



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

June 14, 2024

GENERAL INFORMATION

Water/Sewer Supervisor

The vacant position for the Water and Sewer Supervisor has been filled. The new employee is scheduled to start this month. More details will be provided in the next Administrator Report.

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

- 8u softball and 10u softball all-stars qualified for the state tournament. The state tournament will be held in Monks Corner June 21-23.
- 19u baseball all stars will be participating in the state tournament in North Charleston July 5-7.
- 8u baseball all-star team is currently participating in district tournament in Clemson/Central.
- 10u and 12u baseball all stars are currently participating in the district tournament in Greer.
- Signups for fall sports are going ok. The numbers will pick up as we approach the deadline at the end of the month.
- Summer Feeding Program has been going on for several weeks. The School District will take off July 4th week. We are reaching out to the community for assistance that week to be able to feed the kids that week as well.
- The scoreboard for Yousef Field has been ordered. It should be in around mid-July.
- Restrooms for Yousef Field are in. The Utilities Department is working on installation plans.

Manufacturing/Industrial Site for Sale/Lease

The Oconee Economic Alliance has notified City staff that a spec building located at Oconee Industry and Technology Park (HWY 11, just northwest of Westminster) is for sale or lease. More information about the 170,417 SF building and 28.9 AC site can be found at <https://www.binswanger.com/who-we-are/featured-properties/?propertyId=1328866-sale>.

USDA-RD Water System Projects

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

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

- The project areas for Division 1 are: Dawn Drive; Dixon Rd; Phillip Lear; and Dr. Johns Rd.
- Dixon road is complete, and all customers are now hooked up to the new line and 1 new customer has been connected.
- They have finished laying pipe south on Dr. Johns Rd and have connected it to the Tabor Road line and the remainder of south Dr. Johns Road.
- Arrowood has successfully pressure tested this section and bacteriological testing came back negative for bacteria. These tests were sent to SCDHEC and approval to operate has been received. Arrowood will

begin making customer connections next week on the completed sections.

- Arrowood currently has approximately 1000' of pipe left to be installed.
- Service connections have begun on Chauga Road and Philip Lear Road.

Payne, McGinn, and Cummins is responsible for Division 2.

- The project areas in Division 2 are: sections of Highway 76; Welcome Church Rd to Berry Farm Rd; and Berry Farm Rd to Cleveland Pike Rd.
- The connection of this new section to the existing line at Cleveland Pike Road is complete.
- The Section of line on US 76 has been opened to the system and is operating. 7 new fire hydrants are now in operation.
- PMC has completed the installation of all pipe in their division. Welcome Church Road and Berry Farm Road have passed sampling and is awaiting SCDHEC approval to operate. All of Welcome Church Road has received SCDHEC approval to operate. They have begun making connections to existing and new customers. Approval from SCDHEC on Berry Farm Road is expected in the coming days.
- The valves needed to make the connection to Cleveland Pike Road have been installed and the electrical service from Blue Ridge has been installed. The technicians installing the SCADA controls have made their connections and are awaiting SCDHEC approval to test operations.
- A connection to the completed line on US76 at the booster pump station has been made and the old 6" pvc line has been shut off.
- Water is on in the new line, so ALL fire hydrants on Division Two are available for use by the Fire Department if needed.

Westminster Planning Commission

The Planning Commission meeting scheduled for June 17 has been cancelled due to lack of business. The Planning Commission will next meet on July 15.

OJRSA

The Board of Commissioners met Monday, June 3rd at 6:00pm. The draft meeting minutes are attached.

PMPA

The PMPA Annual Report is attached.

PLEASE MARK YOUR CALENDARS

June 17, 2024 at 6:00 pm Westminster Planning Commission Meeting at City Hall – **CANCELLED**

June 19, 2023 at 8:30 am Operations & Planning Committee at OJRSA - **CANCELLED**

June 25, 2024 at 9:00 am Finance & Administration Committee at OJRSA - **CANCELLED**

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

July 1, 2024 at 4:00 pm OJRSA Board Meeting at OJRSA

July 4, 2024 City Offices closed in observation of Independence Day

~~July 9, 2024 at 6:00 pm Westminster City Council Meeting at the Westminster Fire Department – **CANCELLED**~~

August 5, 2024 at 4:00 pm OJRSA Board Meeting at OJRSA

August 13, 2024 at 6:00 pm Westminster City Council Meeting at the Westminster Fire Department

August 22, 2024 at 10:00 am PMPA Board Meeting at PMPA

City Council Meeting Schedule

July 9, 2024	6:00 PM	Cancelled	October 8, 2024	6:00 PM
August 13, 2024	6:00 PM		November 12, 2024	6:00 PM
September 10, 2024	6:00 PM		December 10, 2024	6:00 PM

Special Events Calendar

June 19, 2024, Juneteenth Celebration, Magnolia Manor

Celebration of Juneteenth at Magnolia Manor. Guest speaker Dr. Sonya Ramsey (Prof. of History, UNC-Charlotte) will speak on Black History in Oconee County. Food from Manna from Heaven sponsored by BASF Manufacturing of Seneca. The event is free of charge however registration is required.

June 20, 2024, from 4:00-7:00pm, Anderson Park Gazebo

(Local produce, moved from Main Street Gazebo to Anderson Park to accommodate expected number of vendors)

September 6-7, 2024 South Carolina Apple Festival – Downtown Westminster

(more details to come)

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

(more details to come)



Oconee Joint Regional Sewer Authority

623 Return Church Road
Seneca, South Carolina 29678
Phone (864) 972-3900
www.ojrso.org

OCONEE JOINT REGIONAL SEWER AUTHORITY

Commission Meeting

June 3, 2024

The Oconee Joint Regional Sewer Authority Commission meeting was held at the Coneross Creek Wastewater Treatment Plant.

Commissioners that were present:

- Seat 7 (Westminster): Brian Ramey, Board Chair
- Seat 3 (Seneca): Scott McLane
- Seat 4 (Seneca At-Large): Marty McKee
- Seat 5 (Walhalla): Celia Myers (*arrived at 4:06pm*)
- Seat 6 (Walhalla): Scott Parris
- Seat 8 (Westminster): Kevin Bronson
- Seat 9 (Walhalla-Westminster At-Large): David Dial

Commissioners that were not present:

- Seat 1 (Seneca): Bob Faires, III, Board Vice-Chair
- Seat 2 (Seneca): Scott Moulder

OJRSA appointments and staff present were:

- Lynn Stephens, Secretary/Treasurer to the Board and Office Manager
- Chris Eleazer, Executive Director
- Allison McCullough, OJRSA Pretreatment Coordinator
- Dalton Justice, Commercial Pretreatment & Utility Inspector

Others present were:

- Larry Brandt, OJRSA Attorney
- Norm Cannada, Seneca Daily Journal
- India Lancaster, Candidate for County Council District 2
- Tony Adams, Oconee County citizen

A) Call to Order – Mr. Ramey called the meeting to order at 4:05 p.m.

B) Invocation and Pledge of Allegiance – By Mr. Parris.

C) Public Session – No public comments. Mr. Ramey took a moment to welcome Ms. India Lancaster to the meeting and introduced her as a candidate for Oconee County Council.

D) Approval of Minutes:

- **Board of Commissioners Meeting of May 6, 2024**
Mr. Bronson made a motion, seconded by Mr. Dial, to approve the May 6, 2024 Board Meeting minutes as presented. The motion carried.

E) Committee and Other Meeting Reports:

- **Operations & Planning Meeting of May 15, 2024** – *This meeting was cancelled due to lack of agenda items.*
- **Finance & Administration Meeting of May 21, 2024** – Ms. Myers presented the report to the Commission. **See attached minutes*

Ms. Myers made a motion, seconded by Mr. Bronson, to approve the May 21, 2024 Finance & Administration Meeting minutes as presented. The motion carried.

- **Special Meeting: Oconee County and Western Anderson County Sewer Master Plan Stakeholders Meeting of May 22, 2024** – Mr. Eleazer said this meeting would not have normally been a public meeting, but since it had a potential for many commissioners to be present [a quorum of commissioners that could make up the board or a committee], it was given as a public meeting for transparency and compliance with the SC Freedom of Information Act. Mr. Eleazer said he wasn't going to go through the meeting's presentation today, but it was put on the OJRSA website. **See attached minutes.*

Mr. Ramey asked if any of the County Council members attended the meeting. Mr. Eleazer replied no and added that Amanda Brock and James Coley of Oconee County attended. Ms. Myers added that Phil Shirley from Oconee County also attended.

Mr. Dial said the presentation was very good, and it was eye-opening with all the maps, information about where the growth would be in the next 20 years, and comments from the public.

Mr. Bronson made a motion, seconded by Mr. McKee, to approve the May 22, 2024 Special Oconee County and Western Anderson County Sewer Master Plan Stakeholders Meeting minutes as presented. The motion carried.

F) Secretary/Treasurer's Report (Exhibit A) – Ms. Stephens presented the Secretary/Treasurer's Report to the board.

Mr. Bronson made a motion, seconded by Mr. McLane, to approve the Secretary/Treasurer's Report as presented. The motion carried.

G) Oconee County Government Update Regarding Matters Involving Wastewater – None.

H) Presentation and Discussion Items:

- 1. Presentation Regarding Commercial Pretreatment Devices and Inspections, Including Fats, Oils, and Grease/Restaurant Compliance** – The Director said that a couple of citizens came to the May board meeting and addressed the OJRSA regarding the new FOG procedures. He introduced Ms. Allison McCullough (OJRSA Regulatory Services Coordinator) and Mr. Dalton Justice (OJRSA Commercial Pretreatment & Utility Inspector) who will be doing a presentation.

Ms. McCullough stated she oversees the pretreatment program that is required by Federal Environmental Protection Agency (EPA) Regulation 40 CFR Part 122 as part of the NPDES permit for the plant. Ms. McCullough said the EPA states that "The pretreatment program is designed to protect the treatment plant infrastructure and reduce conventional and toxic pollutant levels discharged by industries and other non-domestic wastewater sources into the sewer system and the environment."

Ms. McCullough said she is now specifically doing the industrial wastewater pretreatment compliance and Mr. Justice is doing the FOG items. Ms. McCullough gave the board a handout (*made a part of these minutes*) regarding Federal EPA Regulation 40 CFR Part 403 [titled "National Pretreatment Program Controlling Fats, Oils, and Grease Discharges from Food Service Establishments" by the US EPA dated September 2012] regarding why FOG needs to be controlled. She stated there is a list of what facilities are being regulated.

Mr. Justice distributed a copy of the OJRSA inspection form to the board and gave his presentation (*both made a part of these minutes*).

Mr. Dial asked what FSE and BMP stood for. Mr. Justice replied that FSE = Food Service Establishment and BMP = Best Management Practices.

Mr. Dial asked what would be found in a religious organization that would concern the OJRSA. Mr. Justice said they usually have an under-the-sink trap, as they have occasional food functions. Ms. McCullough added that this trap would be installed if they wash dishes.

Mr. Dial asked if Oconee County's inspectors inspect new restaurants and establishments that change types of businesses prior to getting sewer or does the OJRSA have to do that. Mr. Justice said the OJRSA must do the inspection, including when restaurants change their menus. Ms. McCullough added that sometimes the restaurants do not inform the OJRSA when their menus have changed.

Ms. McCullough also stated that Oconee County does not inspect FOG items. She added that she has heard owners say that SCDHEC inspected their grease device, to which she replied that they did not inspect the unit but just checked that the unit was in place. SCDHEC used to contact the OJRSA and notify them of a new business and request a letter to accept the flow, but they no longer do that.

Mr. Dial said it's been a month since the inspections that caused complaints and asked if things have settled down. Mr. Justice and Ms. McCullough replied that there haven't been any inspections since then and that meetings are being set up to try to explain to business owners and the Member Cities what the OJRSA requires. Ms. McCullough said she feels things got blown out of proportion; she spoke to one of the upset business owners and they said that Mr. Justice was polite, explained everything, and did not tell the owner that his business would be closed.

Mr. Ramey said the board (and the business owners) know he has a job to do but asked him to keep in mind that the OJRSA needs to serve the customers as well. Mr. Eleazer added that EPA Regulation 40 CRF is commonly known as the "Clean Water Act" and is what mandates these rules.

2. **Consider Changing OJRSA Resolution Numbers to be Based on Calendar Year Instead of Fiscal Year** – Mr. Eleazer said that he cannot find any reason (or policy) why the OJRSA numbers its resolutions by the fiscal year. It makes it confusing. He asked if the Member Cities use the fiscal or calendar years for their resolutions and ordinances. Ms. Myers and Mr. Bronson both said their cities go by calendar year. Mr. Dial added that Oconee County goes by calendar year.

Mr. Ramey said he didn't feel anyone would have a problem changing it to the calendar year. Mr. Eleazer said he will begin to use the calendar year in July.

I) Action Items:

1. **Approve OJRSA Resolution 2024-11 Adoption of Purchasing Card Policy (Exhibit B)**

Mr. Bronson made a motion, seconded by Mr. McKee, to approve Resolution 2024-11 Purchasing Card Policy as presented. The motion carried.

2. **Approve OJRSA Resolution 2024-12 Amendment of the OJRSA Procurement and Property Disposal Policy (Exhibit C)** – The Director explained that the Procurement Policy was drafted by Pope Flynn and was provided to the OJRSA to review, going back and forth for months, and was finally presented to the board. Somehow in the process, a section was accidentally removed regarding change orders. Ms. Sara Weathers of Pope Flynn was asked how to rectify the issue and proposed language as to what to do, which is what is being approved today. This resolution will be added to the Procurement Policy, and nothing else in the policy will change.

Mr. Bronson made a motion, seconded by Mr. Dial, to approve Resolution 2024-12 Amendment of the OJRSA Procurement and Property Disposal Policy as presented. The motion carried.

J) Executive Director's Discussion and Compliance Matters – Mr. Eleazer reported on the following:

1. **Environmental and Regulatory Compliance** – The OJRSA had more line breaks on the Speeds Creek Force Main: one in April and the other on May 15, 2024. The May 15th occurrence was reportable, as it was approximately 4,000 gallons and reached a waterway. A member of the public notified the OJRSA of the leak, as it happened on a cross-country line going beside a yard. This is a matter that the OJRSA is hoping to address very soon with recommendations from the Sewer Basin Study as to what to do with the Speeds Creek Pump Station and possible re-routing of the Martin Creek Pump Station force main.

- 2. Sewer South Update (Exhibit D)** – The engineer feels the contractor has completed 90% of the project and it should be completed by the end of June 2024. The OJRSA anticipates receiving a permit to operate at that time.

Mr. Dial asked if that means Phase I and Phase II will be completed by June. Mr. Eleazer replied yes, and that the OJRSA should begin to receive wastewater from the Welcome Center at that time.

Mr. Dial pointed out a picture in the handout and asked if the contractor was painting or sealing the walls. Mr. Eleazer replied that they are coating the concrete wetwell to avoid corrosion.

The Director added he met with Terry Pruitt of Pioneer Water today and provided him with a copy of the OJRSA's rates and also went over it. Mr. Pruitt said Pioneer is getting ready to change billing systems and shouldn't have a problem at all with billing.

The Director reported that the project should come in under budget, even with two (2) new projects that need to be done:

- 1) Stabilizing a creek bank at Broomway Lane behind where the pump station is going. OJRSA was going to originally get in through a controlled-access gated fence alongside the interstate, but the SCDOT wouldn't let the gate be installed. The OJRSA now must access it from Broomway Lane; and
- 2) The original plan for potable water at the Welcome Center Pump Station was to extend the line to the existing treatment plant and set a yard hydrant there and submeter the water used there. Then the OJRSA would pay either the Welcome Center or Pioneer for that water until a permanent meter was installed for the station. When the OJRSA goes to open the yard hydrant, it drops the pressure inside the Welcome Center so drastically that the OJRSA was asked not to use it anymore. When Mr. Eleazer spoke to the engineer at SC PRT, he stated that it must be an internal plumbing issue on their side which requires the OJRSA to get its own connection. He asked Mr. Pruitt for a cost for a 2" tap on Pioneer's main (at end of Highway 11) and set a 1" meter and then bring a 2" line to the new pump station.

Mr. Eleazer added that these two (2) projects will be done outside of the Sewer South project to avoid having to extend the grant.

- 3. June Operations & Planning Committee Meeting Date** – Mr. Eleazer stated he will be on vacation for most of the month of June. He said the F&A Committee already cancelled their June meeting and asked the O&P Committee members if there is anything they need to discuss. If they want to have a meeting, he can only do it at the end of this week or just a couple days prior to the July board meeting.

The O&P Committee members didn't know of anything to discuss, so it was agreed to cancel the June meeting. Mr. Eleazer stated he will provide the updated projects list at the July board meeting.

- 4. Board Resolution Numbering System** – This item was discussed (it was moved to earlier in the meeting on the agenda but was not removed here in error).
- 5. August 5, 2024 Board Meeting Location** – The August board meeting will be held at the Gignilliat Center in Seneca. The July board meeting will be held at the Westminster Depot.
- 6. Miscellaneous (If Any)** – Mr. Eleazer said he will be on vacation from June 7, 2024 through the middle of the last week of June.

K) Commissioners' Discussion – None.

L) Executive Session - *NOTE: Board may act on matters discussed in executive session upon returning to open session.* Executive Director Evaluation and Consideration of Contract Extension. *[Executive Session Permissible Under SC Law 30-4-70(a)(1), Which States: Discussion of Employment, Appointment, Compensation, Promotion, Demotion, Discipline, or Release of an Employee, a Student, or a Person Regulated by a Public Body or the Appointment of a Person to a Public Body; However, If an Adversary Hearing Involving the Employee or Client Is Held, the Employee or Client Has the Right to Demand That the Hearing be Conducted Publicly. Nothing Contained in This Item Shall Prevent the Public Body, In Its Discretion, From Deleting the Names of the Other Employees or Clients Whose Records Are Submitted for Use at the Hearing.]*

At 4:57 p.m., Mr. Bronson made a motion, seconded by Mr. Dial, to enter Executive Session to perform the Executive Director's evaluation and consider a contract extension. The motion carried.

At 5:15 p.m., Mr. Dial made a motion, seconded by Mr. Bronson, to return to Regular Session. The motion carried.

Mr. Bronson made a motion, seconded by Mr. Dial, to extend the Executive Director's contract by one (1) additional year through June 30, 2027 and increase the vehicle allowance to \$800.00 per month. The motion carried.

M) Upcoming Meetings:

1. Operations & Planning Meeting – *To Be Determined*

NOTE: This meeting was cancelled in today's meeting.

2. Finance & Administration Meeting – *Cancelled by F&A Committee. Next meeting will be July 23, 2024.*

3. Commission Meeting – Monday, July 1, 2024 at 4:00 p.m. *to be held at the Westminster Historic Railroad Depot, 129 Main Street, Westminster, South Carolina. Meeting will include the presentation of the Oconee County and Western Anderson County Sewer Master Plan by Weston & Sampson/Bolton & Menk.*

N) Adjourn – Mr. Ramey adjourned the meeting at 5:16 p.m.

Approved By:

Brian Ramey, OJRSA Commission Chair

Approved By:

Lynn M. Stephens, OJRSA Secretary/Treasurer

Approved By:

Christopher R. Eleazer, OJRSA Executive Director

Notification of the meeting was distributed on May 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.

****ATTACHMENTS STARTING NEXT PAGE***



Board of Commissioners Meeting
OJRSA Operations & Administration Building
Lamar Bailes Board Room
June 3, 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 Parris
- C. Public Session** – Receive comments relating to topics that may or may not be on this agenda. Session is limited to a maximum of 30 minutes with no more than 5 minutes per speaker.
- D. Approval of Minutes**
- Board of Commissioners Meeting of May 6, 2024
- E. Committee and Other Meeting Reports**
- Operations & Planning Meeting of May 15, 2024 – *Cancelled due to lack of agenda items*
 - Finance & Administration Meeting of May 21, 2024 – Celia Myers, Committee Chair
 - Special Meeting: Oconee County and Western Anderson County Sewer Master Plan Stakeholders Meeting of May 22, 2024 – Chris Eleazer, Director
- F. Secretary/Treasurer’s Report** (Exhibit A) – Lynn Stephens, Secretary/Treasurer
- G. Oconee County Government Update Regarding Matters Involving Wastewater** – Oconee County Administrator or Appointed County Representative
- H. Presentation and Discussion Items** *[May include Vote and/or Action on matters brought up for discussion]*
1. Presentation regarding commercial pretreatment devices and inspections, including fats, oils, and grease/restaurant compliance – Allison McCullough, Regulatory Services Coordinator
 2. Consider changing OJRSA resolution numbers to be based on calendar year instead of fiscal year – Chris Eleazer, Director
- I. Action Items**
1. Approve OJRSA Resolution 2024-11 Adoption of Purchasing Card Policy (Exhibit B) – Chris Eleazer, Director
 2. Approve OJRSA Resolution 2024-12 Amendment of the OJRSA Procurement and Property Disposal Policy (Exhibit C) – Chris Eleazer, Director
- J. Executive Director’s Discussion and Compliance Matters** – Chris Eleazer, Director
1. Environmental and regulatory compliance
 2. Sewer South update (Exhibit D)
 3. June Operations & Planning Committee meeting date
 4. Board resolution numbering system
 5. August 5, 2024 Board meeting location
 6. Miscellaneous *(if any)*
- K. 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.
- L. Executive Session** *NOTE: Board may act on matters discussed in executive session upon returning to open se*
- Executive Director evaluation and consideration of contract extension. *[Executive Session permissible under SC Law 30-4-70(a)(1), which states: Discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee, a student, or a person regulated by a public body or the appointment of a person to a public body; however, if an adversary hearing involving the employee or client is held, the employee or client has the right to demand that the hearing be conducted publicly. Nothing contained in this item shall prevent the public body, in its discretion, from deleting the names of the other employees or clients whose records are submitted for use at the hearing.]*
- M. Upcoming Meetings** *All meetings to be held in the Lamar Bailes Board Room unless noted otherwise.*
- Operations & Planning Committee – TBD

- Finance & Administration Committee – *June meeting canceled by F&A Committee. Next scheduled meeting will be July 23, 2024.*
- Board of Commissioners – July 1, 2024 at 4:00 p.m. *To be held at the Westminster Historic Railroad Depot, 129 Main Street, Westminster, South Carolina. Meeting will include the presentation of the Oconee County and Western County Sewer Master Plan by Weston & Sampson/Bolton & Menk.*

N. Adjourn



Board of Commissioners Meeting Sign-in Sheet

Date: 6/3/24 Time: 4pm Location: WWTP Board Room

NAME (Print)	POSITION/TITLE	ORGANIZATION
<i>Norm Cannada</i>	<i>Reporter</i>	<i>The Journal</i>
<i>Judia Lancaster</i>	<i>D2 Candidate</i>	<i>—</i>
<i>LARRY C. BRANDT</i>	<i>ARMY</i>	<i>OJRSA</i>
<i>Tony Adams</i>	<i>PRIVATE CITIZEN</i>	



Secretary/Treasurer's Report for Board of Commissioners

Prepared for the June 3, 2024 OJRSA Board of Commissioners Meeting

Cash and investment information stated herein come from bank and other financial records as of: May 30, 2024

UNRESTRICTED FUNDS CASH AND INVESTMENTS SUMMARY

Account/Fund Name	Cash (\$)	Investments (\$)	Total (\$)
Wholesale Operations & Maintenance (O&M)	1,398,987	1,225,000	2,623,987
Retail Operations & Maintenance (RO&M)	753,009	245,000	998,009
TOTAL UNRESTRICTED FUNDS	2,151,996	1,470,000	3,621,996

RESTRICTED FUNDS CASH AND INVESTMENTS SUMMARY

Account/Fund Name	Cash (\$)	Investments (\$)	Total (\$)
Projects and Contingency (PCF)	73,715	490,000	563,715
Wholesale Impact Fund (WIF)	514,832	4,093,000	4,607,832
Retail Impact Fund (RIF)	0	0	0
TOTAL RESTRICTED FUNDS	588,547	4,583,000	5,171,547

Combined Total for All Funds

Cash 2,740,543 Investments 6,053,000 Combined 8,793,543

Account Notes:

Balances are as of Thursday 5/30/24 due to getting this report done in time for board meeting.

DAYS CASH ON HAND

Financial & Accounting Policy Section 2.10(H) states the minimum balances established for OJRSA Wholesale O&M and Retail O&M funds are 120 Days Operating Cash on Hand.

$$\text{Formula for Cash on Hand} = \frac{\text{Cash} + \text{Cash Equivalents}}{(\text{Annual Operating Expense} - \text{Depreciation}) \div 365 \text{Days}}$$

	Cash on Hand (Days)	Annual Operating Expense minus Depreciation (\$)	Budget Amended During Fiscal Year?	
O&M Fund	143.9	6,657,488	x	NO YES
RO&M Fund	27.2	13,390,177	x	NO YES

INDEPENDENT RECONCILIATION OF ACCOUNTS

All transactions for all funds have been satisfactorily reconciled by an independent accounting firm for the month of April 2024 (mark with an "X" on appropriate line): YES **NO** See attached document(s) from accountant.

Reconciliation Notes:

See next page for more information

INVESTMENTS UPDATE

Maturing Investment	%age Rate	Fund Code	Maturity Date	Amount (\$)	To Be Reinvested?	
Crossfirst	5.3	WIF	6/28/2024	100,000.00	X YES	NO
					YES	NO
					YES	NO
					YES	NO
					YES	NO
					YES	NO
					YES	NO
					YES	NO
					YES	NO
					YES	NO
					YES	NO
					YES	NO
					YES	NO
					YES	NO
					YES	NO
					YES	NO
					YES	NO
					YES	NO
					YES	NO

Investment Notes:

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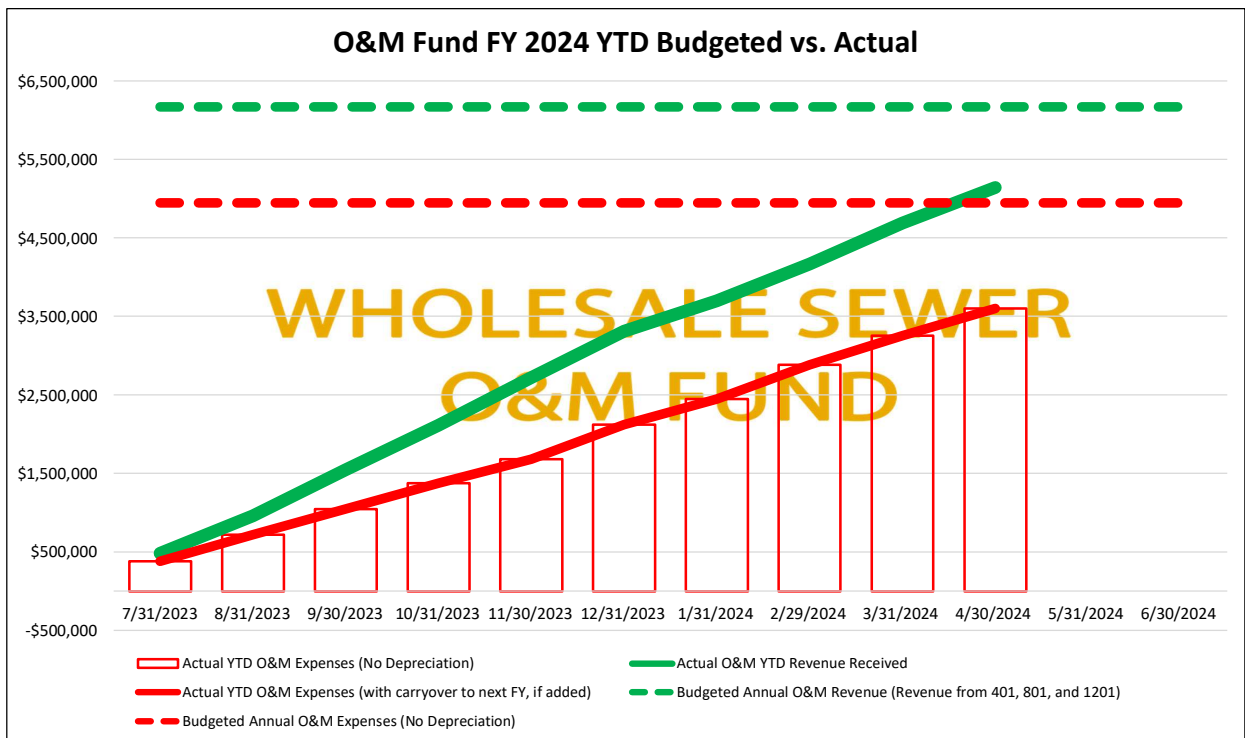
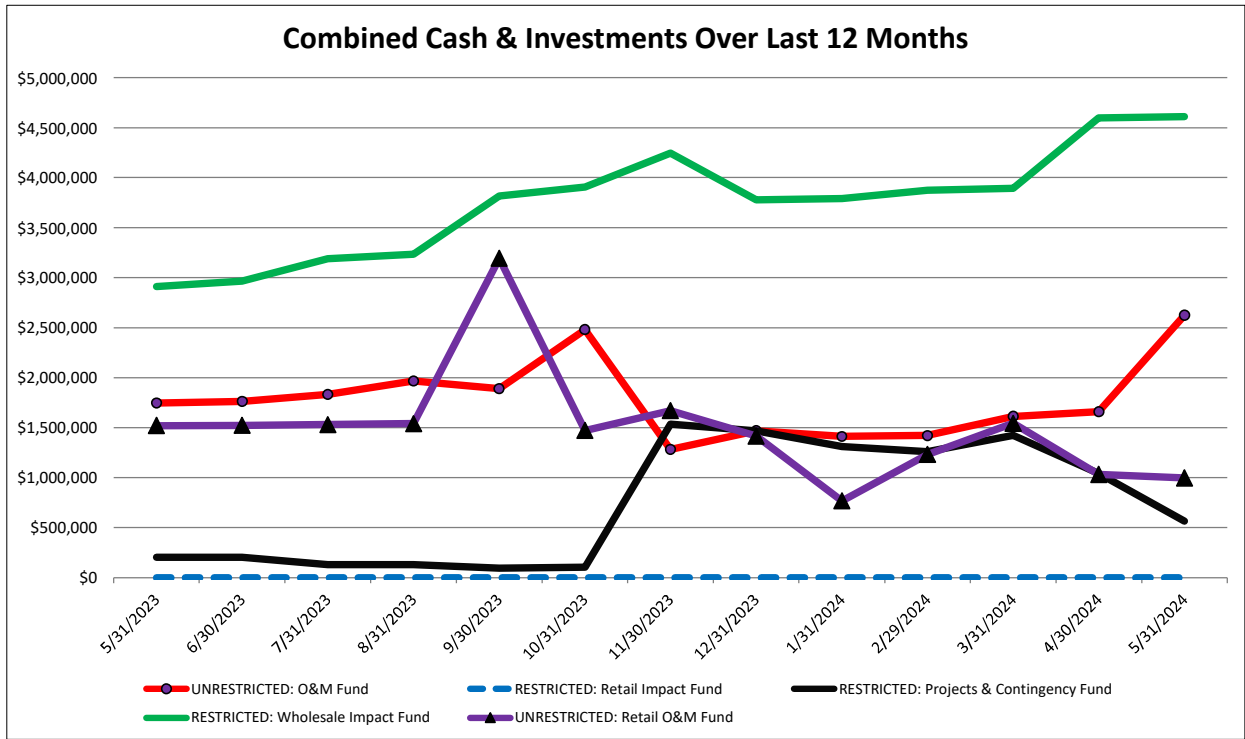
See additional sheets for investment information and trends

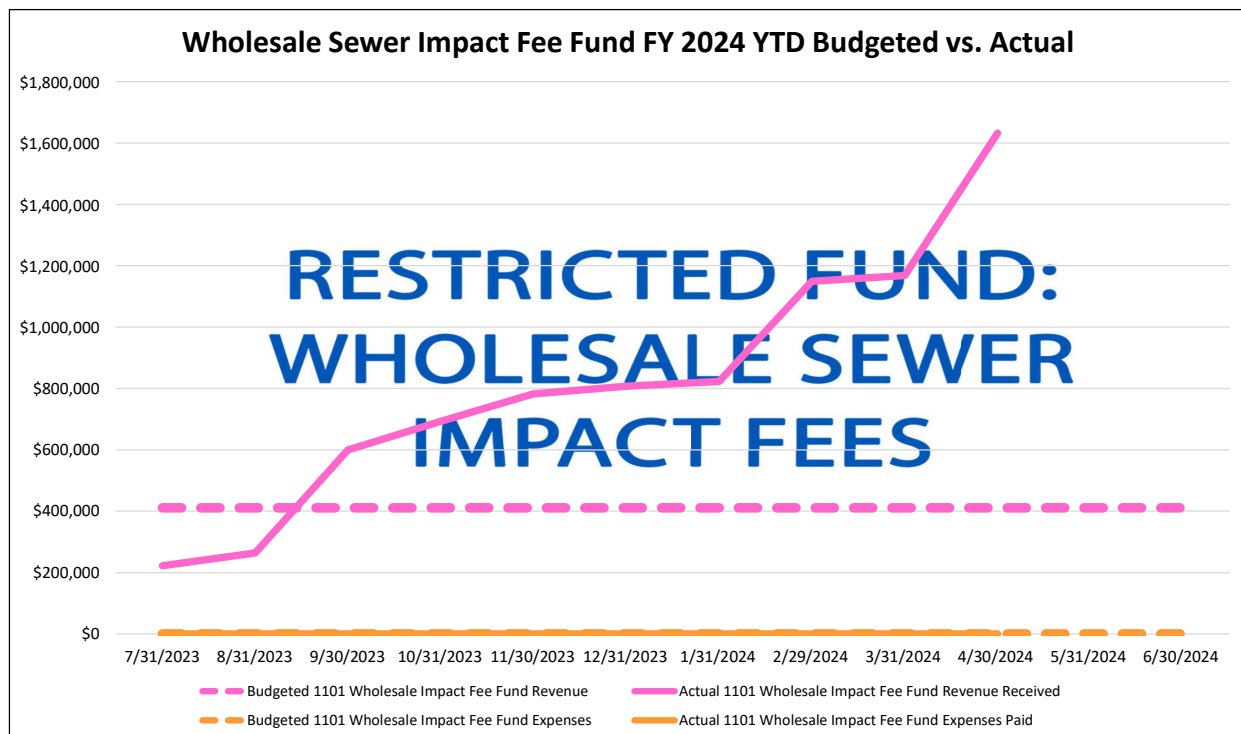
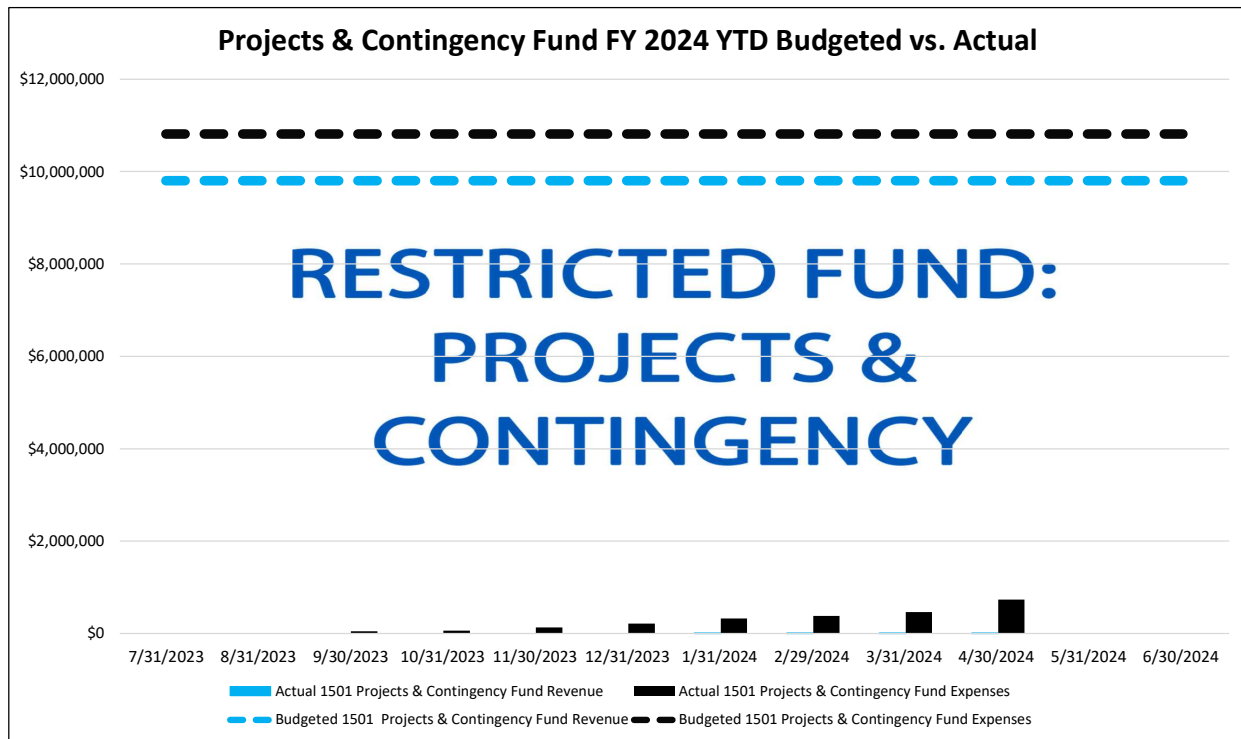
By my signature, to the best of my knowledge, I certify this report is accurate.

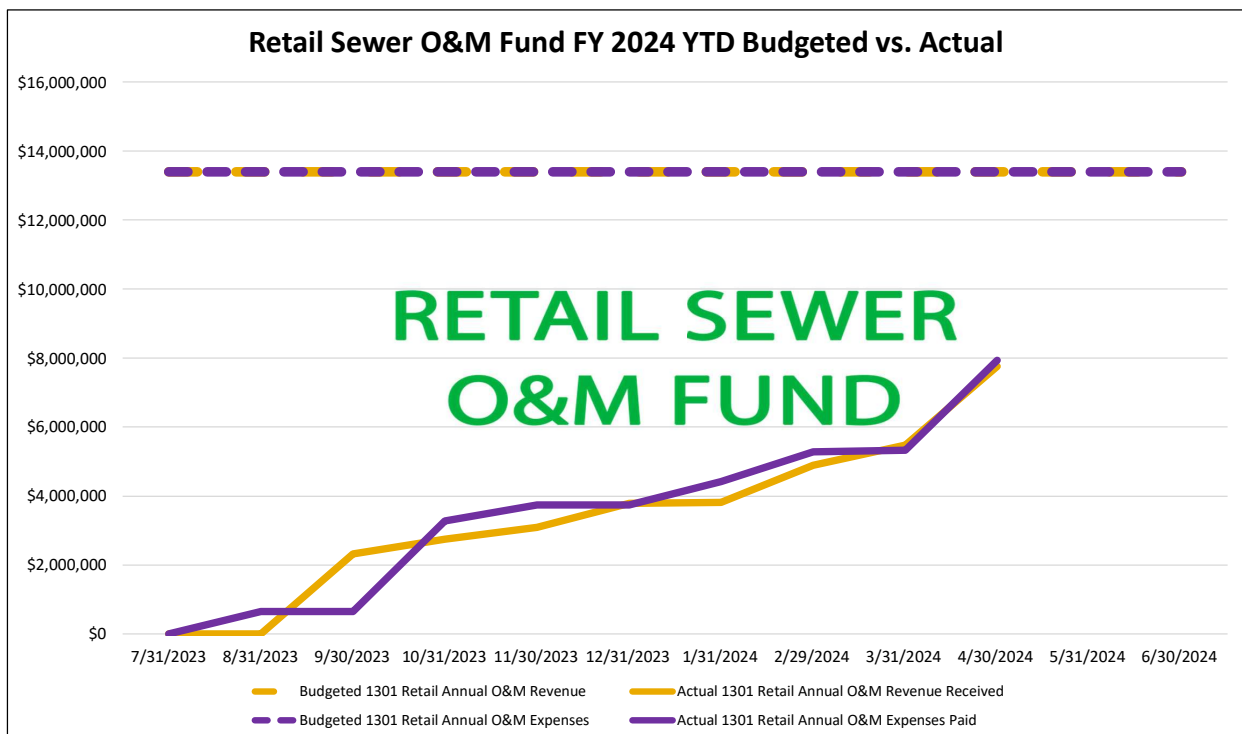
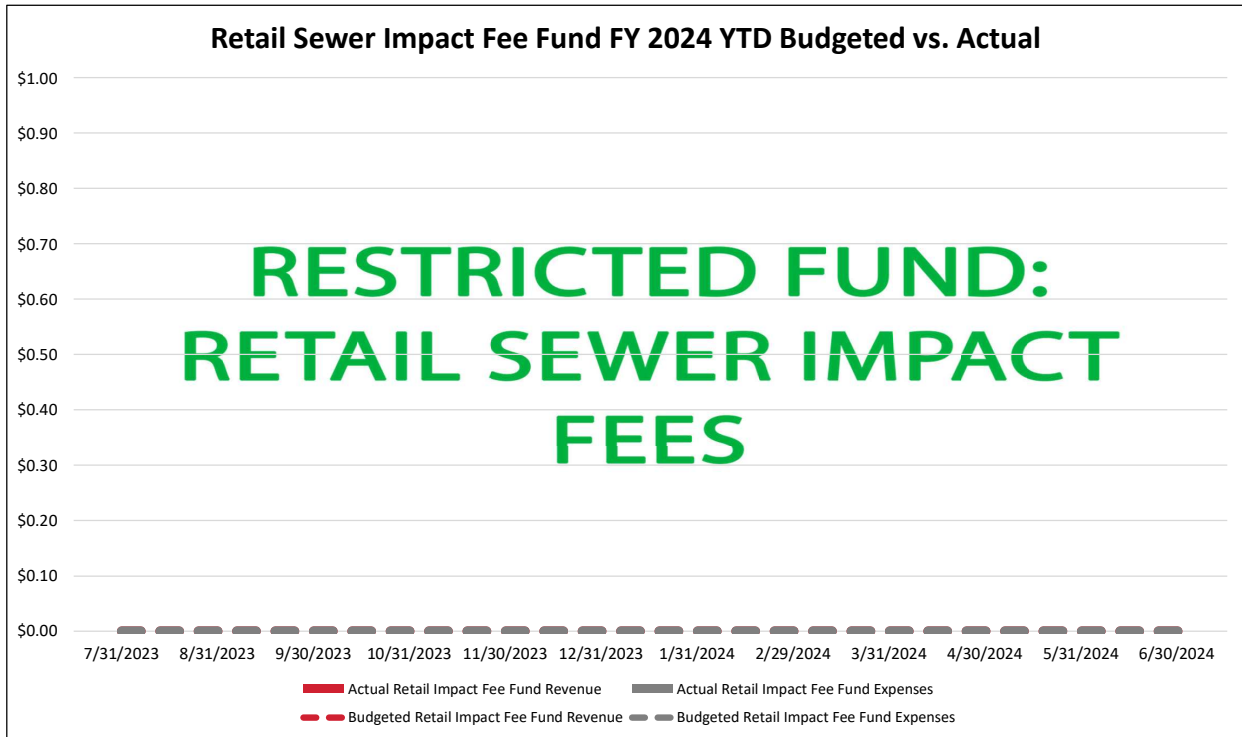


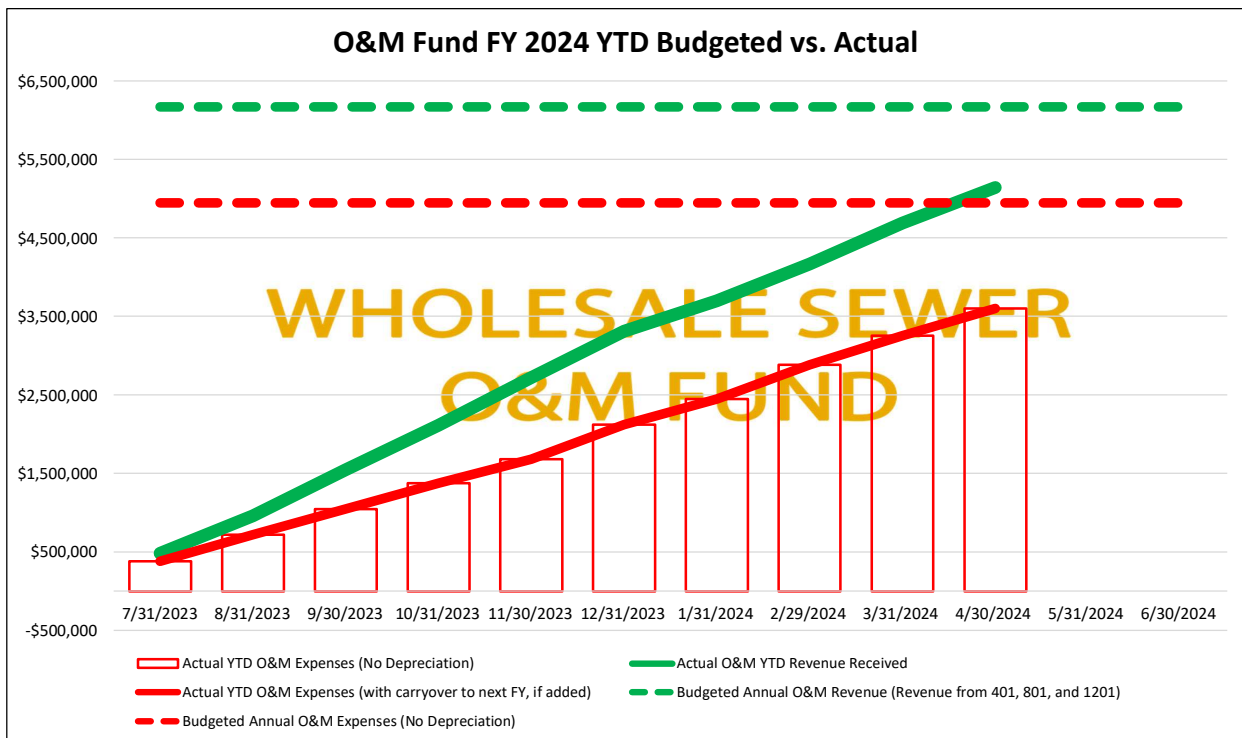
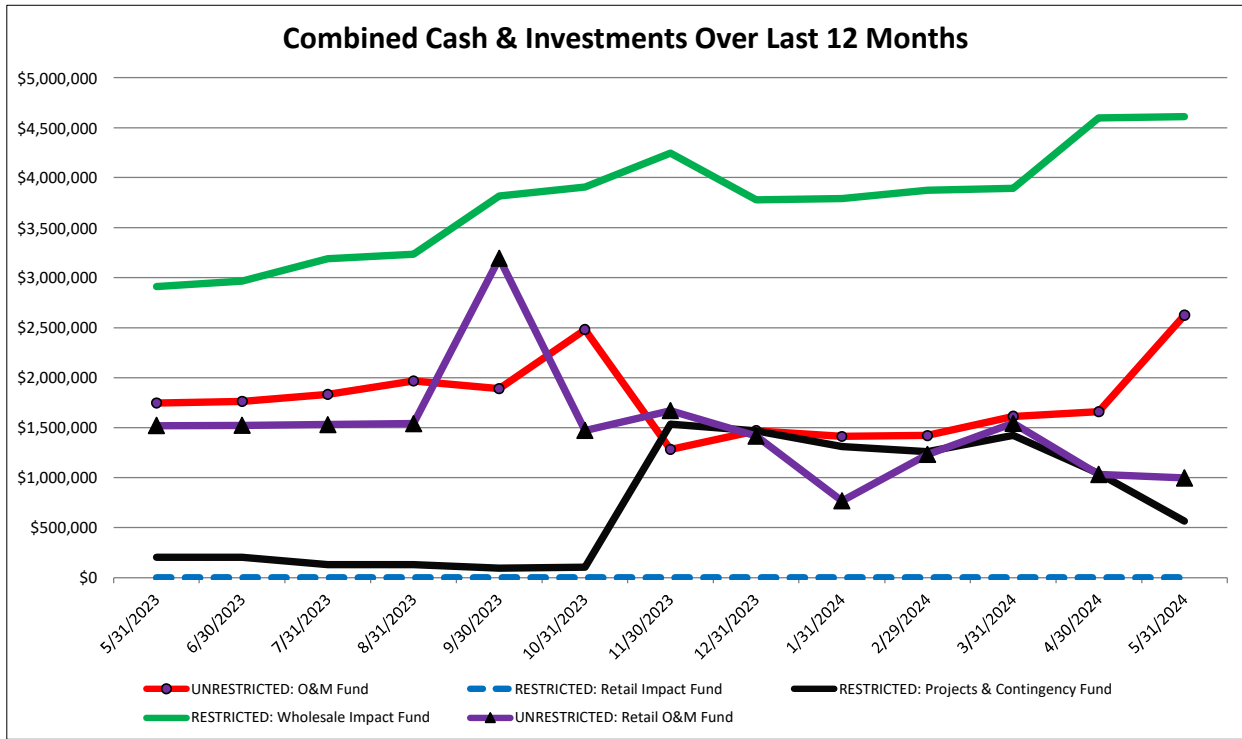
Lynn Stephens

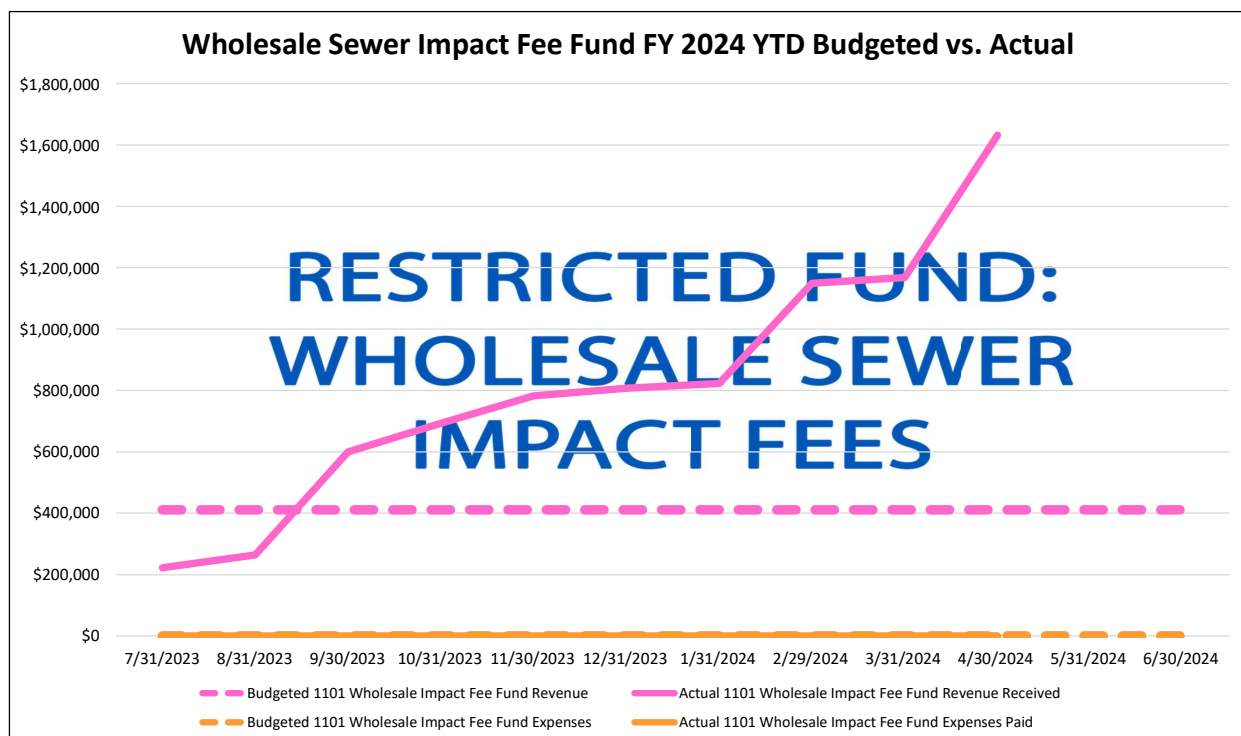
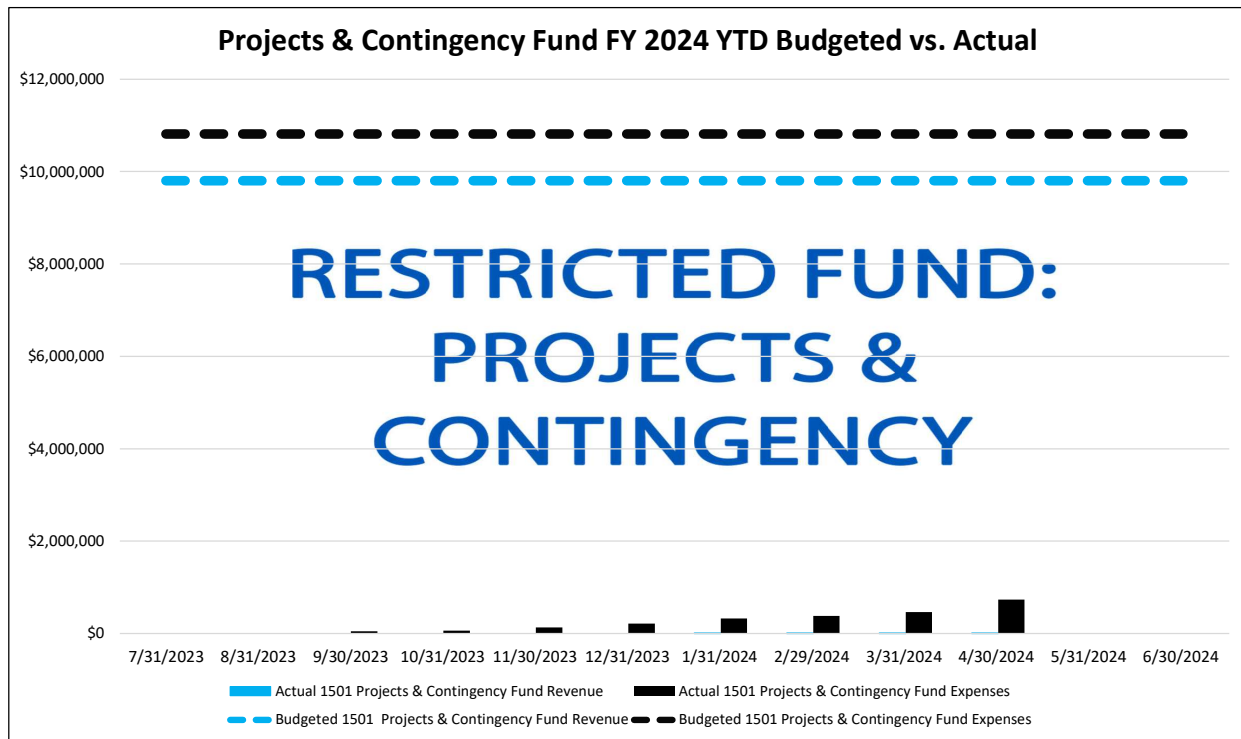
OJRSA Secretary/Treasurer

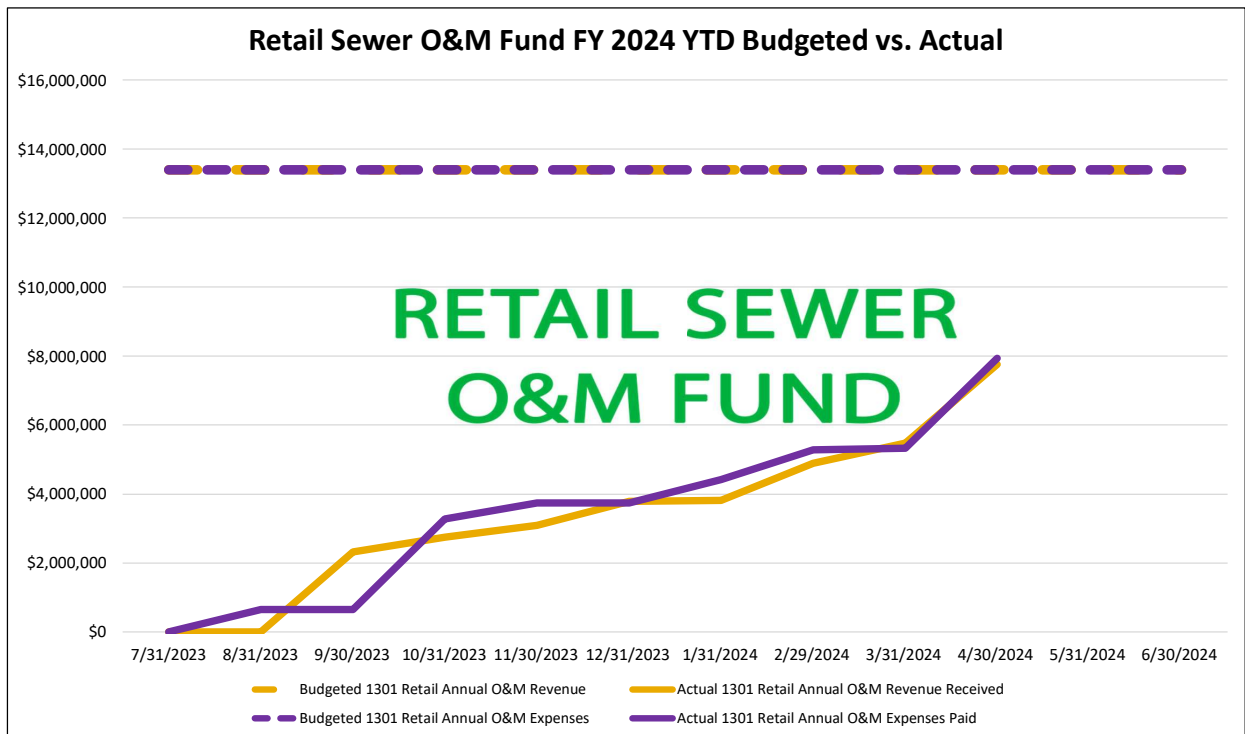
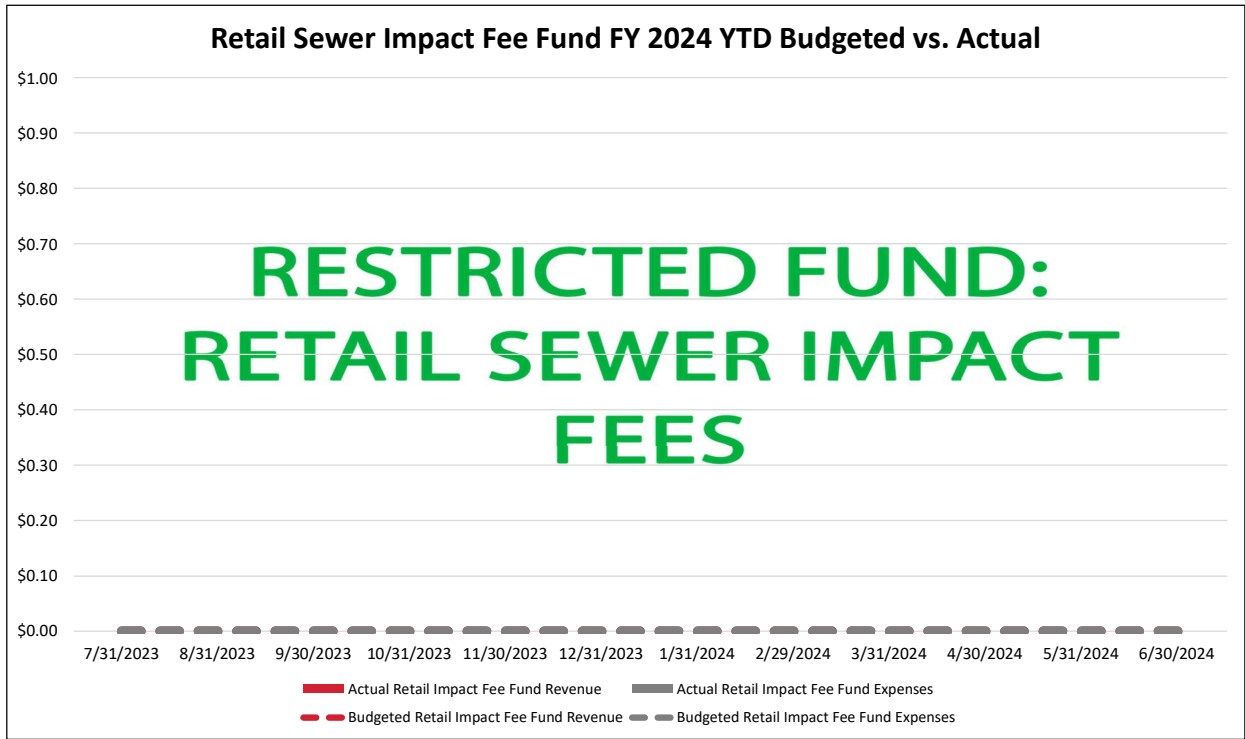














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May 31, 2024

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

RE: Bank Reconciliations for OJRSA April 2024

Dear Lynn,

We have completed the bank reconciliations for the Oconee Joint Regional Sewer Authority for the month ending April 30, 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



FATS, OILS, AND GREASE
INSPECTIONS & PROGRAM



National Pretreatment Program

(40 CFR 403)



Controlling Fats, Oils, and Grease Discharges from Food Service Establishments

Summary

The National Pretreatment Program implements Clean Water Act requirements to control pollutants that are introduced into POTWs. As part of this program, EPA has promulgated General Pretreatment Regulations that require the establishment of State and local pretreatment programs to control pollutants which pass through or interfere with POTW treatment processes or may contaminate POTW sewage sludge. Meeting these requirements may require elimination of interference caused by the discharge to POTWs of Fats, Oils, and Grease (FOG) from food service establishments (FSE). More specifically, the Pretreatment Program regulations at 40 CFR 403.5(b)(3) prohibit "solid or viscous pollutants in amounts which will cause obstruction" in the POTW and its collection system.

What is the environmental problem with FOG discharges into sewers?

EPA's Report to Congress on combined sewer overflows (CSOs) and sanitary sewer overflows (SSOs) identified that "grease from restaurants, homes, and industrial sources are the most common cause (47%) of reported blockages. Grease is problematic because it solidifies, reduces conveyance capacity, and blocks flow." See Impacts and Controls of CSOs and SSOs, EPA-833-R-04 001, August 2004.

Controlling FOG discharges will help POTWs prevent blockages that impact CSOs and SSOs, which cause public health and water quality problems. Controlling FOG discharges from FSEs is an essential element in controlling CSOs and SSOs and ensuring proper operations for many POTWs. The interference incidents identified in CSO/SSO Report to Congress may indicate the need for additional oversight and enforcement of existing regulations and controls. See 71 FR 76660 (21 December 2006).

TYPES OF FACILITIES THE OJRSA REGULATES

- Food Service Establishments, Day Care, Schools, Religious Organizations, Nursing homes, Assisted Living
- Dental Offices
- Car Washes, Vehicle Servicing Facilities
- Multi-Unit Commercial Facilities (Strip Malls/Plazas)
- Multi-Family Developments
- Tattoo Parlors
- Industries
- Brewery, Distilleries
- Non-Residential laundry facilities Salons, Barbershops, Pet grooming

Section 9 – Fats, Oils, and Grease (FOG) Control Program

The OJRSA is mandated by Federal and State regulations to prevent the discharge of untreated sewer to the environment. OJRSA is subject to enforcement actions from SCDHEC and/or EPA when untreated wastewater reaches the environment. Fats, oils, and grease (FOG) can block the sewer lines and cause the untreated sanitary wastewater to overflow into the environment. In order to address this requirement, the OJRSA has established the following FOG Control Program, which is also supported by the OJRSA Development Policy and other policies as applicable.

9.1 PURPOSE

- A. The FOG Control Program has been developed in accordance with SECTION 3 and SECTION 4 of this Regulation with its purpose being to provide for the regulation of the collection, control, and transportation of non-hazardous FOG of animal or vegetable origin generated by Users. All Users, including FOG Generators such as Food Service Establishments, must comply with established grease limits as contained in SECTION 4.2.
- B. Compliance with this Regulation in support of the FOG Control Program shall be evaluated based on all the following criteria:
 - 1. Properly sized and approved FOG Control Devices;
 - 2. Approval and implementation of Best Management Plans;
 - 3. Placement of FOG control signs above FOG Generator sinks;
 - 4. Regularly scheduled maintenance of FOG Control Device(s);
 - 5. Documentation of maintenance and proper disposal;
 - 6. Employee education and training; and
 - 7. Demonstrated adherence to established quantitative concentration or mass limit(s) as measured at the nearest accessible point prior to FOG Generator's connection to the public sewer.

9.2 DUTIES

- A. The Director has the authority to enforce compliance with Permits and Regulations. Acting under the Director is the Regulatory Services Coordinator or his/her assigned representative(s) (e.g., FOG Program Coordinator), who shall be responsible for implementing this Regulation.
- B. The Regulatory Services Coordinator or their assigned representatives shall be responsible for all administrative actions such as inspections, plan review, analyses, and records maintenance.
- C. Any reference to OJRSA within this Regulation as the responsible or authoritative party shall mean the designated and assigned OJRSA representatives.
- D. Duties regarding the enforcement of these requirements are outlined in SECTION 8 of this Regulation.

9.3 APPLICABILITY

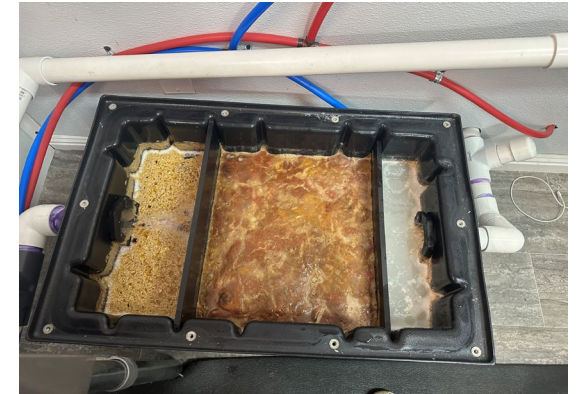
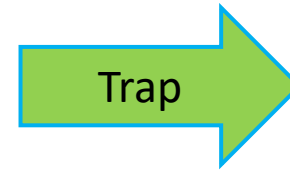
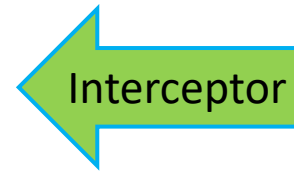
- A. The FOG Control Program is applicable to all Nonresidential Users who generate or transport FOG. The Regulation also applies to Hauled Waste Transporters of the FOG generated from these and other facilities. Classifications for the types of FOG Generators can be found in SECTION 9.7.
- B. All Users shall provide approved FOG Control Devices necessary to meet limits established in the Regulation or any FOG Permit issued by OJRSA.
- C. Devices shall not be required for Single-Family Residential or dwelling units unless associated with regulated Multi-Family Developments as follows:
 - 1. Multi-Family Developments shall be required to install a FOG Control Device in compliance with SECTION 9.7 when five (5) or more units occupy a single building and where the individual living units share a common wastewater drain line that serves more than one (1) unit within the building.
 - 2. This will apply to all new Multi-Family Developments that are issued a Capacity Permit after June 30, 2023. Existing facilities will be grandfathered as constructed unless the facility has to do substantial modifications which include replacement of fifty percent (50%) or more of the drain

FATS, OILS, & GREASE INSPECTIONS ARE BASED ON THE OJRSA SUR



SEWER USE REGULATION

IS THIS DEVICE AN IN GROUND INTERCEPTOR OR AN UNDER THE SINK TRAP



These photographs are from current
FSE inspections

HAS THE FOG DEVICE BEEN APPROVED BY THE OJRSA?

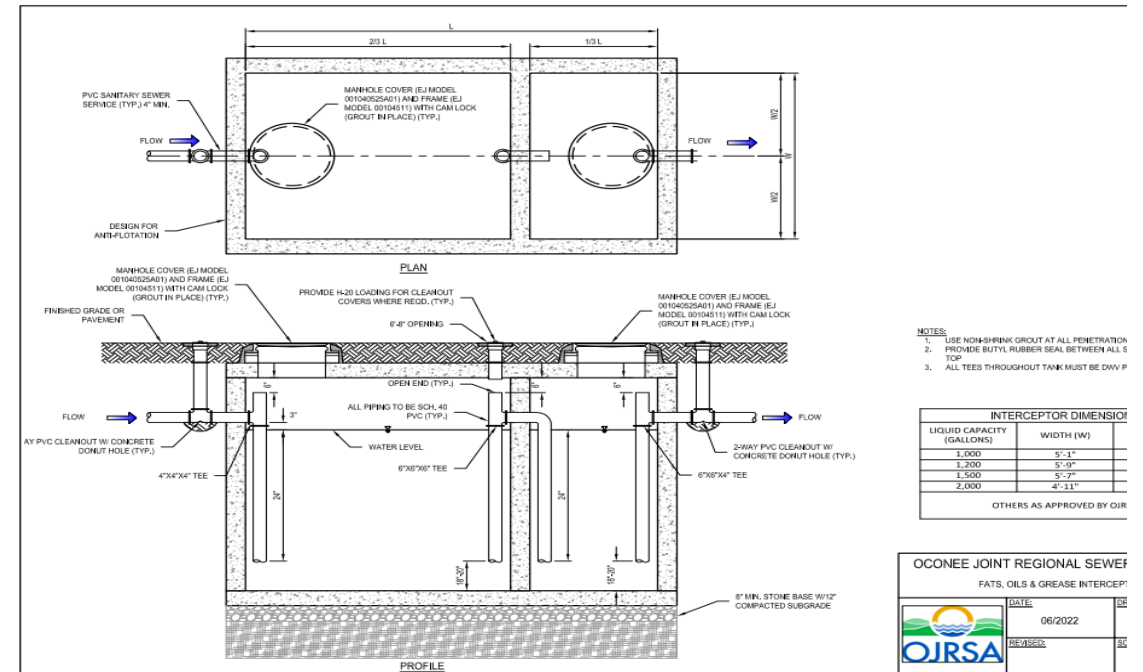
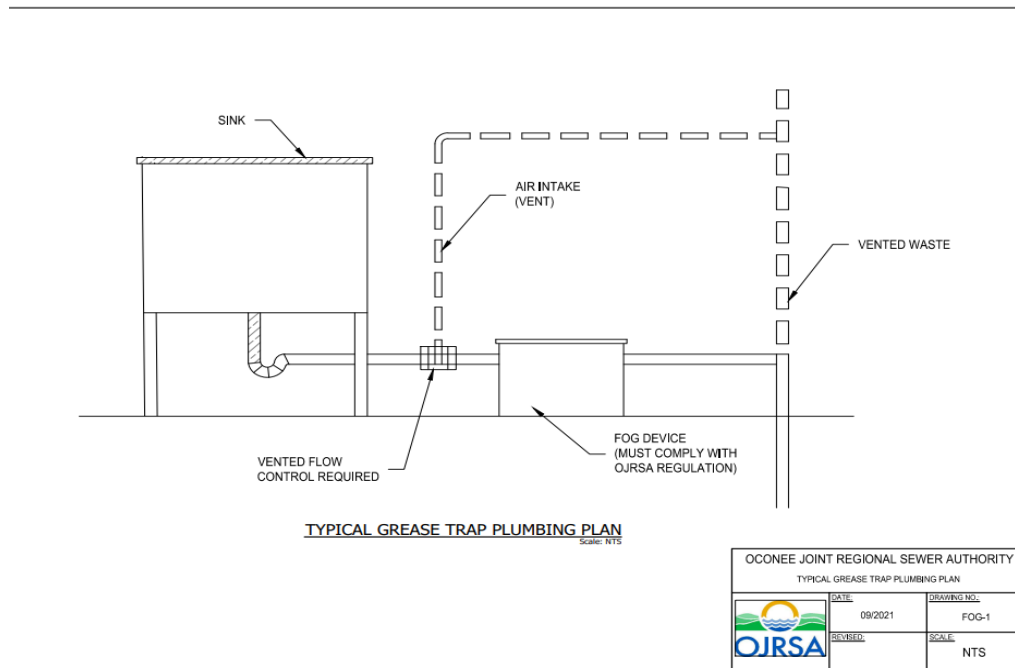
- BEFORE purchasing a FOG device, calculations are to be sent to the OJRSA along with specifications of the planned FOG device for approval by OJRSA. Once the calculations and the device have been approved, the device can be purchased.
- If the device installed prior to 2020, the device would be considered grandfathered unless there was a transfer of ownership after 2020.



IS THE DEVICE INSTALLED PROPERLY?

Specifications of installation on both Traps and Interceptors are located in Sections 6.6.6 and 6.6.7 of the OJRSA Development Policy

Installation diagrams can be found on the OJRSA website at <https://www.ojrsa.org/resources/>



REQUIRED DOCUMENTATION

- Has the establishment completed the OJRSA FSE Questionnaire?
- Has the establishment submitted BMP's to the OJRSA?
- Is the FSE following their BMP's?
- Does the FSE keep maintenance and cleanout records on site? If not, can they access them?
- Is the FSE cleanout and maintenance schedule compliant with the OJRSA SUR frequency requirement? (Weekly for traps) (Every 90 Days for Interceptors)
- Does the FSE have a device cleanout or sizing variance approval by the OJRSA?
- Has a variance agreement been signed and approved by both parties?
- Waste haulers will be doing inspections on the devices upon cleanouts in the future and will fill out the waste hauler inspection form.

MISCELLANEOUS

- Is there grease around the yellow grease recycling bin?
- Does the FSE have signage posted above or around their sinks, including handwashing sinks?
- Is there signs of FOG being discharged into the handwashing sinks or cleaning use only sinks?
- Is there a hose bib or water source within 40 feet of the FOG device?







QUESTIONS?

DALTON JUSTICE

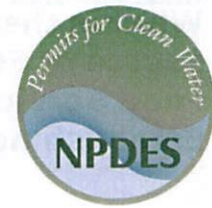
DALTON.JUSTICE@OJRSA.ORG

864-972-3900 EXT.8



National Pretreatment Program

(40 CFR 403)



Controlling Fats, Oils, and Grease Discharges from Food Service Establishments

Summary

The National Pretreatment Program implements Clean Water Act requirements to control pollutants that are introduced into POTWs. As part of this program, EPA has promulgated General Pretreatment Regulations that require the establishment of State and local pretreatment programs to control pollutants which pass through or interfere with POTW treatment processes or may contaminate POTW sewage sludge. Meeting these requirements may require elimination of interference caused by the discharge to POTWs of Fats, Oils, and Grease (FOG) from food service establishments (FSE). More specifically, the Pretreatment Program regulations at 40 CFR 403.5(b)(3) prohibit "solid or viscous pollutants in amounts which will cause obstruction" in the POTW and its collection system.

What is the environmental problem with FOG discharges into sewers?

EPA's Report to Congress on combined sewer overflows (CSOs) and sanitary sewer overflows (SSOs) identified that "grease from restaurants, homes, and industrial sources are the most common cause (47%) of reported blockages. Grease is problematic because it solidifies, reduces conveyance capacity, and blocks flow." See Impacts and Controls of CSOs and SSOs, EPA-833-R-04-001, August 2004.

Controlling FOG discharges will help POTWs prevent blockages that impact CSOs and SSOs, which cause public health and water quality problems. Controlling FOG discharges from FSEs is an essential element in controlling CSOs and SSOs and ensuring proper operations for many POTWs. The interference incidents identified in CSO/SSO Report to Congress may indicate the need for additional oversight and enforcement of existing regulations and controls. See 71 FR 76660 (21 December 2006).

What is the source of FOG at Food Service Establishments?

FOG wastes are generated at food service establishments (FSEs) as byproducts from food preparation activities. FOG captured on-site is generally classified into two broad categories: yellow grease and grease trap waste. Yellow grease is derived from used cooking oil and waste greases that are separated and collected at the point of use by the food service establishment.

The annual production of collected grease trap waste and uncollected grease entering sewage treatment plants can be significant and ranges from 800 to 17,000 pounds/year per restaurant.

What is the legal authority for POTWs to require FSEs to control FOG discharges?

The National Pretreatment Program already provides the necessary regulatory tools and authority to local pretreatment programs for controlling interference problems. Under the provisions of Part 403.5(c)(1) & (2), a POTW must establish and enforce specific local limits for industrial users to prevent interference with the operation of the municipally-owned treatment works in the following circumstances:

- (1) POTWs with approved pretreatment programs;
 - (2) POTWs that have experienced Interference or Pass-Through and such violation is likely to recur.
- See also 46 FR 9406 (28 January 1981).

Consequently, pretreatment oversight programs should include activities designed to identify and control sources of potential interference and, in the event of actual interference, enforcement against the violator.

How do POTWs determine whether they have FOG issues and how to address them?

POTWs should base their FOG programs on knowledge of their systems and a suite of best practices that have proven to reduce FOG discharges and related backups in their collection systems. These efforts are often best implemented through a Capacity, Management, Operations, and Maintenance (CMOM) or an Asset Management program which provides a framework for addressing FOG and other collection system challenges.

The use of Geographic Information System (GIS) mapping to inventory and locate entities that produce FOG constituents, paired with a complaint database that notes when FOG is responsible for blockages, can be a powerful tool in assessing problems and developing solutions. With knowledge of the sources and of

problems areas, a number of steps can then be taken to ensure that FOG does not impact the smooth functioning of the system. A POTW may work towards amending or putting in place a FOG ordinance to be followed in the community, or establish design requirements for grease traps or other structures to prevent FOG from entering the collection system. POTWs should establish an enforcement program to ensure compliance with FOG related policies and ordinances, including an inspection program to ensure that related equipment is working properly. In addition, POTWs may target or prioritize cleaning of the distribution systems based on discharges due to FOG or other root causes. For examples of controls, local limits, and/or pollution prevention measures, see "Where can I get more information?" below).

How can CMOM help control FSE FOG discharges?

EPA expects that blockages from FOG discharges will decrease as POTWs incorporate FOG reduction activities into their Capacity, Management, Operations, and Maintenance (CMOM) program and daily practices. CMOM programs are comprehensive, dynamic, utility specific programs for better managing, operating and maintaining sanitary sewer collection systems, investigating capacity constrained areas of the collection system, and responding to SSOs.

Collection system owners or operators who adopt FOG reduction activities as part of their CMOM program activities are likely to reduce the occurrence of sewer overflows and improve their operations and customer service.

What can FSEs do to control FOG discharges?

Food service establishments can adopt a variety of best management practices or install interceptor/collector devices to control and capture the FOG material before discharge to the POTW collection system.

For example, instead of discharging yellow grease to POTWs, food service establishments often accumulate this material for pick up by consolidation service companies for re-sale or re-use in the manufacture of tallow, animal feed supplements, fuels, or other products.

Additionally, food service establishments can install interceptor/collector devices (e.g., grease traps) in order to accumulate grease on-site and prevent it from entering the POTW collection system.

How should FSEs design and maintain their FOG controls?

Proper design, installation, and maintenance procedures are critical for these devices to control and capture the FOG. For example,

- ◆ Interceptor/collector devices must be designed and sized appropriately to allow FOG to cool and separate in a non-turbulent environment.
- ◆ FSE must be diligent in having their interceptor/collector devices serviced at regular intervals.

The required maintenance frequency for interceptor/collector devices depends greatly on the amount of FOG a facility generates as well as any best management practices (BMPs) that the establishment implements to reduce the FOG discharged into its sanitary sewer system.

In many cases, an establishment that implements BMPs will realize financial benefit through a reduction in their required grease interceptor and trap maintenance frequency.

What are some POTWs doing today to control FOG discharges from FSEs?

A growing number of control authorities are using their existing authority (e.g., general pretreatment standards in Part 403 or local authority) to establish and enforce more FOG regulatory controls (e.g., numeric pretreatment limits, best management practices including the use of interceptor/collector devices) for food service establishments to reduce interferences with POTW operations (e.g., blockages from fats, oils, and greases discharges, POTW treatment interference from *Nocardia filamentous* foaming, damage to collection system from hydrogen sulfide generation).

For example, since identifying a 73% non-compliance rate with its grease trap ordinance among restaurants, New York City has instituted a \$1,000-per-day fine for FOG violations.

Likewise, more and more POTWs are addressing FOG discharges by imposing mandatory measures of assorted kinds, including inspections, periodic grease pumping, stiff penalties, and even criminal citations for violators, along with 'strong waste' monthly surcharges added to restaurant sewer bills. Surcharges are reportedly ranging from \$100 to as high as \$700 and

more, the fees being deemed necessary to cover the cost of inspections and upgraded infrastructure. Pretreatment programs are developing and using inspection checklists for both food service establishments and POTW pretreatment inspectors to control FOG discharges. Additionally, EPA identified typical numeric local limits controlling oil and grease in the range of 50 mg/L to 450 mg/L with 100 mg/L as the most commonly reported numeric pretreatment limit.

Where can I get more information?

Report to Congress: Impacts and Controls of CSOs and SSOs, EPA-833-R-04 001, August 2004, http://cfpub.epa.gov/npdes/cso/cpolicy_report2004.cfm

Local Limits Development Guidance, EPA-833-R-04-002A, July 2004, and EPA's Pretreatment Web site, http://cfpub.epa.gov/npdes/home.cfm?program_id=3

CMOM information is located in the following document, Guide for Evaluating Capacity, Management, Operation, and Maintenance (CMOM) Programs at Sanitary Sewer Collection Systems, EPA-305-B-05-002, January 2005, http://www.epa.gov/npdes/pubs/cmom_guide_for_collection_systems.pdf

Additional information is also available from your state or EPA Region.



Fats, Oils, & Grease (FOG) Control Device Inspection Form

Facility Name: _____ Contact Name: _____

Date: _____ Time: _____ Owner Name: _____

Type of Business: _____ Email: _____

Fiscal Address: _____ Phone: _____

Mailing Address: _____ Number of Seats: _____

General Information:

1. Inspection type: Initial Annual Follow-up (from inspection performed on _____)
2. Type of FOG Control Device ("Device") present at the establishment:
 Trap Interceptor Oil/Water Interceptor or Sand/Oil Interceptor Other _____
 None
3. Is the Device covered under a variance resulting from a request as stated in OJRSA Sewer Use Regulation Section 9.13? No Yes (if yes, complete information below)
 - a. Has a Variance Conditions and Acknowledgement Agreement been signed? Yes No
If "Yes", date was Agreement signed by facility representative: _____
 - b. General variances covered by Agreement: Smaller Size Modified Cleaning Frequency
 Hydromechanical Device Missing FOG Interceptor Baffle Wall Installation Location
 Other _____ Other _____
 - c. Is facility in compliance with approved variances? Yes No (minor) NO (MAJOR)
4. Is the Device cleaned and maintained regularly as required by the Regulation or variance?
 Yes NO (MAJOR) N/A (Initial inspection)
5. Frequency of maintenance: _____ N/A (Initial inspection)
6. Are maintenance/cleaning records kept on-site? Yes NO (MAJOR) N/A (Initial inspection)
7. Does facility have Best Management Practices (BMPs) that have been approved by the OJRSA?
 Yes No (minor)
8. Does it appear that BMPs are being followed? Yes No (minor) N/A (Initial inspection)
9. Are fats, oils, and/or grease (FOG) visible around the yellow grease recycle bin?
 No (minor) No N/A
10. Is FOG present in downstream manhole? Yes No (may require additional investigation) Not Inspected
11. Were downstream sewer lines inspected? Yes No
12. Was a sample taken? Yes No If "Yes," from where? _____

FOG Traps:

If facility does not have a FOG Trap, leave blank and skip to next section.

1. Enter the information about the FOG Trap below:

Size: _____ gpm / _____ lbs Make/Model: _____

Location Installed: _____

Continued on following page

Fixtures Served: _____

2. Has the Device been approved by the OJRSA for installation?
 Yes **NO (MAJOR)** Installed prior to 2020 (Device is "Grandfathered") (Records may or may not exist stating Device was approved by OJRSA and/or Oconee County Sewer Commission prior to this year)

If Device is grandfathered, select the responses to the following questions:
 - a. Does trap have a baffle wall? Yes No
 - b. Is Device effluent free of visible solids? Yes **NO (MAJOR)**
 - c. Is body metallic and showing signs of corrosion? Yes **No (minor)** N/A
3. Is this FOG trap constructed of non-metallic, non-corrosive materials? Yes **NO (MAJOR)**
4. Is this FOG trap located above grade of floor? Yes **NO (MAJOR)**
5. Does this Device meet the regulated minimum requirement of 20 gallons per minute and 40 pounds?
 Yes **NO (MAJOR)**
6. Is the flow control device installed and visible for future inspections and servicing? Yes **No (minor)**
7. Is the FOG trap installed properly? Yes **NO (MAJOR)**
8. Is this trap accessible for servicing and cleaning, to include ability to fully remove baffle walls?
 Yes **NO (MAJOR)**
9. Is the trap maintained according to OJRSA Regulations and other applicable policies?
 Yes **NO (MAJOR)** N/A (Initial inspection)

FOG Interceptors:

If facility does not have a FOG Interceptor, leave blank and skip to next section.

1. Enter the information about the FOG Interceptor below:
Size: _____ gallons Material: _____

Location Installed: _____
2. Has the Device been approved by the OJRSA for installation?
 Yes **NO (MAJOR)** Installed prior to 2020 (Device is "Grandfathered") (Records may or may not exist stating Device was approved by OJRSA and/or Oconee County Sewer Commission prior to this year)

If Device is grandfathered, select the responses to the following questions:
 - a. Does interceptor have a baffle wall? Yes No
 - b. Is the Device effluent free of visible solids? Yes **NO (MAJOR)**
3. Is this interceptor accessible for servicing and cleaning? Yes **NO (MAJOR)**
4. Is there a hose bibb located within 40 feet for cleaning FOG Interceptor?
 Yes **No (minor)** Installed prior to 2024 (Device is "Grandfathered")
5. Is the Device maintained according to OJRSA Regulations? Yes **NO (MAJOR)** N/A (Initial inspection)

Oil/Water Interceptors or Sand/Oil Interceptors:

1. Enter the information about the Oil/Water Interceptor or Sand/Oil Interceptor below:
Size: _____ gallons Material: _____

Location Installed: _____
2. Has the Device been approved by the OJRSA for installation?
 Yes **NO (MAJOR)** Installed prior to 2020 (Device is "Grandfathered") (Records may or may not exist stating Device was approved by OJRSA and/or Oconee County Sewer Commission prior to this year)

Continued on following page

If Device is grandfathered, select the responses to the following questions:

- a. Does interceptor have a baffle wall? Yes No
- b. Is the Device effluent free of visible solids? Yes **NO (MAJOR)**
- 3. Is this interceptor accessible for servicing and cleaning? Yes **NO (MAJOR)**
- 4. Is there a hose bibb located within 40 feet for cleaning Special Device?
 Yes **No (minor)** Installed prior to 2024 (Device is "Grandfathered")
- 5. Is the Device maintained according to OJRSA Regulations? Yes **NO (MAJOR)** N/A (Initial inspection)

Compliance Result:

- SATISFACTORY** – No further action required beyond actions currently taken
- NEEDS IMPROVEMENT** – Consists of two (2) or fewer minor deficiencies as noted in the inspection report. Actions necessary by the facility:
 - Follow-up Necessary – To be conducted on or soon after _____
 - No follow-up necessary but items will need to be adequately addressed prior to next inspection or an Unsatisfactory rating could be issued
- UNSATISFACTORY** – Serious violations constituting of one (1) "major" or three (3) or more "minor" deficiencies or those identified during follow-up* inspections. Unsatisfactory rating could lead to enforcement actions as defined in the *OJRSA Sewer Use Regulation*. Follow-up required and will be conducted on or soon after _____.

Actions Required/Comments:

OJRSA Representative (sign): _____

OJRSA Representative (print): _____

* It is at the discretion of the inspector as to whether issues identified during a follow-up inspection constitutes an Unsatisfactory compliance rating or other type rating.



RESOLUTION 2024-11

Adoption of Purchasing Card Policy

A RESOLUTION ADOPTING A POLICY OF THE OCONEE JOINT REGIONAL SEWER AUTHORITY REGARDING THE USE OF PURCHASING CARDS; 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 has determined it is in the best interest of OJRSA to adopt a formal policy regarding use of purchasing cards by employees (the “Purchasing Card Policy” or “P-Card Policy”).

Section 2 Adoption. In accordance with the findings above, the Commission hereby adopts Purchasing Card Policy as set forth at Exhibit A.

Section 3 Effective Date. The Purchasing Card Policy is effective immediately upon the adoption of this Resolution. All resolutions or policies that are in conflict with the provisions of this Resolution or the P-Card Policy are hereby repealed to the extent of the conflict or inconsistency or in their entirety where the conflict or inconsistency is not severable from such document.

DONE AND ADOPTED by the Oconee Joint Regional Sewer Authority Board of Commissioners, Seneca, South Carolina on this 3rd day of June 2024.

Brian Ramey, Chair
 OJRSA Board of Commissioners

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

Approved as to form:

Larry Brandt, OJRSA Attorney

Date: _____

<seal>

RESOLUTION 2024-11 OJRSA Purchasing Card Policy (P-Card Policy)
June 3, 2024

Exhibit A

Attached beginning on following page

OJRSA Purchasing Card Policy
June 3, 2024

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OJRSA Purchasing Card Policy
June 3, 2024

SECTION 0 – DEFINITIONS, ACRONYMS, AND FORMAT

This Section of the *OJRSA Purchasing Card Policy* contains definitions, acronyms, abbreviations, and formatting that are specific to this document.

0.1 DEFINITIONS

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

Board shall mean the Board of Directors of the Oconee Joint Regional Sewer Authority as the governing body of OJRSA.

Cardholder shall mean any OJRSA employee in possession of a P-Card, obtained pursuant to SECTION 4 of this P-Card Policy.

Executive Director shall mean the Executive Director of OJRSA.

Fiscal Year shall mean the budget year defined in the *OJRSA Financial and Accounting Policy*.

Fuel Card shall mean a debit or credit card issued for the exclusive purpose of purchasing fuel for vehicles and equipment owned and operated by OJRSA. Fuel Cards must be used in a manner consistent with this P-Card Policy and the explicit requirements of SECTION 7.

May is permissive. Shall is mandatory.

Personal Identification Number (PIN) shall mean a number issued to each employee for use of Fuel Cards. *A PIN may also include letters and/or special characters.*

Procurement Policy shall mean the *OJRSA Procurement and Property Disposal Policy*.

Purchasing Card (P-Card) shall mean a debit or credit card issued in accordance with this Policy, to be used by Cardholders in a manner consistent with this Policy and the Procurement Policy of OJRSA. This definition includes Fuel Cards.

Purchasing Card Coordinator shall mean the Office Manager who shall manage and administer this P-Card Policy along with the Procurement Officer, as defined in the Procurement Policy. In the absence of an Office Manager, this position shall be Executive Director or his/her designee.

Purchasing Limits shall mean the spending limits further defined in SECTION 5 which all Cardholders must comply with.

Shall is mandatory. May is permissive.

0.2 ACRONYMS AND ABBREVIATIONS

ATM: Automatic Teller Machine

e.g.: “for example” (Latin)

etc.: *Et Cetera*, Latin for “and other things” (generally)

OJRSA: Oconee Joint Regional Sewer Authority

P-Card: Purchasing Card

PIN: Personal Identification Number

US: United States

0.3 DOCUMENT FORMAT

This manual contains fonts and styles that mean certain things, including points of emphasis or reference other sections or materials. Below is a list of the types used within this manual and what it represents when encountered in the *OJRSA Purchasing Card Policy*.

BOLD RED CAPITAL LETTERS

Important point of emphasis

Dashed Underline

Name of a form to use for documenting a task referenced in the document

Italics

Title of books, manuals, policies, and other documents

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MIX-SIZED CAPITAL LETTERS

Underlined Italics

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

A note of caution or warning

SECTION 1 – ADOPTION

The *OJRSA Purchasing Card Policy* shall become effective in accordance with OJRSA Resolution 2024-11.

SECTION 2 – PURPOSE

The Oconee Joint Regional Sewer Authority (“OJRSA”) has determined to adopt this Purchasing Card Policy (this “P-Card Policy”) to regulate the use of purchasing cards (“P-Cards”) and accomplish the following:

- A. To ensure that payment of all expenses with P-Cards, including but not limited to travel expenses, registration, and purchases made on the internet, are accomplished in accordance with this P-Card Policy;
- B. To establish the appropriate internal controls regarding the use of P-Cards;
- C. To ensure that OJRSA bears no legal liability from inappropriate use of P-Cards;
- D. To provide a convenient method for small purchases and to facilitate internet transactions and/or payments; and
- E. To develop a training program for all prospective individuals holding a P-Card (“Cardholders”) and those OJRSA employees that oversee Cardholders and the administration of this P-Card Policy.

SECTION 3 – SCOPE

This P-Card Policy is applicable to all OJRSA employees and establishes the procedures for becoming a Cardholder, purchasing goods and services, reporting obligations and other aspects of P-Card use. This P-Card Policy is to be read in tandem with the Procurement Policy. It is the preference of OJRSA that purchases be made as set forth in the Procurement Policy. When it is determined necessary to utilize a P-Card, this P-Card Policy shall be strictly followed.

SECTION 4 – ESTABLISHING A CARDHOLDER

- A. Any OJRSA employee with an appropriate need may become a Cardholder upon the completion of a Purchasing Card Issue Form (See APPENDIX A) and approval by the Purchasing Card Coordinator.
- B. A Cardholder’s credit limit shall be approved by the Purchasing Card Coordinator. Credit limits may vary. For credit limits exceeding two thousand dollars (\$2,000), the Procurement Officer, Executive Director, and the Board must approve the credit limit.
- C. Upon approval by the Purchasing Card Coordinator, the Cardholder will receive a copy of this P-Card Policy. Once the P-Card Policy has been reviewed, the Cardholder and the Cardholder’s supervisor will sign the Purchasing Card Issue Form (See APPENDIX A).
- D. With the exception of Fuel Cards, the Purchasing Card Coordinator shall order the Cardholder’s P-Card upon execution and receipt of a Purchasing Card Issue Form. Employees will receive a PIN during orientation at OJRSA.
- E. The Purchasing Card Coordinator shall require the execution of Purchasing Card Receipt & Purchasing Cardholder Agreement (See APPENDIX B) prior to the delivery of the P-Card.

SECTION 5 – CARDHOLDER PURCHASING LIMITS FOR SMALL PURCHASES

- A. The P-Card can be used for small value purchases of supplies, materials, equipment, or services, that are not otherwise prohibited or restricted. All purchases must be consistent with the Purchasing Limits.
- B. A Cardholder’s Purchasing Limits shall be established by the Purchasing Card Coordinator in coordination with the Cardholder’s supervisor. Purchasing Limits greater than two thousand dollars (\$2,000) must be approved in writing by the Procurement Officer, Executive Director, and the Board.
- C. Purchasing Limits

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2. Level I: The single transaction limit for Level I Cardholders is one thousand dollars (\$1,000), including tax and all other charges and fees. Single items must be less than five hundred dollars (\$500). Cardholders are prohibited from splitting purchases to circumvent this amount. (See SECTION 8) All purchases exceeding one thousand dollars (\$1,000), or single item purchases exceeding five hundred dollars (\$500), including taxes must be approved by the Procurement Officer (as defined in the *OJRSA Procurement and Property Disposal Policy*) or the Executive Director in writing prior to the transaction.
3. Level II: The single transaction limit for Level II Cardholders is two thousand dollars (\$2,000), including tax and all other charges and fees with no single item totaling one thousand dollars (\$1,000). Cardholders are prohibited from splitting purchases to circumvent this amount. (See SECTION 8) All purchases exceeding two thousand dollars (\$2,000), or single item purchases exceeding one thousand dollars (\$1,000), including taxes must be approved by the Procurement Officer (as defined in the *OJRSA Procurement and Property Disposal Policy*) or the Executive Director in writing prior to the transaction.

SECTION 6 – PURCHASING PROCEDURES

- A. For Level I Cardholders after completing a purchase, the following steps are required:
 1. The Cardholder shall sign each customer's copy of the receipt and maintain for records;
 2. The Cardholder shall prepare the appropriate OJRSA requisition or purchase form ("Requisition Form") as defined in the *OJRSA Procurement and Property Disposal Policy* within two (2) business days of a transaction;
 3. The Cardholder shall provide the receipt and a Requisition Form to their direct supervisor for approval;
 4. The Cardholder's direct supervisor shall approve the Requisition Form, allocate the expense to a budget item and provide the supporting materials to the Purchasing Card Coordinator;
 5. The Purchasing Card Coordinator shall review and verify the Requisition Form and create a purchase order through accounting systems of OJRSA;
 6. Every month the Purchasing Card Coordinator shall reconcile the monthly P-Card statements against Requisition Forms; and
 7. The Purchasing Card Coordinator shall maintain monthly statements and corresponding receipts for a minimum of twelve (12) months, and in accordance with *OJRSA Records Retention Policy*, whichever is greater.
- B. For Level II Cardholders after completing a purchase, the following steps are required:
 1. The Cardholder shall sign each customer's copy of the receipt and maintain for records;
 2. The Cardholder shall review the credit card statement and on a monthly basis prepare appropriate OJRSA Purchasing Card Reconciliation Form (See APPENDIX C);
 3. The Cardholder shall provide the receipts and a Purchasing Card Reconciliation Form to the Purchasing Card Coordinator five (5) business days after receipt of the monthly statement;
 4. The Purchasing Card Coordinator shall review and verify the Purchasing Card Reconciliation Form and monthly statements have been properly reconciled before providing to the Executive Director for final review;
 5. The Executive Director shall review and verify the Purchasing Card Reconciliation Form and monthly statements have been properly reconciled; and
 6. The Purchasing Card Coordinator shall maintain monthly statements, Purchasing Card Reconciliation Forms, and corresponding receipts for a minimum of twelve (12) months, and in accordance with *OJRSA Records Retention Policy*, whichever is greater.
- C. For Fuel Cards after completing a purchase, the following steps are required:
 1. The Cardholder shall sign each customer's copy of the receipt;
 2. The Cardholder shall provide the receipt to the Purchasing Card Coordinator, or his/her designee, immediately;
 3. The Purchasing Card Coordinator, or his/her designee, shall review, verify, and reconcile the monthly

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- statements of the Fuel Cards;
4. In the event the Purchasing Card Coordinator designates the monthly reconciliation, the Purchasing Card Coordinator shall perform a monthly verification of the reconciliation; and
 5. The Purchasing Card Coordinator shall maintain all monthly statements and receipts for a minimum of twelve months, and in accordance with *OJRSA Records Retention Policy*, whichever is greater.
- D. The Executive Director or Procurement Officer (as defined in the *OJRSA Procurement and Property Disposal Policy*) must authorize purchases of gift cards, stored value cards, calling cards, pre-paid cards, or similar products, including purchases of catalog value credits.
 - E. In the case of the Executive Director, reconciliation shall be performed by the Purchasing Card Coordinator and a member of the OJRSA Executive Committee as defined in the *OJRSA Bylaws*.
 - F. If a receipt has been lost and a duplicate cannot be obtained, the Cardholder shall complete a Purchasing Card Missing Receipt Affidavit (See APPENDIX D), or other applicable form as designated by the Purchasing Card Coordinator. A single Cardholder can use the applicable form no more than three (3) times in one (1) fiscal year (as defined in the *OJRSA Financial and Accounting Policy*). Use of the applicable form more than three (3) times in one (1) fiscal year shall result in suspension of card privileges. (See SECTION 8).
 - G. All items purchased with a P-Card must be shipped to an OJRSA address. Items should not be shipped to the Cardholder's personal residence or other site not owned or managed by OJRSA.
 - H. All services purchased with a P-Card must be performed at an OJRSA address and never the Cardholder's personal residence or other site not owned or managed by OJRSA.
 - I. Any free or promotional item received by virtue of a purchase transacted with a P-Card is property of OJRSA. These items may include but are not limited to: candy, office supplies, clothing, and accessories. These items are not personal gifts and must be given to the Purchasing Card Coordinator for distribution at their discretion in consultation with the Executive Director. Abuse of this policy shall cause termination of a Cardholder's purchasing card privileges and possibly other disciplinary action. (See SECTION 8) Cardholders should deter vendors from shipping free gifts, if possible.
 1. Store rebates in the form of checks or gift cards are also sometimes offered and are acceptable because of their money saving value to OJRSA. If received, these are to be reported to the Purchasing Card Coordinator.
 2. Personal rewards/store points should not be received when using a P-Card.
 - J. All purchases made with the P-Card must be made by the Cardholder, whose name appears on the card or, as applicable, approved with the Cardholder's assigned PIN. Cardholders shall not share PINs or P-Cards held in their personal name for others to complete transactions.
 - K. **FAILURE TO COMPLY WITH THESE POLICIES AND PROCEDURES MAY RESULT IN AN UNAUTHORIZED PROCUREMENT. AN UNAUTHORIZED PROCUREMENT MUST BE RATIFIED BY THE EXECUTIVE DIRECTOR AND COULD RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION. OJRSA RESERVES THE RIGHT TO PURSUE ALL REMEDIES AVAILABLE UNDER THE LAWS OF THE STATE OF SOUTH CAROLINA. THE CARDHOLDER MAY ALSO HAVE TO REIMBURSE THE BOARD FOR ANY SUCH PURCHASE IF THE PURCHASE IS NOT RATIFIED.**
 - L. Unless necessary under the allowed conditions of a qualified emergency as stated within the appropriate section(s) of the *OJRSA Procurement and Property Disposal Policy*, professional services obtained with the P-Card must have prior approval by the Executive Director or his/her designee. The vendor of the professional services must provide OJRSA with a W-9 Form (Request for Taxpayer Identification Number and Certification).

SECTION 7 – FUEL CARDS

- A. Purchases with Fuel Cards must be limited to the OJRSA vehicle or equipment which the card is assigned.
- B. Cardholders must complete Fuel Card transactions by utilizing their assigned Personal Identification Number.
- C. Purchases must conform with Purchasing Procedures set forth in Section VI of this P-Card Policy.

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SECTION 8 – CARDHOLDER OBLIGATIONS

- A. Cardholders must maintain knowledge of this P-Card Policy and any future amendments, and ensure all purchases are compliant with this P-Card Policy and any additional applicable policies, including the Procurement Policy.
- B. Prior to the consummation of any transaction, Cardholders must ensure transactions are within their specific Purchasing Limits and that there is a sufficient credit limit remaining on their P-Card.
- C. Cardholders must notify the Purchasing Card Coordinator for card cancellation if the P-Card has not been used for more than one hundred eighty (180) days.
- D. Cardholders shall maintain security of the P-Card, card number, expiration date, and security code. If any of these items are thought to have been compromised, then they are to let the Purchasing Card Coordinator know immediately.
- E. To avoid fraudulent purchases that may be associated with scams, Cardholders are never to use P-cards to purchase something that is a direct solicitation that is received by electronic or other means (e.g., email, US Mail, fax, etc.) and shall always verify by phone directly to a known person within the company that generated the request for funds using a phone number that is known and verified by an OJRSA employee that the request is legitimate. Do not use phone numbers, email addresses, or other such information provided in the request for payment.
- F. Adhere to the purchasing procedures set forth in SECTION 6.

SECTION 9 – OBLIGATIONS OF THE CARDHOLDER’S SUPERVISOR

- A. The Cardholder’s Supervisor must attend all training pertaining to P-Cards and ensure P-Card Policy knowledge is current.
- B. Monitor all transactions to ensure P-Card use is in compliance with this P-Card Policy.
- C. Participate in the monthly reconciliation pursuant to SECTION 6.

SECTION 10 – PURCHASING CARD COORDINATOR OBLIGATIONS

- A. The Purchasing Card Coordinator is responsible for administering this P-Card Policy including but not limited to conducting an annual review and potential proposal of amendments, establishing internal policies regulating the training of Cardholders, and process for integrating new Cardholders.
- B. The Purchasing Card Coordinator is responsible for immediately reporting discrepancies, suspected misuse, or fraudulent use in writing to both the Executive Director and the Chair of the Board.
- C. It shall be the responsibility of the Purchasing Card Coordinator to monitor Cardholder accounts for inactivity and promptly close accounts pursuant to SECTION 8.

SECTION 11 – PROHIBITED PURCHASES

The following *non-exhaustive* list of P-Card purchases and uses are prohibited under any circumstance:

- A. Alcoholic beverages;
- B. Cash advances, use at ATM’s, use at money transfer locations such as Western Union and Telecheck, and any use that results in the liquidation of OJRSA funds;
- C. Cellular phones and services (cellular phone accessories are allowed);
- D. Payment of State and local taxes to the Department of Revenue.
- E. Payment on open accounts maintained with vendors, or payments toward an accumulated balance of an account;
- F. Personal purchases of any kind;
- G. Personal entertainment, including in-room services while traveling;
- H. Tobacco products; and
- I. Other prohibited items stated within this P-Card Policy.

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SECTION 12 – DISCIPLINARY ACTION

- A. **VIOLATIONS OF THIS POLICY ARE SUBJECT TO DISCIPLINARY ACTION IN ACCORDANCE WITH OJRSA PERSONNEL POLICY, UP TO AND INCLUDING TERMINATION.**
- B. Along with potential disciplinary action in accordance with SECTION 12.A, the following abuses shall result in the offending Cardholder's P-Card privileges being suspended for thirty (30) days:
1. If a receipt has been lost and a duplicate cannot be obtained, a Purchasing Card Missing Receipt Affidavit in accordance with SECTION 6.F.
 2. Purchasing Procedures set forth at SECTION 6 not being completed according to the requirements of this P-Card Policy by the Cardholder or Cardholder supervisor more than two (2) times in a given Fiscal Year.
 3. Loss of the physical P-Card more than one (1) time in a given Fiscal Year.
 4. Purchases from merchants that are blocked by the Executive Director or his/her designee more than one (1) time in a given Fiscal Year. A list of blocked merchants will be provided to the Cardholder during training.
- C. Along with potential disciplinary action in accordance with SECTION 12.A, the following shall result in the permanent loss of P-Card privileges unless otherwise determined in writing by the Executive Director and Purchasing Card Coordinator:
1. Exceeding Purchasing Limits.
 2. P-Card purchase where goods or services violate SECTION 6.G or SECTION 6.H.
 3. Three (3) or more P-Card suspensions in a given fiscal year.
 4. Purchase of personal items or services, alcohol, tobacco, or other items as stated in SECTION 11.
 5. Use of the P-Card at an ATM, for cash advances, or Western Union or similar uses.
 6. Splitting of purchases for the purpose of circumventing the Purchasing Limits established in SECTION 5.

SECTION 13 – TERMINATION OF P-CARD PRIVILEGES

- A. Upon termination of a Cardholder's privileges, it is the responsibility of the Purchasing Card Coordinator to notify the Cardholder's supervisor of the termination and to immediately cancel the P-Card. The supervisor must obtain the canceled P-Card and deliver to the Purchasing Card Coordinator for destruction.
- B. If for any reason the Cardholder no longer requires use of the P-Card, the Cardholder's supervisor must notify the Purchasing Card Coordinator as soon as possible and turn the P-Card into the Purchasing Card Coordinator for cancellation and destruction.
- C. If a P-Card goes more than one hundred eighty (180) days without use, it will be cancelled by the Purchasing Card Coordinator, unless a need for seasonal usage is established. Upon notification to the Cardholder and the Cardholder's supervisor, the P-Card must then be turned into the Purchasing Card Coordinator immediately for destruction. If at any time the Cardholder, or Cardholder's supervisor discovers that the P-Card has not been used for more than one hundred eighty (180) days, they must notify the Purchasing Card Coordinator immediately for card cancellation, unless a need for seasonal usage is established.

SECTION 14 – DISPUTES

- A. If a Cardholder's attempted transaction is declined, the Cardholder should first contact the customer service number associated with the P-Card to resolve the issue. If the declined transaction cannot be resolved, the Cardholder should contact the Purchasing Card Coordinator during normal business hours.
- B. If a Cardholder seeks to return an item, the vendor must issue a credit to the corresponding P-Card account. This credit will appear on a subsequent statement and posted to the appropriate department.
- C. **CARDHOLDERS ARE PROHIBITED FROM ACCEPTING CASH, CHECK, OR IN-STORE CREDIT IN LIEU OF A CREDIT TO THEIR P-CARD.** Cardholders should always attempt to resolve any disputes or billing errors directly with the vendor. In most cases, the vendor will issue a credit to the card account. If an agreement cannot be reached with the vendor, staff should contact the Purchasing Card Coordinator for resolution.

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SECTION 15 – EMERGENCY USE

- A. When there exists a threat to public health, welfare, critical economy and efficiency, safety under emergency conditions, or where normal daily operations are affected, the Executive Director may authorize the Purchasing Card Coordinator to take action to facilitate P-Card purchases.
1. Actions of the Executive Director may include unblocking certain merchants and raising Purchasing Limits, or both on a temporary basis.
 2. Requests for this action shall be received in writing or email by the Purchasing Card Coordinator from the Executive Director and may be received on a retroactive basis.
- B. All transactions during emergency use must be properly documented according to any requirements established by the Purchasing Card Coordinator including at a minimum all transaction approvals. This information will be submitted in accordance with SECTION 6.

REVISION HISTORY

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

Table 1: OJRSA Purchasing Card Policy revision history

Revision Number	Date	Description of Changes
0001	XX/XX/2024	Initial adoption of <i>OJRSA Purchasing Card Policy</i> by Resolution 2024-XXX.

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APPENDIX A – PURCHASING CARD ISSUE FORM

NOTE: The form in APPENDIX A is subject to change based on needs within the agency and may be updated with the approval of the Executive Director. Such a change is not considered as a substantive change to this Policy. Obtain up-to-date copy of form from Purchasing Card Coordinator or Executive Director.



OCONEE JOINT REGIONAL SEWER AUTHORITY
Department of Administration and Finance

Purchasing Card Issue Form

Date: _____

Cards Issued To: _____

Agreement By Employee

During tenure with OJRSA, I will immediately notify the Office Manager or the Executive Director if I lose my card. I will be responsible for submitting all purchase receipts either with a Requisition/Purchase Order or a Credit Card Reconciliation Form. I will surrender all cards assigned to me on this sheet upon termination of employment.

Employee Signature: _____

Cards Issued

To be completed by Office Manager (or issuer of cards) except for employee's signature confirming receipt.

Card Vendor Name	Card Number	Date Issued	Signature Confirming Receipt	Office Manager Initials When Returned

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APPENDIX B – PURCHASING CARD RECEIPT & PURCHASING CARDHOLDER AGREEMENT

NOTE: The form in APPENDIX B is subject to change based on needs within the agency and may be updated with the approval of the Executive Director. Such a change is not considered as a substantive change to this Policy. Obtain up-to-date copy of form from Purchasing Card Coordinator or Executive Director.



OCONEE JOINT REGIONAL SEWER AUTHORITY
Department of Administration and Finance

Purchasing Card Receipt & Purchasing Cardholder Agreement

Purchasing Cardholder: _____
Department: _____
Purchasing Card Account Number: _____
Personal Identification Number for Fuel Card: _____
Purchasing Limit Level: _____

OJRSA Purchasing Card Agreement

I, _____, acknowledge receipt of Oconee Joint Regional Sewer Authority ("OJRSA") Purchasing Card ("P-Card") and/or Personal Identification Number (PIN). The P-Card is OJRSA property and should be used with good judgement and in accordance with all OJRSA policies. As a Cardholder, I understand and agree to comply with the P-Card guidelines summarized below and detailed in the *OJRSA Purchasing Card Policy*.

1. I understand that I am being entrusted with a valuable purchasing tool and will be making financial commitments on behalf of my department and will strive to obtain the best value for OJRSA. I understand that OJRSA is financially liable for all authorized charges made on the P-Card.
2. I agree to use the card for approved purchases only and agree not to use the P-Card for personal purchases. I understand that I am the sole user of the P-Card and PIN and that secondary use is prohibited. I understand that my supervisor and the Purchasing Card Coordinator will review the use of the P-Card and the related management reports and take appropriate action on any discrepancies.
3. I understand that purchases must comply with the Purchase Limits level assigned to me. Under no circumstances should a transaction be split into separate receipts to bypass the single transaction Purchase Limit.
4. I understand that improper use of the P-Card can be considered misappropriation of OJRSA funds, which may result in disciplinary action up to and including termination.
5. I will not use the P-Card to circumvent or divert the rules of the *OJRSA Procurement and Property Disposal Policy*. Should OJRSA determine that failure to comply with the policies of the *OJRSA Procurement and Property Disposal Policy* was a deliberate or negligent act of the cardholder, discipline, up to and including termination will occur.
6. I understand that all charges are billed directly and paid directly by OJRSA. Any personal charges on the P-Card may be considered misappropriation of funds because the cardholder cannot pay the bank directly.
7. I agree to complete monthly reconciliation in a timely manner which includes providing original, itemized receipts. I understand that I am required to provide, when requested, information about any specific purchase. I understand that consistent failure to comply may result in revocation of my card purchasing privileges and that willful violations may result in disciplinary actions, including termination.
8. I will follow the established procedures for the use of the P-Card, as set forth by the *OJRSA Purchasing Card Policy*. Failure to do so may result in either revocation of my privileges or other disciplinary actions, including termination of employment.
9. If the card is lost or stolen, I agree to notify my department supervisor and the Purchasing Card Coordinator immediately
10. I agree to return the P-card immediately upon request or upon termination of employment (e.g., retirement or voluntary/involuntary termination). Upon my transfer to another organization unit with

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OJRSA or change in my duties that does not require the use of the purchasing card, I also agree to return my P-card and arrange for a new one, if appropriate.

- 11. The Executive Director may request I surrender the P-Card at his/her discretion.
- 12. I agree to comply with any changes to these terms and conditions or policies and procedures that OJRSA issues.

Certification

The following individuals certify that they have reviewed the P-Card Policy and agree that they will abide by all OJRSA policies, procedures and requirements pertaining to P-Cards.

Cardholder Signature: _____ Date: _____

Purchasing Card
Coordinator Signature: _____ Date: _____

Print Name: _____

SAMPLE
Obtain Copy from
Purchasing Card
Coordinator or
Executive Director
(this form subject to
change as
necessary)

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APPENDIX C – PURCHASING CARD RECONCILIATION FORM

NOTE: The form in APPENDIX C is subject to change based on needs within the agency and may be updated with the approval of the Executive Director. Such a change is not considered as a substantive change to this Policy. Obtain up-to-date copy of form from Purchasing Card Coordinator or Executive Director.



OCONEE JOINT REGIONAL SEWER AUTHORITY
Department of Administration and Finance

Purchasing Card Reconciliation Form

Cardholder's Name: _____

Statement Ending Date: _____

Purchasing Card Payments Made During Statement Cycle

Date	Vendor	Items Purchased and Reason for Purchase (Use additional sheets if necessary)	Cost	Receipt Attached?	GL Code
Total Costs for Transactions (\$)					

SAMPLE
Obtain Copy from
Purchasing Card
Coordinator or
Executive Director
(this form subject to
change as
necessary)

By my signature, I certify these purchases are for Oconee Joint Regional Sewer Authority use.

_____ Signature of User

Reviewed by: _____ Executive Director

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APPENDIX D – PURCHASING CARD MISSING RECEIPT AFFIDAVIT

NOTE: The form in APPENDIX D is subject to change based on needs within the agency and may be updated with the approval of the Executive Director. Such a change is not considered as a substantive change to this Policy. Obtain up-to-date copy of form from Purchasing Card Coordinator or Executive Director.



OCONEE JOINT REGIONAL SEWER AUTHORITY
Department of Administration and Finance

Purchasing Card Missing Receipt Affidavit

Employee Name: _____

Purchasing Card Number (last four digits): _____

Vendor Name: _____

Transaction Date: _____

Transaction Amount: _____

Transaction Description:

Account Coding: _____

Reason Receipt is Missing:

I, the undersigned, certify that I (a) have made reasonable attempts to locate the above-referenced receipt and (b) that this expense will not be submitted again in the future to OJRSA or any other organization for reimbursement or tax purposes.

Employee Signature: _____

Date: _____

Director/Manager Approval: _____

Date: _____

Executive Director Approval: _____

Date: _____



RESOLUTION 2024-12

Amendment of the Procurement and Property Disposal Policy

A RESOLUTION AMENDING THE PROCUREMENT AND PROPERTY DISPOSAL POLICY OF THE OCONEE JOINT REGIONAL SEWER AUTHORITY; AND OTHER MATTERS RELATED THERETO.

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

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

- A. In providing for the management and control of OJRSA, the Commission adopted a formal policy regarding procurement and property disposal (the “Procurement Policy”) on February 5, 2024.
- B. The Commission has since determined it is in the best interest of OJRSA to amend and restate a portion of the Procurement Policy as set forth in this Resolution (the “Amendment”).

Section 2 Amendment of the Procurement Policy. In accordance with the findings above, the Commission hereby amends and restates Section 6.2.3 of the Procurement Policy as follows (underlining shows added language for illustrative purposes only; ~~strike-through~~ shows removed language for illustrative purposes only):

Section 6.2.3 Changes to Contracts (Change Orders) and Fiscal Responsibility

The Procurement Officer or his/her Designee shall be allowed to approve and pay for Change Orders which do not alter the original scope or intent of the project, and which do not exceed the previously approved project budget, including project contingency if so included. The Executive Director will promptly notify the Board of all Change Orders over one hundred thousand dollars (\$100,000). ~~However~~ Every Contract Modification, Change Order, or contract price adjustment under a Construction contract with OJRSA in excess of the total project budget or the total contract budget one hundred thousand dollars (\$100,000) shall be approved by the Board after receiving a report from the Procurement Officer as to the effect of the Contract Modification, Change Order, or contract price adjustment ~~on the total project budget or the total contract budget.~~ Change Orders which do not alter the original scope or intent of the project and result in a reduction of the total project cost do not require Board notice or approval.

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

DONE AND ADOPTED by the Oconee Joint Regional Sewer Authority Board of Commissioners, Seneca, South Carolina on this 3rd day of June 2024.

Brian Ramey, Chair
OJRSA Board of Commissioners

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

Approved as to form:

Larry Brandt, OJRSA Attorney

Date: _____

<seal>

I-85 CORRIDOR SEWER EXPANSION PROJECT-OJRSA

CONTRACTOR: MOORHEAD CONSTRUCTION COMPANY ENGINEER: DAVIS & FLOYD, INC.

DATE: MAY 29, 2024

COUNCIL BRIEFING/UPDATE -

CONTRACTOR HAS INSTALLED ALL GRAVITY SEWER, FORCE MAIN AND SERVICES. APPROXIMATELY 44 SEWER SERVICES HAVE BEEN INSTALLED.

THE FORCE MAINS HAVE BEEN PRESSURE TESTED. AIR TESTING OF GRAVITY SEWER MANHOLES IS COMPLETED WITH DEFLECTION TESTING REMAINING.

RESTORATION OF DRIVEWAY PATCHES AND OTHER PAVEMENT RESTORATION WORK IS UNDERWAY, BUT NOT COMPLETED. GRASSING/SEEDING OF PROJECT AREAS IS NOT COMPLETE.

INSTALLATION OF NEW PUMP STATIONS AT THE WELCOME CENTER AND BROOMWAY LANE IS COMPLETE WITH GENERATORS INSTALLED AND ELECTRICAL TESTING COMPLETE. PUMPS AND GENERATORS NEED TO BE STARTED UP AND TESTED.

ORIGINAL CONTRACT AMOUNT: \$12,311,447.00

ISSUED CHANGE ORDERS (NOS. 1 & 2): (\$500,831.75)

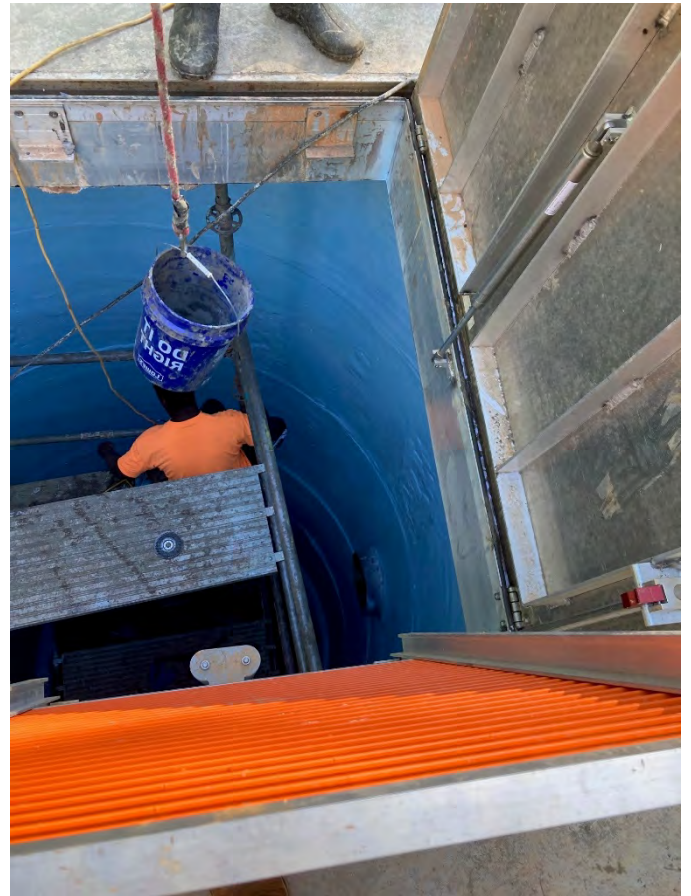
CURRENT CONTRACT AMOUNT: \$11,810,615.25

APPROXIMATE VALUE OF WORK INSTALLED THROUGH END OF APRIL 2024: \$9,961,878.97 OR 84% OF CURRENT CONTRACT AMOUNT. ACTUAL COMPETION AS OF MAY IS ESTIMATED AT OVER 90% COMPLETE.

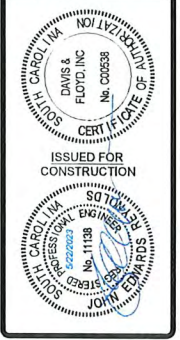
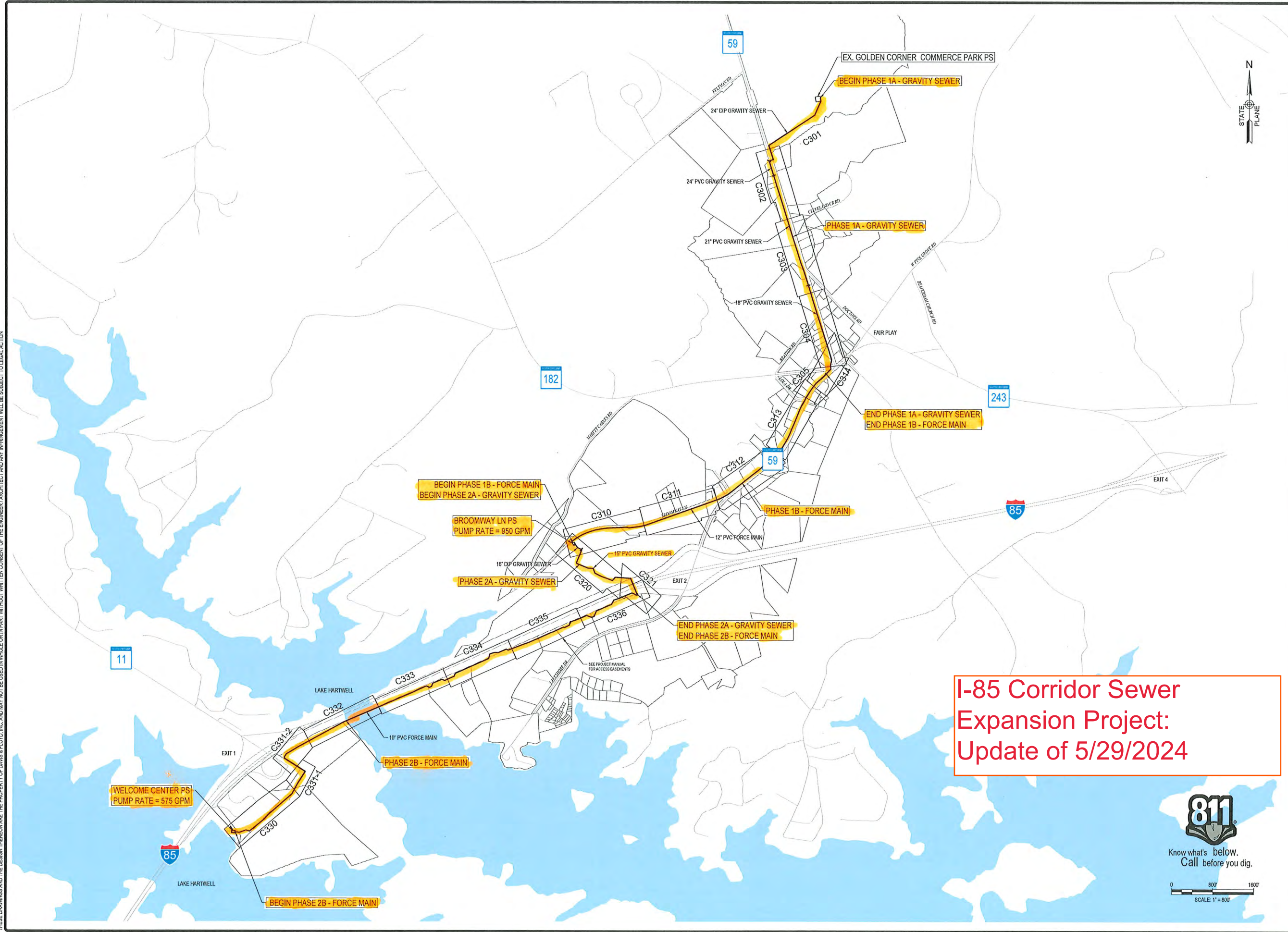
THE CONTRACTOR IS SCHEDULED TO BE COMPLETE BY THE END OF JUNE 2024.



I-85 CORRIDOR SEWER EXPANSION UPDATE
MAY 29, 2024
PAGE 2



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THESE DRAWINGS AND THE DESIGN THEREON ARE THE PROPERTY OF DAVIS & FLOYD, INC. AND MAY NOT BE USED IN WHOLE OR IN PART WITHOUT WRITTEN CONSENT OF THE ENGINEER/ARCHITECT AND ANY INFRINGEMENT WILL BE SUBJECT TO LEGAL ACTION



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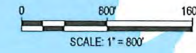
OWNER
OCONEE JOINT REGIONAL SEWER AUTHORITY
FAIR PLAY, SOUTH CAROLINA
PROJECT TITLE
I-85 CORRIDOR SEWER EXPANSION

DRAWN TITLE
SEWER SERVICE AREA & PLAN SHEET INDEX

**I-85 Corridor Sewer Expansion Project:
Update of 5/29/2024**



Know what's below.
Call before you dig.



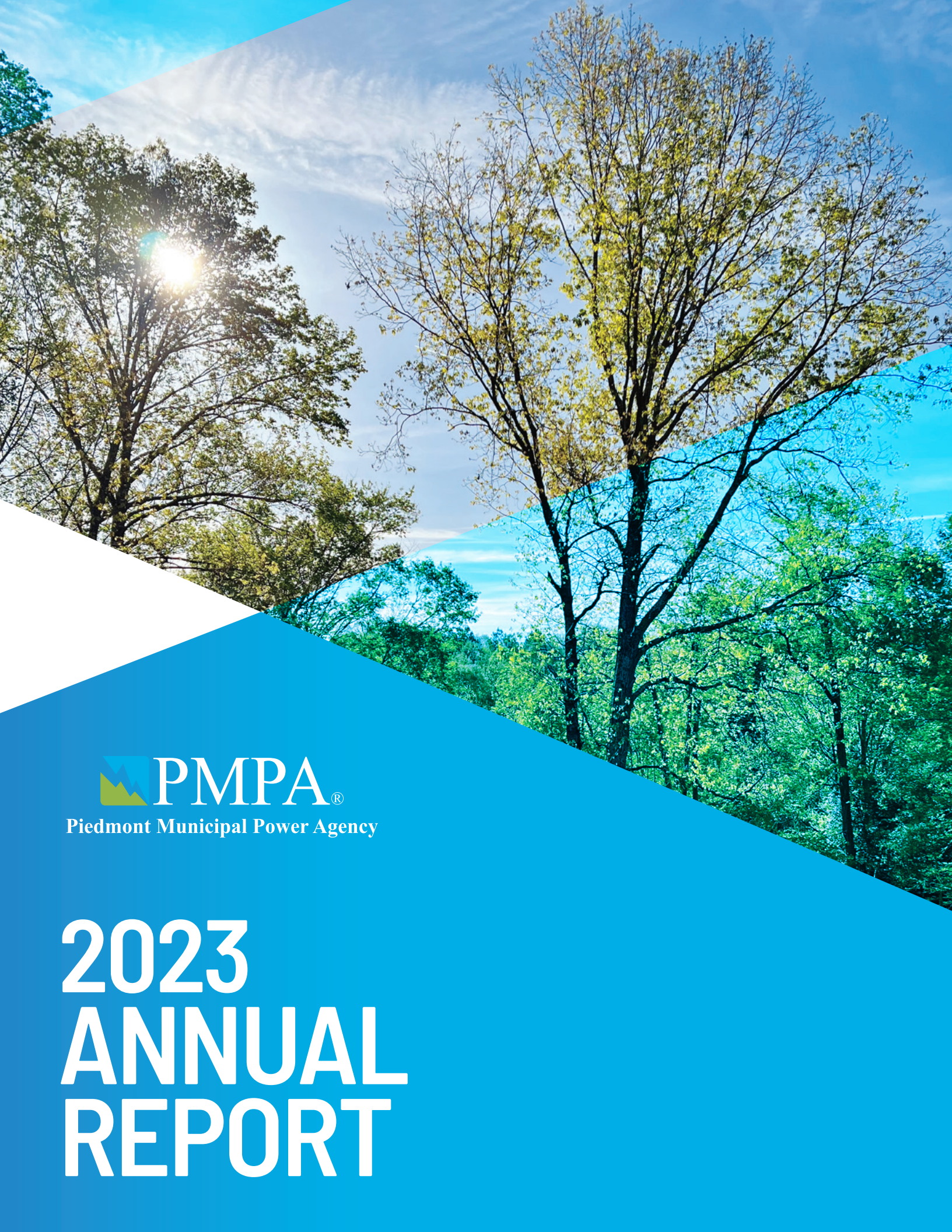
NO.	REVISION	DATE

NO.	DATE	BY	CHKD.

NO. 045004-01
DATE MAY 2023
BY ENCRCL
CHKD. ENCRCL
DECOR. ENCRCL
JOB NO.
JOB NAME
JOB CODE

G001

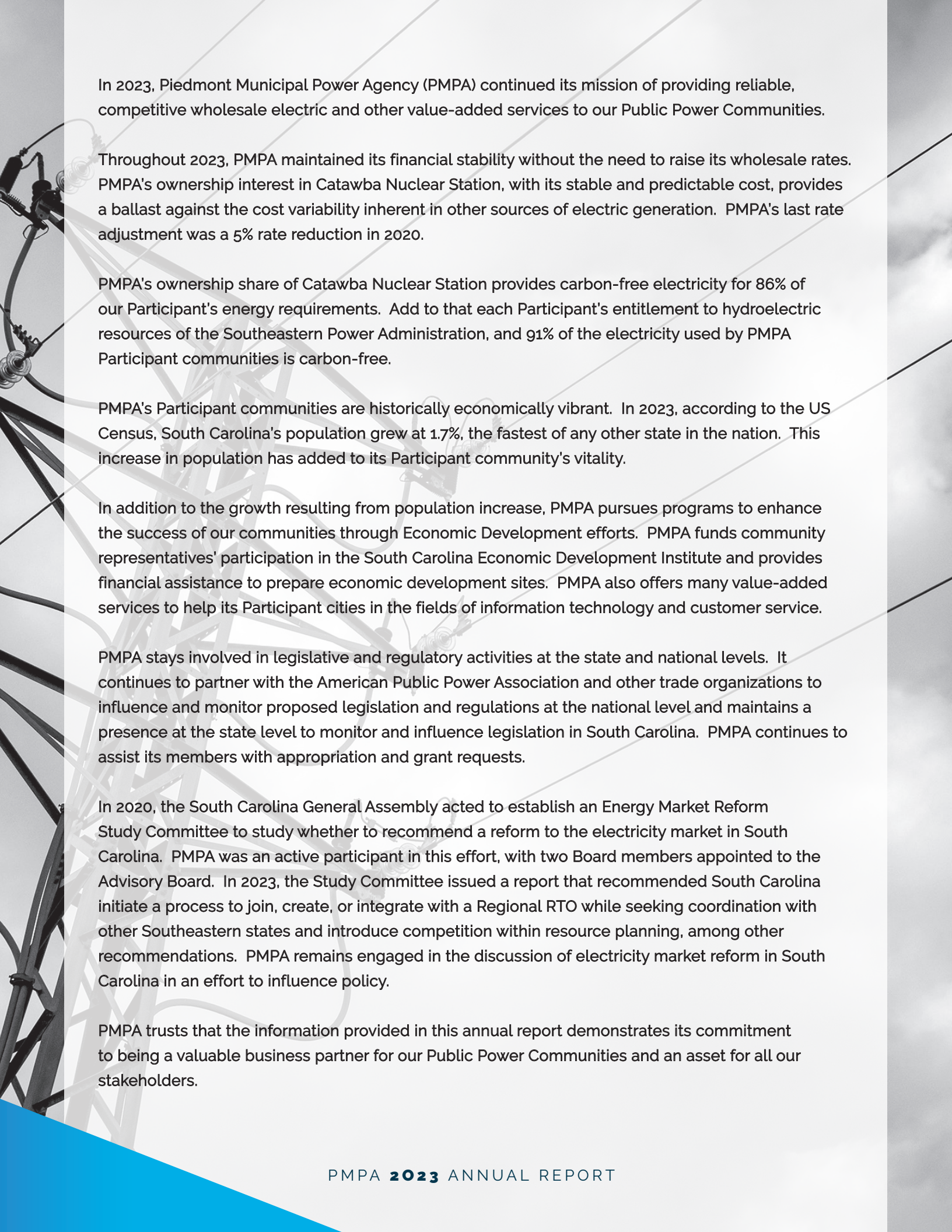
PAGE 2 OF 55



PMPA[®]

Piedmont Municipal Power Agency

2023 ANNUAL REPORT



In 2023, Piedmont Municipal Power Agency (PMPA) continued its mission of providing reliable, competitive wholesale electric and other value-added services to our Public Power Communities.

Throughout 2023, PMPA maintained its financial stability without the need to raise its wholesale rates. PMPA's ownership interest in Catawba Nuclear Station, with its stable and predictable cost, provides a ballast against the cost variability inherent in other sources of electric generation. PMPA's last rate adjustment was a 5% rate reduction in 2020.

PMPA's ownership share of Catawba Nuclear Station provides carbon-free electricity for 86% of our Participant's energy requirements. Add to that each Participant's entitlement to hydroelectric resources of the Southeastern Power Administration, and 91% of the electricity used by PMPA Participant communities is carbon-free.

PMPA's Participant communities are historically economically vibrant. In 2023, according to the US Census, South Carolina's population grew at 1.7%, the fastest of any other state in the nation. This increase in population has added to its Participant community's vitality.

In addition to the growth resulting from population increase, PMPA pursues programs to enhance the success of our communities through Economic Development efforts. PMPA funds community representatives' participation in the South Carolina Economic Development Institute and provides financial assistance to prepare economic development sites. PMPA also offers many value-added services to help its Participant cities in the fields of information technology and customer service.

PMPA stays involved in legislative and regulatory activities at the state and national levels. It continues to partner with the American Public Power Association and other trade organizations to influence and monitor proposed legislation and regulations at the national level and maintains a presence at the state level to monitor and influence legislation in South Carolina. PMPA continues to assist its members with appropriation and grant requests.

In 2020, the South Carolina General Assembly acted to establish an Energy Market Reform Study Committee to study whether to recommend a reform to the electricity market in South Carolina. PMPA was an active participant in this effort, with two Board members appointed to the Advisory Board. In 2023, the Study Committee issued a report that recommended South Carolina initiate a process to join, create, or integrate with a Regional RTO while seeking coordination with other Southeastern states and introduce competition within resource planning, among other recommendations. PMPA remains engaged in the discussion of electricity market reform in South Carolina in an effort to influence policy.

PMPA trusts that the information provided in this annual report demonstrates its commitment to being a valuable business partner for our Public Power Communities and an asset for all our stakeholders.

FINANCIALS

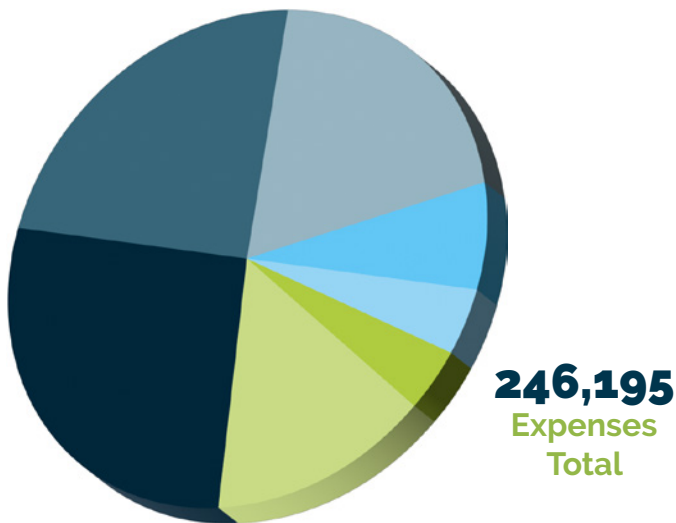
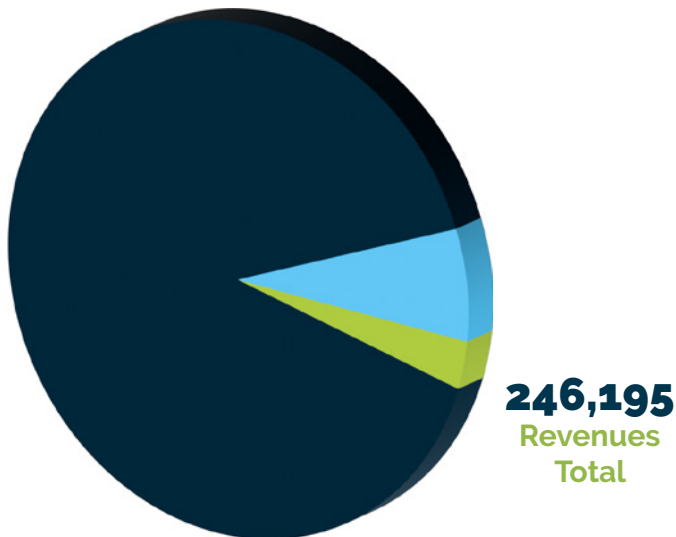
STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION

<i>Years Ended December 31, 2023 and 2022 (Dollars in Thousands)</i>		2023	2022
OPERATING REVENUES	Sales of electricity to Participants	\$220,132	\$215,668
	Sales of electricity to other utilities	17,412	21,629
	Other	1,421	1,532
	Total Operating Revenues	238,965	238,829
OPERATING EXPENSES	Operation and maintenance	24,837	24,987
	Nuclear fuel amortization	12,702	13,335
	Purchased power	44,974	56,798
	Transmission	8,861	8,295
	Power delivery	608	590
	Administrative and general	15,672	15,996
	Depreciation	9,450	10,634
	Decommissioning reserve accretion	7,313	6,960
	Payments in lieu of property taxes	9,882	8,005
Total Operating Expenses	134,299	145,600	
NET OPERATING INCOME	104,666	93,229	
OTHER INCOME (EXPENSE)	Interest income	7,230	2,890
	Net change in fair market value of investments	5,202	(9,143)
	Interest expense	(36,660)	(39,041)
	Amortization	6,212	7,147
	Other	(15,230)	(6,922)
Total Other Expense, Net	(33,246)	(45,069)	
Revenues over expenses before deferred items		71,420	48,160
Net decrease in net costs recoverable from future Participant billings		(46,721)	(48,055)
Postemployment benefits		(132)	-
Revenue over expenses		24,567	105
NET POSITION AT BEGINNING OF YEAR		116,475	116,370
NET POSITION AT END OF YEAR		\$141,042	\$116,475

STATEMENTS OF NET POSITION

<i>December 31, 2023 and 2022 (Dollars in Thousands)</i>		2023	2022
CAPITAL ASSETS	Utility plant assets being depreciated	\$787,869	\$784,111
	Accumulated depreciation and amortization	(410,996)	(405,306)
	Total utility plant assets being depreciated, net	376,873	378,805
	Utility plant assets not being depreciated	34,619	24,224
Total Capital Assets, net		411,492	403,029
CURRENT UNRESTRICTED ASSETS	Cash	47	1,151
	Marketable debt securities	84,516	78,355
	Accrued interest receivable	1	1
	Participant accounts receivable	17,488	16,813
	Other accounts receivable	955	1,427
	Materials and supplies	20,016	19,386
	Total Current Unrestricted Assets		123,023
CURRENT RESTRICTED ASSETS	Restricted for debt service	124,255	126,691
	Restricted for decommissioning	126,180	111,832
	Restricted for other	1,600	1,600
Total Current Restricted Assets		252,035	240,123
Total Current Assets		375,058	357,256
NONCURRENT ASSETS	Net costs recoverable from future Participant billings	279,894	326,615
	Other	27	56
Total Other Noncurrent Assets		279,921	326,671
TOTAL ASSETS		\$1,066,471	\$1,086,956
DEFERRED OUTFLOWS	Redemption losses, net	\$4,928	\$5,754
	Losses on advance refunding of debt, net	6,742	10,149
	Postemployment benefits	-	463
TOTAL DEFERRED OUTFLOWS		\$11,670	\$16,366
LONG-TERM LIABILITIES	Bonds payable, net	\$531,750	\$592,953
	Reserve for decommissioning	145,510	143,992
	Other postemployment benefits	1,639	2,123
Total Long-term Liabilities		678,899	739,068
CURRENT LIABILITIES	Accounts payable and other accrued liabilities	11,889	11,877
	Accrued settlement liability	10,000	-
Total Current Liabilities		21,889	11,877
CURRENT LIABILITIES PAYABLE FROM RESTRICTED ASSETS	Accrued interest payable	184,037	184,612
	Current installments of bonds payable	52,086	51,290
Total Current Liabilities Payable from Restricted Assets		236,123	235,902
Total Current Liabilities		258,012	247,779
TOTAL LIABILITIES		\$936,911	\$986,847
DEFERRED INFLOWS	Postemployment benefits	\$ 188	\$ -
TOTAL DEFERRED INFLOWS		\$ 188	\$ -
NET POSITION	Net investment in capital assets	\$(165,602)	\$(231,065)
	Restricted for other	1,600	1,600
	Unrestricted	305,044	345,940
TOTAL NET POSITION		\$141,042	\$116,475

HIGHLIGHTS



SCHEDULE OF REVENUES & EXPENSES

Per The Bond Resolution and Other Agreements
(Dollars in Thousands)

REVENUES		
Sales to Participants	221,553	90%
Sales to Other Utilities	17,412	7%
Interest Income	7,230	3%
TOTAL	246,195	100%

EXPENSES		
Debt Service	85,421	35%
Operation & Maintenance	48,220	20%
Purchased Power	44,974	18%
General & Administrative	15,672	6%
Transmission & Power Delivery	9,469	4%
Payment in Lieu of Taxes	9,882	4%
Other Deposits	32,557	13%
TOTAL	246,195	100%

DEBT OUTSTANDING STATISTICS

(Dollars in Thousands)

DEBT OUTSTANDING	
Bonds Outstanding 12/31/2022	590,286
Matured 1/1/2023	(51,290)
Refunded bonds	-
New bonds	-
Bonds Outstanding 12/31/2023	538,996

DEBT OUTSTANDING (as of 12/31/2023)	Bonds Outstanding	Weighted Average Interest Cost
Fixed Rate Bonds		
2023	452,135	4.65%
2022	495,195	4.75%
Capital Appreciation Bonds		
2023	86,861	5.77%
2022	95,091	5.76%



Piedmont Municipal Power Agency

121 Village Drive | Greer, SC 29651