.

Yes, met only. Yes, part of visit. Yes, entire visit. No

If "Yes," identify the representative and his/her relationship to the property. If "No," identify who gave permission to monitor the property and how that permission was given:

Kevin Bronson gave me permission to monitor the property via phone call.

Did the landowner report a change in ownership and/or subdivision since the last monitoring visit?

Yes No

Did the landowner report exercising any reserved rights or changes on the premises in the past year? Is the landowner anticipating any changes in the coming year?

Yes No

Did the landowner report any issues such as encroachments, dumping, trespassing, or ecological concerns such as erosion or invasive species?

Yes No

Site Assessment

Indicate weather conditions. Select each box that applies and add clarifying notes, if needed.

Sunny Cloudy Precipitation Warm Hot Cool Cold Other

Clarifying Notes:

N/A

Current land uses (select all that apply):

Agricultural Residential Equestrian Trails Forested Hunting Fishing Public Park Hiking
 Biking Timber Mitigation Other

Select adjacent land uses:

Agricultural Residential Equestrian Commercial Forested Public Park Other

Did you observe any man-made modification or naturally-occurring disturbance to the property (such as erosion, moved earth, new ditches or filling, storm damage, new driveways or trails)?

Yes No

Describe and include associated photopoints.

I observed a small landslide of soil that has sloughed off of the steep bank below the gravel parking area (photopoint 1).

Did you observe any forestry activity (timbering, prescribed fire)?

Yes No

Did you observe any cut or disturbed vegetation (other than forestry)?

Yes No

Describe and include associated photopoints.

As first described by Christina Sprecher in 2021, adjacent landowners continue to mow or otherwise disturb and inhibit growth of riparian buffer vegetation for their personal access of the Chauga. The two main points of concern are associated with the Barrett and Ramey families (photopoints 14-25)

Did you observe impacts to the property as a result of agricultural or equestrian activities (such as livestock accessing surface waters)?

Yes No

Did you observe impacts to the property as a result from recreational activities?

Yes No

Describe and include associated photopoints.

The access points described above appear to be disturbed for the benefit of adjacent neighbors accessing the River for recreational use.

Did you observe any alterations around bodies of water (such as cut vegetation, evidence of recent planting/pruning)?

Yes No

Describe and include associated photopoints.

See mention above regarding buffer disturbance.

Did you observe degradation, depletion, or pollution of surface waters (such as turbidity, bad smell)?

Yes No

Did you observe any recent or ongoing construction, new structures, or new signage?

Yes No

Did you observe any encroachments, dumping, or evidence of trespassing?

Yes No

Describe and include associated photopoints.

Small riparian buffer disturbances first observed in 2021 were likely present years prior, however, previous visits were less thorough.

Select or enter the invasive exotic plant species observed on the property, if any.

- English ivy (*Hedera helix*) Golden bamboo (*Phyllostachys aurea*) Japanese honeysuckle (*Lonicera japonica*)
 Japanese knotweed (*Fallopia japonica*) Japanese stiltgrass (*Microstegium vimineum*) Kudzu (*Pueraria montana*)
 Mimosa/silk tree (*Albizia julibrissin*) Multiflora rose (*Rosa multiflora*) Nandina (*Nandina domestica*)
 Non-native olive (*Elaeagnus pungens* or *Elaeagnus umbellata*) Privet (*Ligustrum sinense* or *Ligustrum japonicum*)
 Mahonia (*Mahonia bealei*) Bradford pear (*Pyrus calleryana*) Sericea lespedeza (*Lespedeza cuneata*)
 Chinese wisteria (*Wisteria sinensis*) Other None observed

Did you notice the exercise of any reserved rights not mentioned by the landowner?

Yes No

Other

Did you experience any technical difficulties with your monitoring device during the site visit (unable to record trackline, unable to take photos, etc.)?

Yes No

Follow-Up

If any follow-up action is needed on this property, please include a brief description in the Summary.

Do you have any recommendations for restoration or enhancements of the property?

We recommend that the City of Westminster work to stabilize the small landslide depicted in photopoint 1. Additionally, we strongly recommend that the city reach out to the Barrett and Ramey families to discourage their continued disturbance of riparian buffer vegetation. In the post monitoring email sent in 2023, I shared suggested language to provide to the encroaching neighbors that focuses on the public benefit of intact riparian buffers.

I attest that this report is a fair and accurate representation of the conditions of the property at the time of the visit.

A handwritten signature in cursive script that reads "Lauren Ulich".

Lauren Ulich, Stewardship and Restoration Manager

February 19th, 2024 at 11:05:35 AM GMT-5 by user: lmuller@upstateforever.org

Photos Taken



Photopoint 01: 34.68647, -83.15656
Eroded soil moving downhill.



Photopoint 01: 34.68647, -83.15656
Small landslide just downhill of parking lot.



Photopoint 02: 34.68655, -83.15664
Memorial site with an increasing amount of plastic debris.



Photopoint 03: 34.6867, -83.15664
Gated access with 'no hunting' sign.



Photopoint 03: 34.6867, -83.15664

View across gravel parking area looking east. It appears that most of the kudzu has been eradicated from this area and early successional herbaceous species such as dog fennel have established in its place.



Photopoint 04: 34.6869, -83.15648

Small forest opening was a target area for last year's invasive management. A pile of cut Chinese privet can be seen in the foreground.



Photopoint 04: 34.6869, -83.15648

Small forestry road leads north into the property through the planted loblolly stand .



Photopoint 05: 34.68734, -83.15632

Second small forest opening was managed for the first time in 2023 with Kudzu and privet as the primary target species.



Photopoint 06: 34.68787, -83.15641
Chinese privet was observed intermittently along the small road leading into the property.



Photopoint 07: 34.68829, -83.15608
View towards western property line and old flagging tape.



Photopoint 08: 34.6887, -83.15608
View down property line looking northward through the mesic mixed hardwood forest dominated by species such as red maple (*Acer rubrum*), tulip tree (*Liriodendron tulipifera*), and American beech (*Fagus grandifolia*).



Photopoint 09: 34.68907, -83.15592
Typical view of forest along the southwestern boundary.



Photopoint 10: 34.68949, -83.15555
Looking into property towards mesic mixed hardwood hillside, adjacent to stand of planted pine.



Photopoint 11: 34.69013, -83.15455
Evidence of recent heavy rainfall moving through draw towards the Chauga river.



Photopoint 12: 34.6905, -83.15398
Newly emerged trout lily (*Erythroniums* sp) foliage was observed in abundance along the Chauga.



Photopoint 13: 34.69066, -83.15411
View down steep hillside towards the Chauga.



Photopoint 14: 34.69084, -83.15419

View along Chauga downhill of property owned by the Barrett family (TMS 218-00-01-004). The Barrett family continues to mow down native vegetation in the riparian buffer to improve their personal access to the river..



Photopoint 15: 34.69094, -83.15415

Cut vegetation.



Photopoint 16: 34.69087, -83.15421

View uphill towards Barrett residence.



Photopoint 17: 34.69116, -83.15464

Access path leads downhill from Barrett family towards the Chauga.



Photopoint 18: 34.69119, -83.15472
Erosion can likely be attributed to the mismanagement of the riparian buffer.



Photopoint 19: 34.69132, -83.1548
View towards look upstream.



Photopoint 19: 34.69132, -83.1548
View uphill towards steep hillside that the Barrett family periodically mow.



Photopoint 20: 34.69174, -83.15579
Small tributary of the Chauga has been dammed by beavers.



Photopoint 20: 34.69174, -83.15579
Well-established beaver dam.



Photopoint 21: 34.69221, -83.15555
Small access area associated with the adjacent Donald property (TMS 218-00-01-059). This access is much smaller than the Barrett family access point and is appears to be less impactful.



Photopoint 22: 34.69225, -83.15557
View across river.



Photopoint 23: 34.69235, -83.15571
Small inconsistently mowed meadow along Chauga behind the Donald property.



Photopoint 25: 34.69267, -83.15562
View of Chauga.



Photopoint 25: 34.69306, -83.15593



Photopoint 25: 34.69306, -83.15593
View uphill towards the Moore and Qualls residence (TMS 218-00-01-058).



Photopoint 26: 34.69368, -83.15582
Small tributary with dense buffer of mountain laurel (*Kalmia latifolia*).



Photopoint 27: 34.69394, -83.15592
One of several mature shortleaf pines (*Pinus echinata*).



Photopoint 28: 34.69416, -83.15593
Typical, undisturbed riparian buffer densely vegetated with mesophytic and hydric plant species.



Photopoint 29: 34.69479, -83.15584



Photopoint 29: 34.69479, -83.15584
Campfire and small bench used by Ramey family in riparian buffer.



Photopoint 29: 34.69479, -83.15584
Mowed area associated with Mayor Ramey's adjacent parcel.



Photopoint 30: 34.69519, -83.15578
Small user-built trail runs north from Ramey family access point parallel to river.



Photopoint 31: 34.69554, -83.1559
Granitic shoals along Chauga.



Photopoint 32: 34.69601, -83.15622
View through mixed hardwood forest uphill along bluff adjacent to Chauga.



Photopoint 33: 34.69674, -83.15644
View towards house.



Photopoint 34: 34.69718, -83.15681
View towards river.



Photopoint 35: 34.69737, -83.15769
View down property line looking northwest.



Photopoint 36: 34.69761, -83.15861
Chinese privet found in bottomland forest.



Photopoint 37: 34.69776, -83.15867
Old logging road roughly follows property boundary.



Photopoint 38: 34.69796, -83.15928
Home adjacent to property line.



Photopoint 39: 34.69803, -83.1595
Boundary marker behind adjacent residence.



Photopoint 39: 34.69803, -83.1595
Small dog kennel just off property line.



Photopoint 40: 34.69848, -83.16028
Gate at property corner.



Photopoint 41: 34.69877, -83.15915
floodplain forest.



Photopoint 42: 34.69886, -83.15901
Patch of river cane in riparian buffer.



Photopoint 42: 34.69886, -83.15901
View across Chauga.



Photopoint 43: 34.69775, -83.15783
Stand of moderately healthy Eastern hemlock trees.



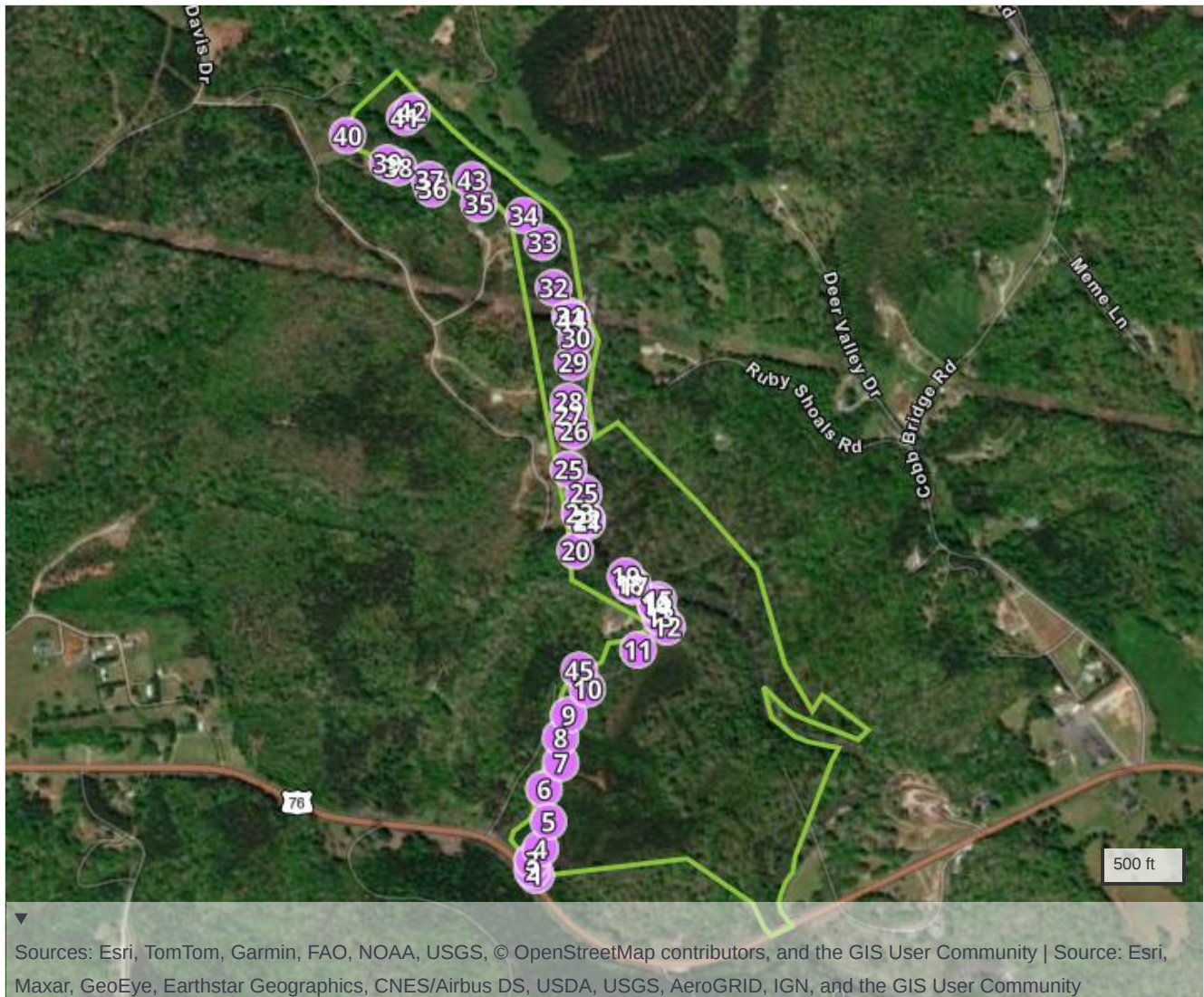
Photopoint 44: 34.6955, -83.15585
Small patch of sphagnum moss.



Photopoint 45: 34.68979, -83.15571
Private driveway runs adjacent to boundary.

Visit Map

This map is not a land survey and is for general reference purposes only. Upstate Forever makes no warranty or representation as to the accuracy of this map and disclaims all responsibility for any costs or damages that may arise from its use.



Record Boundary

Site Visit Points

Chau Ram Expansion Rights Summary

Disclaimer: This Summary does not provide a complete summary or explanation of all the reserved rights, restrictions and conditions in the Conservation Easement. Accordingly, it should not be relied on or used as a substitute for the Easement itself. To the extent that this Summary conflicts with or is inconsistent with the Easement, the Easement will govern. This summary may not include violations.

<u>Date Exercised</u>	<u>Reserved or Relinquished Right</u>	<u>Description (square footprint, etc.)</u>
	A. Public Use and Recreation Facilities:	
	3.A.1 Construct park buildings, total square footage <3,000 sq. ft., in accordance with park master plan approved by UF.	
	3.A.2 Construction within riparian buffers is limited to trails, boardwalks, benches, bridges, kiosks, and signs.	
	3.A.3 Written approval required from UF in advance of any construction activities.	
	3.A.4 Master plan can not impair conservation values of property.	
2020	3.B. Existing Structures: Maintain, repair, remove existing cabin. May also maintain, repair, remove, or expand existing fence and building constituting pump house. Pump house and associated fence may not increase more than 100% of current respective sizes.	Resolution of violation: Mr. Brian Ramey removed his cabin from the City's property to his adjoining property (2020)
	3.C. Subdividing: No subdividing.	
	3.D. Limited Commercial Activities: Commercial activities limited to recreational or lease based hunting/fishing.	
	3.D.1 Obtain written approval in advance from UF for construction of store and/or commercial activities.	
	3.D.2 Commercial store <2,000 sq. ft.	
2023	3.E. Signs: No signs allowed except for directional/trespassing/no hunting/for sale/protected property/conservation values/sponsorship signs.	No hunting sign installed on gated entrance to property (2023);
	3.F. Commercial Recreation: No commercial recreation allowed except for hunting/fishing lease, commercial tubing, and kayaking, etc.	

	<p>3.G. Protection of Riparian Buffers: Removal of trees within 100 ft of Chauga River only for trees that are dead, damaged, diseased, hazardous, or non-indigenous. Vegetation removal within 100 ft allowed to construct 2 river access points <30 ft width total, for construction and maintenance of roads, bridges, and trails (in accordance with 3L), and construction and maintenance of pedestrian and biking trails, boardwalks, observations desks, and picnic shelters (in accordance with 3.A.). Tree and vegetation removal must have written approval from UF and not impact conservation value of property.</p>	
	<p>3.H. Utility Systems: Utilities such as water, sewer, electrical, propane, solar, geothermal, wind, and communications for 3A, B, F, I, J, and L allowed. No cellular towers on site.</p>	
	<p>3.I. Forest Management: Timber harvest must comply with 3.G. and requires written forest management plan approved by UF. Removal of dangerous or diseased trees is permitted except in riparian areas and with prior written approval from UF, trees can be removed to allow emergency access, or when necessary to allow approved activities.</p>	
	<p>3.J. Public Water Supply: Construct, operate, maintain public water supply intake with written approval by UF, having the least impact to conservation values, and in accordance with current regulations.</p>	
	<p>3.K. Open Fields and Fences: Maintain current fences on site and add additional fencing. Maintain current open fields and establish and maintain additional open fields such that total open field area <5% of total acreage. Avoid or minimize adverse ecological impacts during field establishment. No new fields located in riparian buffers, no maintenance of existing fields in riparian buffers.</p>	
	<p>3.L. Roads, Bridges and Trails: Maintain existing roads, bridges, trails. New roads, bridges, and trails subject to Section 3G and must be approved in writing prior to construction. Trails within riparian buffers must be paved and <5ft in width. Construction of roads, bridges, and trails must not impair conservation values of protected property.</p>	

	3.M. Ditches and Wells: Maintain and replace ditches and wells for permitted uses as needed.	
	3.N. Motor Vehicles: Limited motor vehicle use. Use of vehicles on site cannot negatively impact conservational values.	
	3.O. Participation in Certain Government Programs: May participate in government programs for permitted uses.	
	3.P. No Transferable Rights: Protected property cannot be included in gross area of other property to determine density, lot coverage or open space requirements. No development rights that have been affected by the CE can be transferred except from demolition/destruction of a permitted residential building.	
	3.Q. Archaeological Artifacts: 30 days written notice to Grantee before digs or disturbance; return site to previous state unless to be used for education.	
	3.R. No Other Disturbances: No alteration of topography, dumping, removal of materials, excavating, filling, draining, diking, etc., except as may be reasonably required for permitted uses and erosion control measures in compliance with applicable laws.	
	3.S. Other Uses and Activities: No uses that contravene Primary Purposes of Conservation Easement.	
NOTE	Additional sections provide details on topics such as inspection, condemnation, transfers, notice, etc.	Please refer to your Conservation Easement or contact Upstate Forever at 864-250-0500.

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

- I. **Call to Order**
 - a. **2:01PM**
 - b. **Present: Audrey Reese, Ruth May; Staff: Reagan Osbon**
 - c. **Absent: Daby Snipes**
- II. **Approval of Minuets from November 1, 2023**
 - a. **Motion by Reese, Seconded by May. Unanimously Approved.**

MOTION by May, seconded by Reese: to Amend the Agenda to include Back to Roots Event Application as Item IV.A.iii. Unanimously approved.

- III. **Staff Discussion**
 - a. Budget Update: \$6,497.66 remaining
 - b. Proposed Changes for Special Events Committee
 - i. Staff Handle Applications?
 - a. **May: We need to readdress events costing city money (Police and Sanitation overtime).**
 - b. **Reese: Readdress after or concurrent with budget discussion around H-Tax.**
 - ii. Committee oversees the following events:
 - 1. Boo on Main
 - 2. Christmas
 - 3. Parades (not affiliated with a festival)
 - 4. Juneteenth
 - a. **Include additional conversations on Rosenwald School (Helen Roseman Sanders) and Black Churches in Oconee County (Barbara Hanburg)**
 - 5. Others?
 - a. **Reese: include 150th City Birthday Celebration for next year, work with current WOPS and LDGC, who have been organizing the event for years.**
- IV. **Routine Business**
- V. **Old Business**
 - a. Reflections from Christmas
 - a. **May: Likes Saturday AM parade because of visibility and safety.**
 - b. **Reese: Would like community to have feedback in deciding when the parade will be.**
 - c. **Staff: Create FB poll with three options: Friday Evening, Saturday AM, or Sunday PM.**
 - d. **Reese: Add back in decorations for windows.**

- e. Staff to look into festival of trees.

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 Chatuga 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.

**(a) Motion to approve by Reese, seconded by May.
Unanimously Approved.**

- 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.

**(a) Motion to approve by May, seconded by Reese.
Unanimously Approved, with the stipulation of Police sign off for alcohol policy and end at 11:00.**

- iii. Lacey Watkins: Back to Roots Event (AMMENDED)

**(b) Motion to approve by Reese, seconded by May.
Unanimously Approved, pending approval from department staff.**

Special Events Calendar (confirmed events scheduled for downtown)

- **March 9, 2024: City Tree Giveaway**
- **March 16, 2024: City Birthday**
- **March 29, 2024: Three Crosses at Retreat Street Park (Good Friday)**
- **April 6, 2024: Back to the Roots Market Event**
- **April 20, 2024: Music on Main**
- **May 4, 2024: El Charro Cinco de Mayo Celebration**
- **May 18, 2024: Music on Main**
- **June 18, 2024: Juneteenth with Dr. Rhondda Thomas (Clemson University)**



Board of Commissioners Meeting
OJRSA Operations & Administration Building
Lamar Bailes Board Room
March 4, 2024 at 4:00 p.m.

Agenda

- A. Call to Order** – Brian Ramey, Board Chair
- B. Invocation and Pledge of Allegiance** – Led by Commissioner Scott McLane
- C. Proclamation and Recognition of OJRSA Staff**
The General Assembly of the State of South Carolina has officially declared the first Monday in March of each year as “Water Professionals Day,” beginning with the first observance today, Monday, March 4, 2024. With the passing of this legislation, professionals working in all areas of the wastewater, drinking water, and stormwater industries are honored for their dedication to serving the communities and residents of South Carolina.
- D. Public Session** – ***THERE WILL BE A SEPARATE PUBLIC COMMENT PERIOD FOR THE OJRSA RETAIL SEWER FEES AND RATES AS IDENTIFIED BY ITEM J.1 ON THIS AGENDA.*** Receive comments relating to topics that may or may not be on this agenda. Session is limited to a maximum of 30 minutes with no more than 5 minutes per speaker.
- E. Approval of Minutes**
- Board of Commissioners Meeting of February 5, 2024
- F. Committee and Other Meeting Reports**
- Operations & Planning Meeting of February 14, 2024 – Bob Faires, Committee Chair
 - Finance & Administration Meeting of February 20, 2024 – Celia Myers, Committee Chair
- G. Secretary/Treasurer’s Report** (Exhibit A) – Lynn Stephens, Secretary/Treasurer
- H. Oconee County Government Update Regarding Matters Involving Wastewater** – Oconee County Administrator or Appointed County Representative
- I. Presentation and Discussion Items** *[May include Vote and/or Action on matters brought up for discussion]*
1. Capital contribution in lieu of payment of impact fees – Brent Little, Fountain Residential Partners
 2. Oconee County response to OJRSA questions and concerns regarding future Sewer South projects – Chris Eleazer, Director
 3. Present 2024 organizational goals as stated by the OJRSA standing committees – Chris Eleazer, Director
- J. Action Items**
1. Public comment session for OJRSA retail sewer fees and rates, which are to be incorporated into the OJRSA Schedule of Fees, with an effective date of March 5, 2024. All other fees as stated within the Schedule of Fees shall apply for the retail sewer system at this time. (Exhibit B) – Brian Ramey, Chair
 2. Approve OJRSA Resolution 2024-02 to adopt the retail sewer rates and fees, which are to be incorporated into the OJRSA Schedule of Fees, with an effective date of March 5, 2024. All other fees as stated within the Schedule of Fees shall apply for the retail sewer system at this time. (Exhibit B) – Chris Eleazer, Director
 3. Authorize Habitat for Humanity of Oconee County to pay impact fees associated with Eastpointe Subdivision Phase 2 on a house-to-house basis at the rate at the time of payment with the reason being they are non-profit – Bob Faires, O&P Committee Chair
 4. Consider Resolution 2024-08 to approve the Board and Committee Meeting Policy revision with the inclusion of additional information as requested by the F&A Committee (Exhibit C) – Chris Eleazer, Director

K. Executive Director's Discussion and Compliance Matters – Chris Eleazer, Director

1. Environmental and regulatory compliance
2. Sewer South update
3. Impact fees
4. Development Policy (Standard Specifications and Details) update
5. FY 2025 Budget
6. Miscellaneous (*if any*)

L. Commissioners' Discussion – Brian Ramey, Board Chair

Discussion can be related to matters addressed in this meeting or for future consideration by the Board or Committee. Voting is not permitted during this session.

M. Executive Session *NOTE: Board may act on matters discussed in executive session upon returning to open session.*

- Receipt of legal advice – legal authority for bonds. [*Executive Session permissible under SC Law 30-4-70(a)(2), which states: Discussion of negotiations incident to proposed contractual arrangements and proposed sale or purchase of property, the receipt of legal advice where the legal advice relates to a pending, threatened, or potential claim or other matters covered by the attorney-client privilege, settlement of legal claims, or the position of the public agency in other adversary situations involving the assertion against the agency of a claim.*]

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

- Operations & Planning Committee – March 20, 2024 at 8:30 a.m.
- Finance & Administration Committee – March 26, 2024 at 9:00 a.m.
- Board of Commissioners – April 1, 2024 at 4:00 p.m.

O. Adjourn



Secretary/Treasurer’s Report for Board of Commissioners

Prepared for the March 4, 2024 OJRSA Board of Commissioners Meeting

Cash and investment information stated herein come from bank and other financial records as of: February 29, 2024

UNRESTRICTED FUNDS CASH AND INVESTMENTS SUMMARY

Account/Fund Name	Cash (\$)	Investments (\$)	Total (\$)
Wholesale Operations & Maintenance (O&M)	197,342	1,225,000	1,422,342
Retail Operations & Maintenance (RO&M)	497,028	735,000	1,232,028
TOTAL UNRESTRICTED FUNDS	694,370	1,960,000	2,654,370

RESTRICTED FUNDS CASH AND INVESTMENTS SUMMARY

Account/Fund Name	Cash (\$)	Investments (\$)	Total (\$)
Projects and Contingency (PCF)	33,252	1,225,000	1,258,252
Wholesale Impact Fund (WIF)	234,662	3,640,000	3,874,662
Retail Impact Fund (RIF)	0	0	0
TOTAL RESTRICTED FUNDS	267,914	4,865,000	5,132,914

Combined Total for All Funds

Cash Investments Combined

See additional sheets for investment information

Account Notes:

A check in the amount of \$248,146.98 was issued to Moorhead Construction on 2/27/24 from the RO&M account and has not cleared the bank yet.

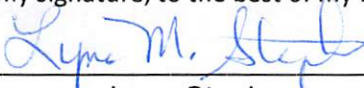
INDEPENDENT RECONCILIATION OF ACCOUNTS

All transactions for all funds have been satisfactorily reconciled by an independent accounting firm for the month of January 2024: YES NO

See attached document from independent accountant.

Reconciliation Notes:

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



 Lynn Stephens
 OJRSA Secretary/Treasurer

INVESTMENTS UPDATE

Maturing Investment	Fund Code	Maturity Date	Amount (\$)	To Be Reinvested?	
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No

See additional sheets, if necessary

Investment Notes:

Next CDs maturing on 4/26/24.

See additional sheets for 12-month cash and investment trends and other information.

From: [bookkeeping](#)
To: [Lynn Stephens](#)
Subject: January 2024 Bank Reconciliations
Date: Monday, February 5, 2024 4:05:54 PM
Attachments: [January 2024 Bank Recs.pdf](#)

Hey Lynn,

Please see attached January 2024 bank reconciliations. The Retail Impact Fund was reconciled but there was nothing to print due to the zero balance. All accounts reconciled with no issues. I will request a letter from Susan as soon as I have them uploaded in our files.

Thank you,

Jared Williams
Stancil Cooley Estep & Stamey, LLP
Bookkeeper
Phone : (864) 882-3048



STANCIL
COOLEY ESTEP
& STAMEY, LLP

*Certified Public
Accountants*

631 ByPass 123
P. O. Drawer 1279
Seneca, SC 29679

(864) 882-3048
Fax 882-7489

602-5 College Avenue
Clemson, SC 29631

(864) 654-4945
Fax 654-9476

www.scscpa.com

February 27, 2024

**Lynn Stephens
Oconee Joint Regional Sewer Authority
623 Return Church Road
Seneca, SC 29678**

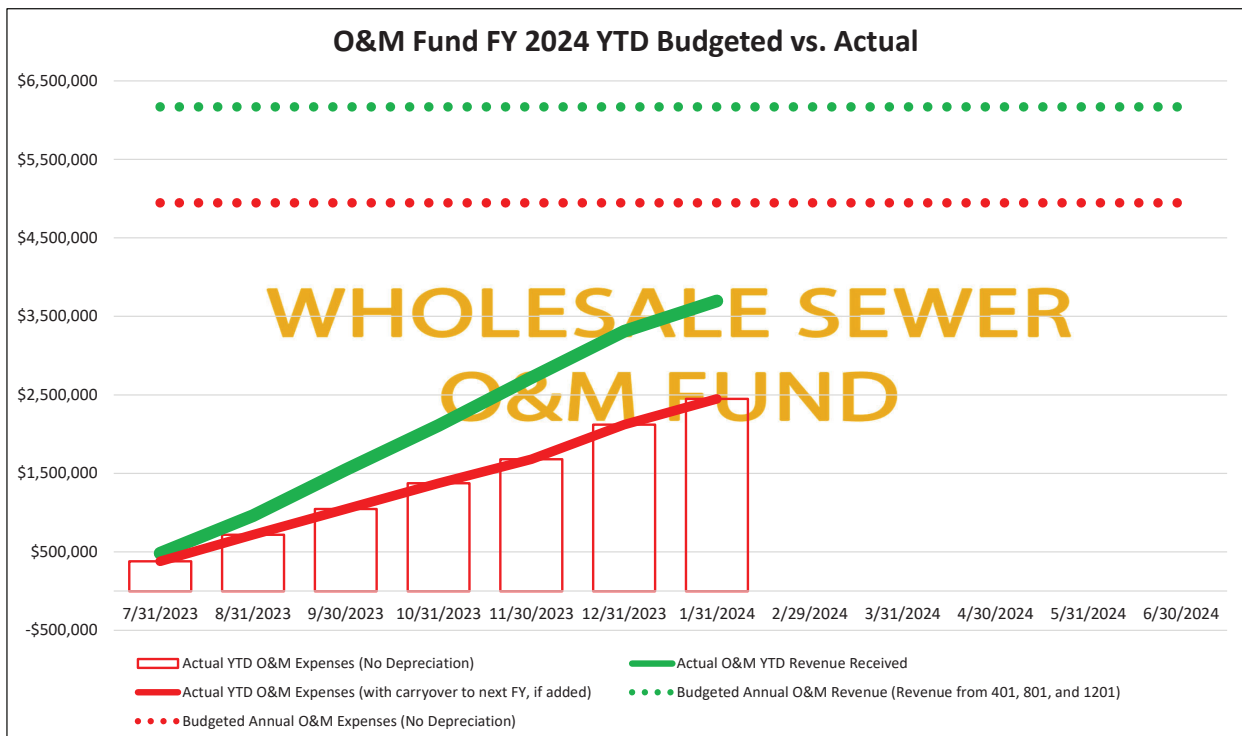
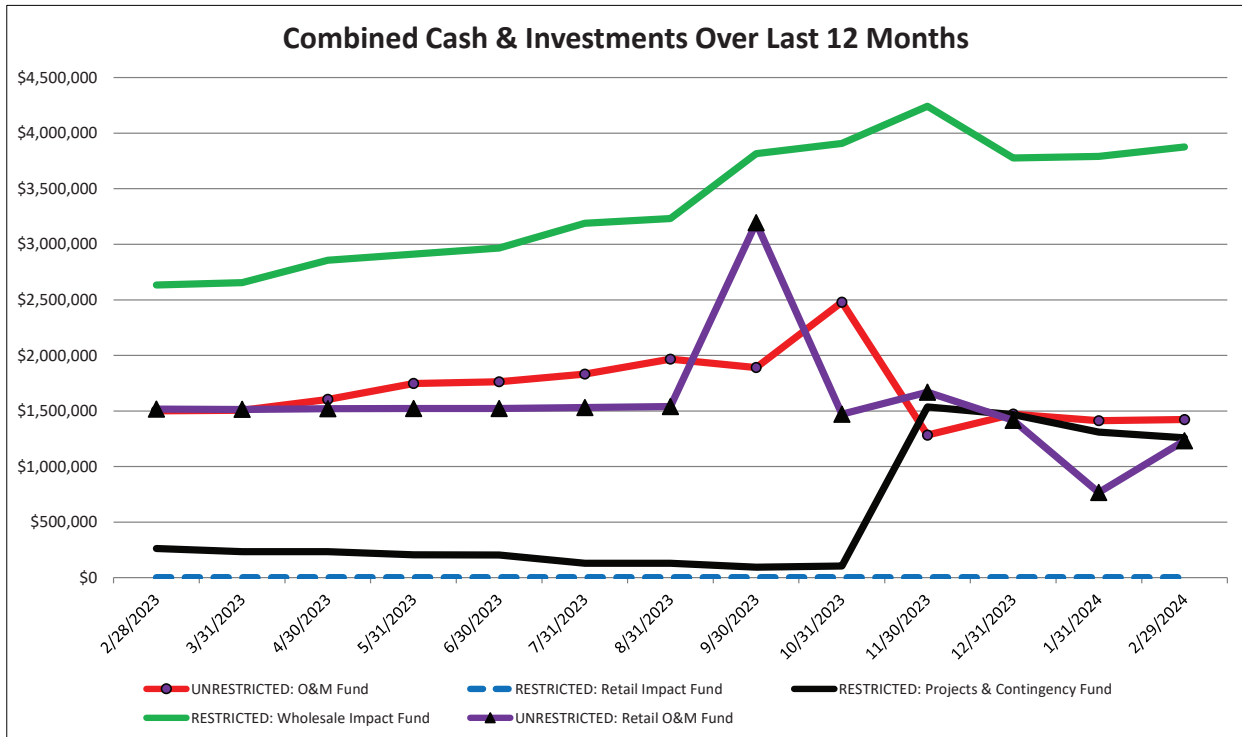
RE: Bank Reconciliations for OJRSA January 2024

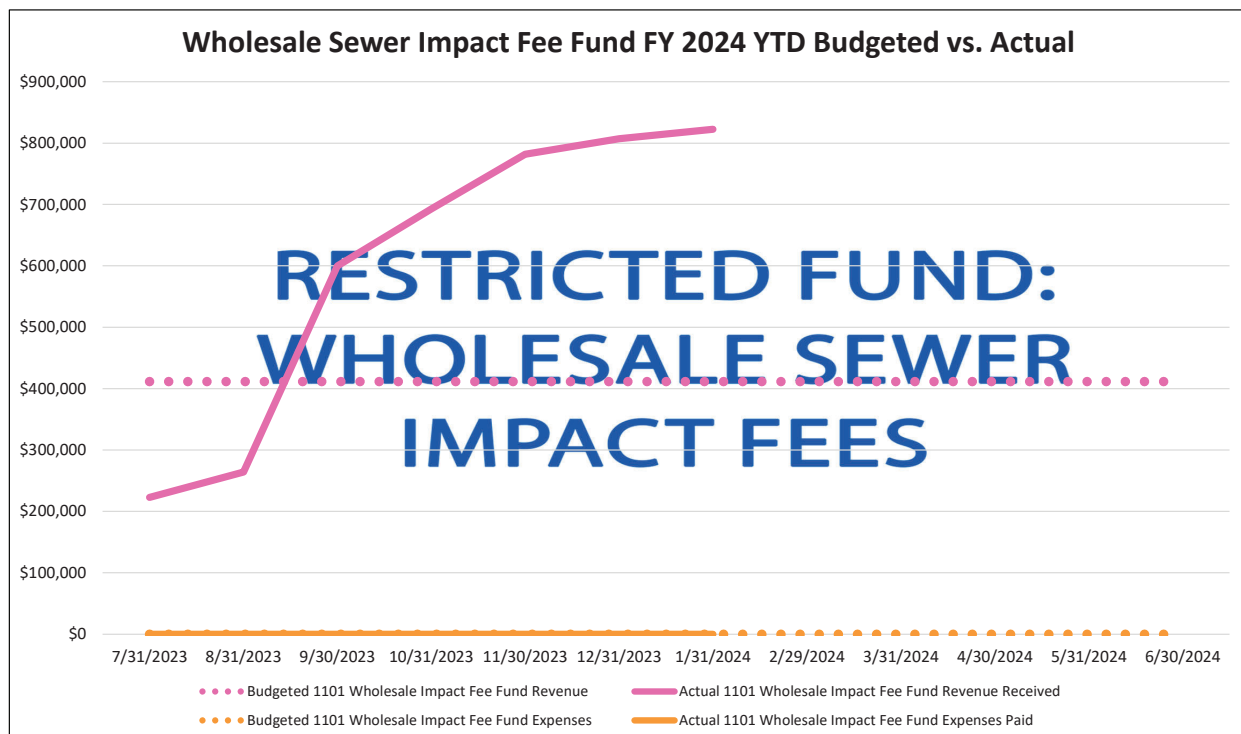
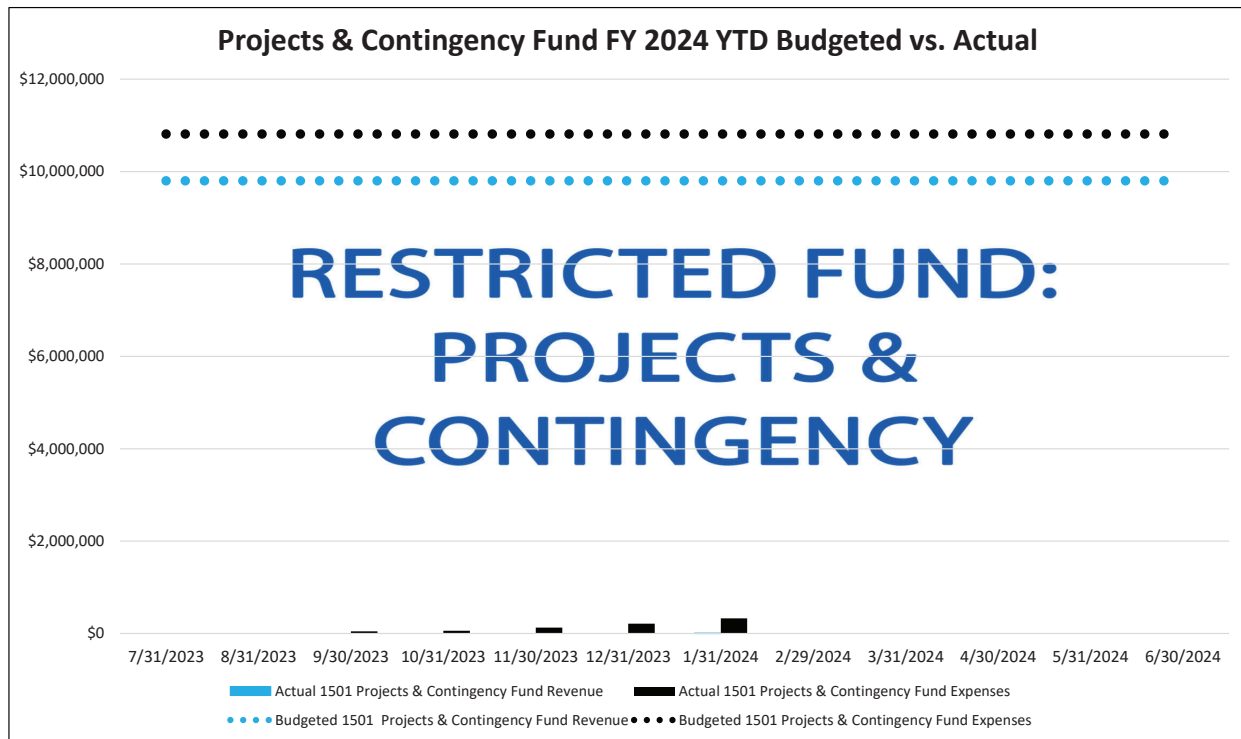
Dear Lynn,

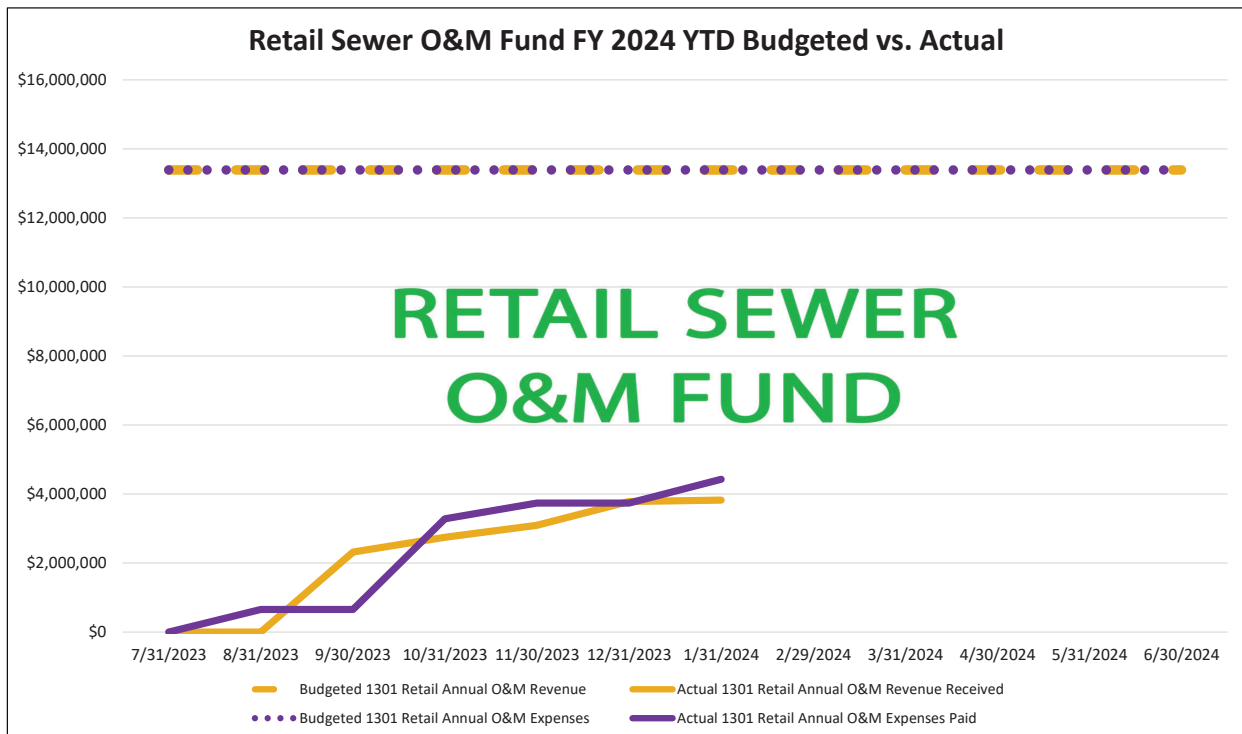
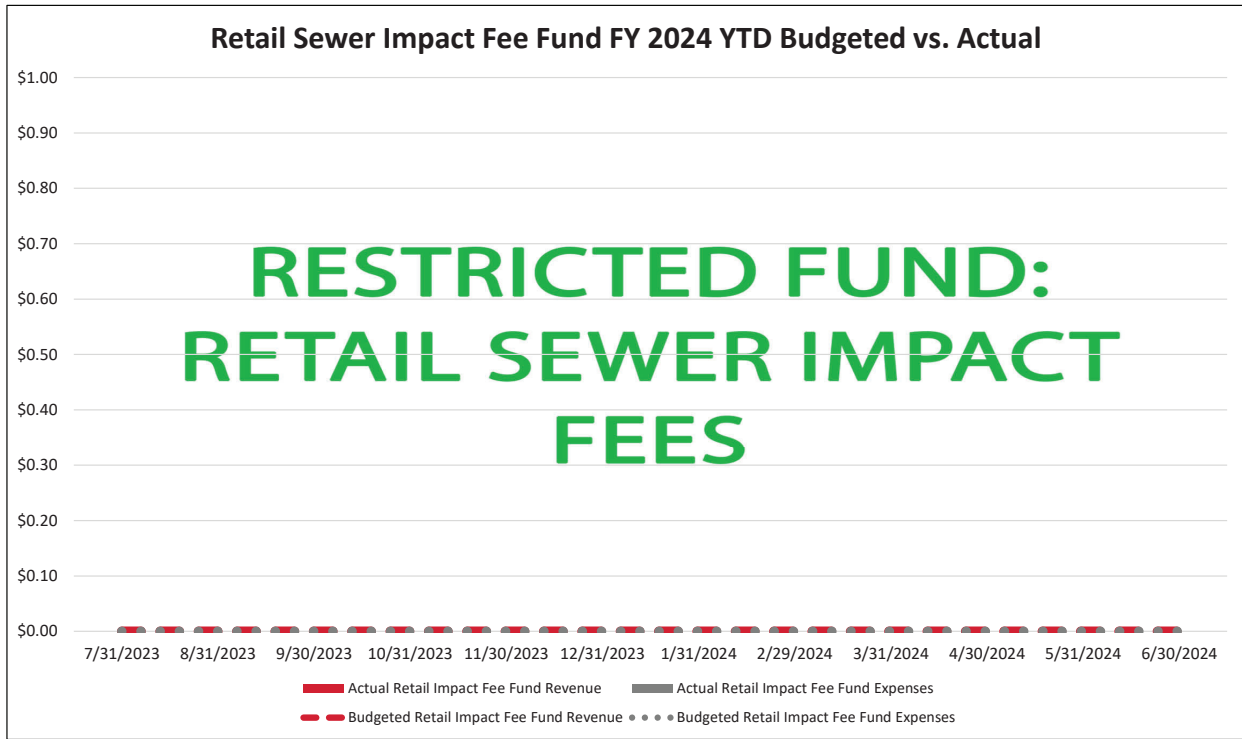
We have completed the bank reconciliations for the Oconee Joint Regional Sewer Authority for the month ending January 31, 2024. Copies of the bank reconciliations are attached for your review. Please contact me if you have any questions.

Sincerely,

**Susan M. Stamey, CPA
Enclosures**







Monthly Retail Wastewater Rates Effective January 1, 2024

Description	Meter Factor	Amount
-------------	--------------	--------

Monthly Base Charge by Water

Meter Size:

5/8-Inch or 3/4-Inch	1.0	\$	20.00
1.0-Inch	2.5	\$	50.00
1.5-Inch	5.0	\$	100.00
2.0-Inch	8.0	\$	160.00
3.0-Inch	16.0	\$	320.00
4.0-Inch	25.0	\$	500.00
6.0-Inch	50.0	\$	1,000.00
8.0-Inch	80.0	\$	1,600.00

Monthly Customer/Admin Charge \$ 4.00

Assumes Pioneer Rural Water District will charge OJRSA a fee for meter reading, billing and processing.

Volumetric Rate/1,000 Gallons \$ 6.38

This is the average of OJRSA's current residential and non-residential volumetric rates.

Note: The rates provided herein are for informational purposes only. They are not based on any cost recovery or cost of service

EXAMPLE

Monthly Sewer Bill for 5,000 Gallons/Month by 3/4-Inch Meter

Monthly Base	\$	20.00
Admin Fee (assumed)	\$	4.00
Volumetric Rate/1,000 Gallons	\$	31.90
	\$	55.90



RESOLUTION 2024-08

Adoption of Board and Committee Meeting Policy

A RESOLUTION ADOPTING A POLICY OF THE OCONEE JOINT REGIONAL SEWER AUTHORITY REGARDING BOARD PROCEDURAL MATTERS; AND OTHER MATTERS RELATED THERETO.

NOW, THEREFORE, BE IT RESOLVED by the Oconee Joint Regional Sewer Authority Commission (the “Commission”), the governing body of the Oconee Joint Regional Sewer Authority, South Carolina (“OJRSA”) in a meeting duly assembled as follows:

Section 1 Findings. The Commission hereby makes the following findings of fact in connection with the adoption of this resolution (this “Resolution”):

- A. OJRSA was established pursuant to Title 6, Chapter 25 of the Code of Laws of South Carolina 1976, as amended (the “Act”) by its three member-municipalities: the City of Seneca, the City of Walhalla, and the City of Westminster under the terms of an Intergovernmental Agreement dated October 31, 2007 (the “Agreement”).
- B. Pursuant to the Act and the Agreement, the Commission is tasked with the management and control over the joint regional sewer system owned by OJRSA.
- C. In fulfilling this charge, the Commission previously adopted Resolution 2021-01 dated July 6, 2020, establishing a Board and Committee Meeting Policy (the “Meeting Policy”) regarding the conduct of meetings.
- D. The Commission has determined that a benefit may be realized by authorizing meetings to be conducted via telephonic or other electronic means whenever necessary and convenient for carrying out the business of OJRSA, and it is appropriate to adopt this Resolution providing for certain amendments to the Meeting Policy.

Section 2 Adoption. In accordance with the findings above, the Commission hereby adopts the amended and restated Meeting Policy as set forth at Exhibit A.

Section 3 Effective Date. The amended and restated Meeting Policy is effective immediately upon the adoption of this Resolution. All resolutions or policies (including the former Meeting Policy) that are in conflict with the provisions of this Resolution or the Meeting Policy are hereby repealed to the extent of the conflict or inconsistency or in their entirety where the conflict or inconsistency is not severable from such document.

DONE AND ADOPTED by the Oconee Joint Regional Sewer Authority Board of Commissioners, Seneca, South Carolina on this 4th day of March 2024.

Brian Ramey, Chair
OJRSA Board of Commissioners

Attest: _____
Lynn Stephens, Secretary/Treasurer
OJRSA Board of Commissioners -and-
OJRSA Office Manager

Approved as to form:

Larry Brandt, OJRSA Attorney

Date: _____

<seal>

Exhibit A

Attached beginning on following page

DRAFT
For Consideration
by OJRSA Board

Board and Committee Meeting Policy
March 4, 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:

Abstention Vote means a parliamentary procedure by which a member of the Board present at a meeting and qualified to vote abstains from voting and does not cast a ballot.

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.

Board and Committee Meeting Policy

March 4, 2024

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.

Public Comment means the period of any meeting of the Board during which residents are permitted to engage with the Board by making public statements to be included in the minutes of the meeting. Public Comment is not mandatory and is subject to inclusion on the Agenda.

Public Hearing means the hearing scheduled before the Board during which the Board will receive comments from the public on a specified matter or action. During a Public Hearing, both proponents and opponents will have an opportunity to be heard. The South Carolina Code of Laws 1976, as amended, sets forth specific actions which require the Board to conduct a Public Hearing. Public Hearings are conducted for a narrow purpose and comments must be related to the purpose of the Public Hearing.

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**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.

Board and Committee Meeting Policy

March 4, 2024

- 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. All motions of the Board must pass by a majority vote of Board members present at a Meeting. If there is an Abstention Vote, there is no vote to be counted, yet the Board member's presence is considered for the purpose of determining a majority. If a Board member is disallowed from voting due to a conflict of interest the presence of the Board member is not considered for the purpose of determining a majority. Board members are strongly encouraged to participate in the decision-making process unless there is a documented conflict of interest.
- D. 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 There must be a Quorum of Board members physically present to conduct any regular or special Meeting of the Board.
- E. 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.
- F. 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.
- G. Public remarks received during Public Comment must be related to agenda items. Public Comment is not mandatory and its conduct is subject to the inclusion of a Public Comment period on the agenda.
- H. Individuals wishing to provide comments during a Public Hearing or a Public Comment period must be customers of the OJRSA or demonstrate how the matter subject to discussion impacts them individually.
- I. Written comments will only be received for Public Hearings and are subject to the limitations set forth in SECTION 2.1(G). Individuals wishing to provide written comments 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.

2.2 EMERGENCY MEETINGS

- A. Emergency Meetings only apply to the Board or the Executive Committee as defined in the *OJRSA Bylaws*.
- B. In the event of an Emergency Board Meeting, the Board Chair may determine waive the condition set forth at SECTION 2.1(D) of this Policy requiring that a quorum be physically present at the Emergency Meeting. If such condition is waived, any number of Board members, including all, may attend telephonically or by other electronic means
- C. 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.
- D. 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.
- E. 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.
- F. The only items eligible for consideration are those that are directly associated with the emergency.
- G. Emergency Meetings conducted via electronic means 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.
- H. Emergency Meetings conducted via electronic means shall be recorded and preserved as required by the FOIA

Board and Committee Meeting Policy
March 4, 2024

and the *OJRSA Records Retention Policy* as approved by the South Carolina Department of Archives and History.

- I. Minutes of all Emergency Meetings conducted via electronic means shall be made available to the public as required by the Freedom of Information Act with matters exempt from disclosure pursuant to FOIA redacted.
- J. Board members will receive a per diem for participating in Emergency Meetings via electronic means.
- K. 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.
- L. To the extent Public Comment is included on the agenda of an Emergency Meeting conducted via electronic means, individuals wishing to provide written comments may email comments to the Secretary/Treasurer no later than one (1) hour prior to the scheduled time for such Emergency Meeting, and the Board Chair (or other presiding official) shall read such comments aloud during the Emergency Meeting.

2.3 ELECTRONIC MEETINGS

- A. Per FOIA, 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. 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.
- C. 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.
- D. 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.
- E. 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.
- F. 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.
- G. 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.

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

Board and Committee Meeting Policy
March 4, 2024

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> .

DRAFT
For Consideration
by OJRSA Board



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:

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