

ADMINISTRATOR'S REPORT Kevin Bronson

OFFICE OF THE CITY ADMINISTRATOR WESTMINSTER, SOUTH CAROLINA

May 2, 2025

GENERAL INFORMATION

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

- We are at the midway point of baseball, softball, & t-ball season. It has been a fantastic season thus far.
- Baseball & Softball all-stars are around the corner. We will be selecting our teams soon.
- We hope to have registration dates for fall sports soon.
- Online registration for football will be held next week.

Polcie Chief's Monthly Report

Police Chief Fred Miller's April 2025 report is attached.

Hospitality Tax Borrowing

This week, the City's bond counsel and financial advisors closed the \$900,000 loan with Huntington National Bank using the City's Hospitality Tax as the security pledge. These funds will be used for the Horton Recreational Fields construction.

The terms of the deal are:

Borrowed: \$900,000 @ 4.2% @ 10 years

Cost of Issuance: \$97,300 Funds available for construction \$802,700

Annual debt Service payments \$111,950 to \$112,536

Total interest \$224,532

SCIIP Sewer Project

Tugaloo/McClam are installing new 8" sewer main up the remainder of Spring St with about 150' and 2 manholes to go to finish Spring St.

The city received several bids on phase II of the project. The City Engineer and Utilities Staff have identified ways to reduce scope and cost and will be presented for award at a coming City Council meeting.

Anderson Park

The change order was approved this week by the Appalachian Council of Governments and the SC Department of Commerce allowing the parking surface to be concrete rather than asphalt. This will accommodate the restaurant dumpster enclosure behind the restaurant rather than relocating it asphalt is too soft a surface to accommodate the planned tight-quarter turns of a trash truck. The

change order also provided additional days for the contractor to complete its work. The original date of completion was April 27, 2025, and is now May 30, 2025. The concrete parking area will sit for three more weeks for the concrete to cure to allow for stripping. A ribbon cutting is being planned for the reopening of the park. Details will be provided once plans are confirmed.

Horton Outdoor Recreational Area

The *Invitation for Subcontract Bids* for the concession stand is currently advertised. At the request of the Mammoth Sports Construction group, the City has pushed back the pre-bid and bid due dates by two weeks. Mammoth was concerned with the small number of contractors who have contacted them about the project. The pre-bid originally scheduled for tomorrow had six contractors of various trades planning to attend. The new dates are as follows:

REVSIED DUE DATES:

Pre-bid - Thursday May 8th, 10:00 AM Local Time at Westminster City Hall Bid Date: Tuesday May 20th, 2:00 PM

More information may be found here:

https://westminstersc.org/departments/administration/#bids

Nothing to report on construction.

Heirloom Farms

J&M has finished installing water lines in the subdivision and are currently following the 10" main to determined depth at the intersection at 9'. Rosier Group is developing a plan to shift the tie down the road to a safer depth. Unfortunately, with coordinating a day with the industrial plants, J&M will have to leave the job and remobilize for the completion of the project.

Sewer is complete.

Long Creek Highway Chauga River Bridge (from Utilities Director Scott Parris)

Bridge girders have been installed. Concrete is scheduled to be poured on May 8th. This will be one continuous pour to complete the bridge deck. Westminster Public Works is still standing by for water line installation. Bridge is on track for summer completion, per Crowder Construction (project contractor).

Westminster Codes Report

The monthly Codes report is attached.

Westminster Planning Commission

Nothing to report.

OJRSA

The Board is scheduled to meet Monday, May 5, 2025 at 4:00 pm at the OJRSA. The addenda is attached.

PMPA

Nothing to report.

PLEASE MARK YOUR CALENDARS

May 5, 2025 at 4:00 pm OJRSA Board Meeting at OJRSA

May 8, 2025 at 9:00 am OJRSA Ad-hoc Feasibility Implementation Committee at OJRSA

May 13, 2025 at 6:00 pm City Council Meeting at the Westminster Fire Department

May 19, 2025 at 6:00pm Westminster Planning Commission Meeting at Westminster City Hall

May 20, 2025 at 8:30 am Operations & Planning Committee at OJRSA

May 22, 2025 at 10:00 am PMPA Board Meeting at PMPA

May 26, 2025 City offices closed in observance of Memorial Day

May 27, 2025 at 9:00 am Finance & Administration Committee at OJRSA

May 29, 2025 at 5:00 pm Special Called City Council Meeting at Westminster City Hall

City Council Meeting Schedule:

January 14, 2025		6:00 PM	City Council Meeting
February 11, 2025	4:00 PM	6:00 PM	Budget Workshop/City Council Meeting
March 11, 2025	4:00 PM	6:00 PM	Budget Workshop/City Council Meeting
April 8, 2025	4:00 PM	6:00 PM	Budget Workshop/City Council Meeting
April 29, 2025	4:00 PM		Budget Workshop
May 13, 2025		6:00 PM	City Council Meeting
June 17, 2025		6:00 PM	City Council Meeting
July 8, 2025		6:00 PM	City Council Meeting
August 12, 2025		6:00 PM	City Council Meeting
September 9, 2025		6:00 PM	City Council Meeting
October 14, 2025		6:00 PM	City Council Meeting
November 18, 2025		6:00 PM	City Council Meeting
December 9, 2025		6:00 PM	City Council Meeting

Special Events Calendar

May 2, 2025 Westminster Depot Cruise-In

Classic car show beginning at 3:00pm at the Depot parking lot. The event will take place most first Fridays of each month until October.

May 17, 2025 Music on Main in Downtown Westminster

Westminster Music Centre presents Music on Main. Car Show will begin at 3:00.

June 19, 2025 Westminster Juneteenth Luncheon at TBD in Westminster

Westminster will host its second Juneteenth luncheon. More details to come.



Westminster Chief of Police Monthly Report April 2025

Offenses/Incident Reports	30
Vehicle Accidents	6
Use of Force Incidents	0
DUI	0
Arrests	15
Citations Issued	90
Warnings Issued	175
Traffic Stops	265
Security Checks/ Extra Patrol	182
Total Calls	678
Training Hours	6
Senior Checks	10

o4/o1 Officers responded to Johnson Street Apts about a fight in progress involving two juveniles. After their investigation, it was determined that the mother cannot control the children due to numerous responses to this location. DSS was notified due to their involvement, and one of the children was placed in their custody.

04/02 WMPD is working on a forgery case at Oconee Federal. The case is ongoing

04/03 WMPD investigated an alleged assault and battery that occurred on S. Piedmont Ave. The victim decided he did not want to prosecute after he found out he had to testify in court.

04/04 WMPD responded to a burglary in progress on S. Piedmont. Once on the scene, the suspect took off on foot from the officers. OCSO Canine and Drone Team responded to assist WMPD with tracking the suspect, but the results were negative. After several hours, the victim decided they didn't want to pursue charges. This case is related to the assault and battery that occurred the day before.

On 04/05, WMPD responded to Sonny's Food Mart regarding a woman screaming and being chased in the parking lot. A male suspect was arrested and transported to the detention center. The male suspect made comments that he wanted to do bodily harm to the officers. Additional charges were added for this incident.

04/05 WMPD arrested a male subject during a traffic stop for Driving under Suspension

04/07 WMPD conducted a traffic stop on E. Main and Skyland Dr., which resulted in the driver's arrest for traffic offenses.

04/08 WMPD conducted a traffic stop on E Windsor and Retreat St., which resulted in the driver's arrest for traffic offenses.

04/08 WMPD took a report for credit card fraud that occurred at Renegade Reptiles.

o4/08 WMPD responded to 76 Supply about a shoplifting that occurred 2 days in a row. Video evidence was obtained during our investigation, and the suspect was identified. Warrants were obtained, and OCSO arrested the subject.

04/09 WMPD took a report about a burglary that occurred in 2021 on S. Isundega St. The Case is under investigation.

04/09 WMPD took a report for Assault and Intimidation that occurred on Lakeside Dr

04/12 WMPD recovered a stolen vehicle out of Greenville County. The car was located at the NAPA auto parts store. The case was referred to the Greenville County Sheriff's Office.

04/12 WMPD responded to a domestic situation on N. Piedmont, resulting in no one getting arrested.

04/13 WMPD conducted a traffic stop on E. Main and Oak St., which resulted in the driver's arrest for outstanding warrants.

04/17 WMPD responded to Hall Rd about an animal complaint. 2 large dogs were chasing people in the neighborhood. The dogs belong to the residents on Jenkins St. The parties issued citations for the dogs.

04/21 WMPD conducted a traffic stop on E. Main and W. Piedmont St., which resulted in the driver's arrest for traffic offenses.

4/21 WMPD responded to the Relax Inn for a domestic in progress. No arrests were made, and the female involved was placed on trespass notice.

04/22 WMPD got out with an individual who was panhandling in the parking lot of Spinx. The subject was arrested and during the search incident to an arrest. Narcotics were located on his person. The subject was placed in detention.

04/24 WMPD responded to Jenkins St. about an animal complaint. Two large dogs were chasing people in the neighborhood. The dogs belong to the residents of Jenkins St. The parties issued citations for the dogs, and animal control responded and took possession of them.

04/25 WMPD conducted a traffic stop on E. Main and Quick St., which resulted in the driver's arrest for traffic offenses.

04/25 WPMD responded to Franklyn Jones' house about the DOT cutting his bushes.

04/26 WMPD responded to Highland Square apartments about an assault that occurred. No charges were filed in this matter.

04/26 WMPD conducted a traffic stop on E. Windsor and Lucky St., which resulted in the driver's arrest for traffic offenses.

04/26 WMPD responded to Freeman St about an assault that occurred. No charges were filed in this matter.

04/27 WMPD arrested a male subject for disorderly conduct after finding him passed out at Sandifur Funeral Home.

04/28 WMPD conducted a traffic stop on Hall RD., which resulted in the driver's arrest for traffic offenses.

04/30 WMPD responded to the Johnson St apartments regarding a disturbance, which resulted in the arrest of the leaseholder.

Notes from the Chief

04/01	2hr. NCIC	recertification	class

04/02 The entire department was recertified on Basic Life Support and First Aid for the year

04/02 The School District held a meeting to demonstrate to all the department heads in Oconee County the new Centegix Panic Button System implemented in all schools.

04/03 Conducted Radar on Hall Road after receiving complaints about speeders

04/03 Zoom meeting with representatives from Clear Technology.

04/07 Meet with officers that was involved in a Use of Force incident that occurred over the weekend

04/07 Meet with the Jail Administrator to discuss issues related to the detention center

04/08 Responded to ongoing domestic issues on Butler School Rd.

04/08 Budget Workshop and Council Meeting

04/11 Painting started inside the police department

04/15 Started writing new policies for Accreditation

04/16 Meeting at the School District

04/17 Golf Tournament for the Seneca Police Department

04/21 Zoom Meeting with FLOCK

04/24 SCLEN Meeting in Anderson

04/24 Chiefs Meeting at the Sheriff's Office

04/28 Fun Run at Foothill Christian School

04/29 Budget Workshop

Fred Miller

Chief of Police

Westminster Code Enforcement Report								
Address	Owner Name	Violation	IPMC/City Code	Date Noticed	Method of Notification	Due Date	Notes	
112 West Oak Hwy	Tawada Group LLC.	Grass	93.25	7/3/2024	Mail	7/15/2024	Completed	
110 Maartin St.	Marc Baillagreon	Grass	93.25	7/5/2024	Mail/Phone	7/17/2024	Completed 8/5/24	
E. North Ave Property	Randy Dickson	Fence	151.268	7/3/2024	Mail	10/3/2024	Completed	
110 Small St.	Nathaniel Dougles	Inspection	N/A	7/3/2024	On property	N/A		
401 N. Piedmont St.	Lisa Orr	Junk	151.101	7/3/2024	Mail	8/3/2024	Completed	
100 Gaston cir.	Randall Polmeroy	Vehicals	302.8	7/11/2024	Mail	8/16/2024	Completed	
102 Martin St.	Luther Elrod	Vehicals	302.8	7/11/2024	Mail	8/16/2024	Completed	
111 Wood St.	Marsha Swafford	Vehicals	302.8	7/11/2024	Mail	8/16/2024	completed	
331 Cornila ave	Sandra Blackwell	Junk	302.8	7/23/2024	Mail	8/30/2024	Needs dumpster dumped 2nd time	
304 retreat st	George Knight	Camper	151.22	7/23/2024	Mail	N/A	completed	
216 Retreat st	Stephen Butts	Grass	93.25	7/23/2024	Mail	8/5/2024	completed	
1114 E. Main St.	James Lyle	Clean up	302.4	7/23/2024	Mail	12/15/2024	2nd letter sent	
113 Holcombe	Mike Donahue	Grass	93.25	7/25/2024	Email	8/5/2024	completed	
422 Highland Ave.	Rodney Massey	Clean up	302.4	7/31/2024	Phone call	8/31/2024	completed	
200 Oak St.	Kimberly Rhodes	Vehicle	302.8	7/31/2024	Mail	8/31/2024	completed	
310 Bermuda St.	Ruby Taylor	Vehicles	302.8	7/31/2024	Mail	8/31/2024	Completed	
509 S. Piedmont St.	Brianna Miller	Grass/Shrubs	93.25	7/31/2024	Mail	8/12/2024	completed	
511 S. Piedmont St.	Dylan Reed	Grass	93.25	7/31/2024	Mail	8/12/2024	completed	
Singlewide Bermuda St.	Betty Phinney	Grass	93.25	7/31/2024	Mail	8/12/2024	completed	
Aug-24								
106 Jenkins St.	Philip Burton	Dogs	92.21	5/16/2024	Mail	N/A		
201 Willow Row	Bob Elliott/Current Res.	Chickens	92.21	8/16/2024	Mail	N/A		
208-210 E. Main St.	Fred Bland	Repairs/window	151.101	8/29/2024	Mail	10/15/2024	No progress	
202 N. Bibb St.	Michelle Runyon/Curren	Junk	151.101	8/29/2024	Mail	9/29/2024	Completed	
200 N. Bibb St.	Albert Scarfo	Junk/car	151.101	8/29/2024	Mail	10/15/2024	Car removed/Completed	
102 B St.	James Webb	Grass	93.25	8/29/2024	Mail	9/10/2024	Completed	
309 Lakeside Dr.	BKSA LLC.	Grass	93.25	8/29/2024	Mail	9/10/2024	Completed	
310 Bermuda St.	Ruby Taylor	Cars	302.8	8/29/2024	Mail	9/29/2024	Completed	

120 Cedar St.	Colman Davenport	Inspection		8/27/2024		N/A	INSPECTION
1727B President St.	Andrew Plummer	Inspection		8/29/2024		N/A	INSPECTION
Sept 24							
409 E. North ve	James Kay	Cars/Junk/Fence	151.101/302.8/302.7	9/4/2024	Mail	12/9/2024	New Fence 11/6/2024
317 N. King #6	Maurice Gilchrist	Inspection		9/9/2024		N/A	INSPECTION
102 Taccoa Hwy	Jackson Sharpe	Sign Permit		9/6/2024		N/A	Permit
Lot 31-38 Thrift Dr	Joshua Jacobs	Shed Permit		9/4/2024		N/A	Permit
401 N. Piedmont St	Westminater Church of 0	RV permit		9/7/2024		9/13/2024	RV permit
1725B President St.	Shelby Lingerfelt	Inspection		9/16/2024		N/A	INSPECTION
321 Doyle St.	Heather Harbinson	Shed Permit		9/16/2024		N/A	Permit
107 John St.	Steve James	Shed Permit		9/26/2024		N/A	Permit
Mostly Worked on VBR							
OCT 2024							
9327 Long Creek Hwy.	Judy Smith	Carport		10/10/2024	Office	N/A	Permit
224 E. Main St.	Randy Roberts	Temp Sign		10/10/2024	Office	N/A	Westminster Music Hall / Permit
109 Toccoa Hwy.	WSB 2011 LLC	Inspection		10/10/2024		N/A	Service inspection
1509 E. Main St.	Marathon Gas	Sign Replacment		10/10/2024	Office	N/A	Sign Permit
9327 Long Creek Hwy.	Judy Smith	Carport		10/10/2024	Office	N/A	Permit
500 E. Main St	Mary Perret	Payment Letter		10/25/2024	Mail and Certified	11/30/2024	Cert. letter was excepted on 10/27
318 Westminster Hwy.	Katiy Baumgartner	Unfit		10/23/2024	Mail/Posted	N/A	Unfit due to storm damage
517 W. King St.	Rylan Fitzgerald	Unfit		10/23/2024	Email/Mail/Posted	N/A	Unfit due to fire
110 B St.	Michael Towe	Inspection		10/18/2024	N/A	N/A	Utility inspection
907 E. Main St.	Junis Ogburn LLC.	unsecured		10/17/2024	Mail	11/1/2024	4150,ext12. Getting new roof and
404 Simpson St.	Marvin Moore	Reclassification		10/22/2024	Mail	N/A	From Buss. To Resident
Willow Row Trailer	Anniase Hunter	Unfit		10/23/2024	Mail/Posted	N/A	Posted Condemned
309 Westminster Hwy.	Regina Moss	Permit		10/15/2024	Office	N/A	Carport extension permit
521 E. North Ave.	Lester McMahan	RV	151.22	10/30/2024	Mail/Posted	11/30/2024	Returned, Not deliverable
120 Riley St.	Helen Sims	Remove burnt shed		10/30/2024	Mail	11/30/2024	
1114 E. Main St.	James Lyle	Clean up	302.4	10/30/2024	Mail	11/30/2024	Second and Final Letter
Nov 2024							
304 N. Isundega St.	Andrew Washburn	Inspection		11/11/2024	Office	N/A	Utility Inspection
E. Main St. Spinks	Spinks	Permit		11/1/2024	Email	N/A	Sign Permit

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300 E. Windsor St.	Crystal Bouknight	Permit		11/5/2024	Email	N/A	Roof Permit
108 Freeman St.	Judy Lawing	Permit		11/7/2024		N/A	Tiny Home Permit
306 Westminster Hwy.	Leonard Poole	Permit		11/7/2024		N/A	Roof Permit
304 N. Isundega St.	Andrew Washburn	Inspection		11/15/2024		N/A	Utility Inspection
426 West oak hwy	J Davis	Permit		11/19/2024		N/A	Building Permit
718 Wilson Ct.	Randy Moore	Permit		11/19/2024		N/A	Driveway Permit
306 E. Windsor St.	Capitol Signs	Permit		11/21/2024		N/A	Dogwood Bank Sign Permit
Worked on Vacant builing	Registry and Billing						
Dec 2024							
115 Pritchard St.	Jenni Elliott	Trash/Junk	151.101	12/2/2024	Mail	12/17/2024	Completed
109 A St	James Yonce	condemned		12/5/2024	Mail	12/31/2024	owner. Unknwn, Building is secured.
1608 E Main st	Rosa Clark/Debbie Walla	Permit		12/9/2024		N/A	Sign Permit
319 Anderson Ave	Jerry Smith	Tree Debri	93.25	12/16/2024	Mail	12/31/2024	Completed
500 E. Main St.	Mary Perret	Downed Tree	93.25	12/20/2024	Mail	1/20/2025	remove
108 Martin St.	Lia Disomone	Fence Permit		12/27/2024		N/A	Permit
111 Small St	Mathew Alexander	Sewer		12/27/2024		N/A	Sewer right of way
403 S Hampton St.	Nathan Douglas	Sewer		12/27/2024		N/A	Same as above
Worked on Vacant builing	Registry and Billing						
Jan. 2025							
1114 E. Main St.	James Lyle	Clean up	151.101	1/7/2025	Mail	2/15/2025	Final Notice
500 E. Main St.	Mary Perret	Payment Letter		1/8/2025	Cert. Mail	2/15/2025	Notice for payment and Lein
521 E. North ave.	Lester McMahan	Final Notice		1/8/2025	Mail/Posted	2/15/2025	Remove RV
517 W. King St #4	Rylan Fitzgerald	Inspection		1/10/2025			Utility inspection
205 Butler St.	Andrea Franklin	Condemned	151.101	1/15/2025	Cert. Mail	3/15/2025	Unfit. On list for demo
126 Park Ave.	Gabrid Urso	Inspection		1/16/2025			Utility inspection
115 Pritchard St.	Terresa Walker	Inspection		1/20/2025			Utility inspection
Worked on Vacant builing	Registry and Billing and Non	-contact from Prope	rty owner				
Feb. 2025							
200 N.Bibb St.	Albert Scarfo	Clean up	151.101	2/3/2025	Mail	5/3/2025	up
206 D St.	Kenneth Kelly	condemned	108.1.3	2/3/2025	Cert. Mail	4/3/2025	thiers. It was a grandmother and she
413 Mimosa Rd,	Rebecca Edwards	Dogs	OCAC	2/14/2025	Mail	N/A	Refered to county animal control
110 John St.	Francisco Olvera	Demo	151.101	2/14/2025	Mail	5/14/2025	needs demo/ in process
108 JohnSt.	Betty Smith/Current Res	condemned	151.101	2/14/2025	Mail	5/14/2025	needs demo

condemned 151.101 2/14/2025 Mail 8/31/2025	Demo/Remode
condemned 151.105 2/14/2025 Mail 8/31/2025	Demo/Remode
Permit N/A 2/19/2025 Office N/A	Shed Perm
RV 151.22 2/19/2025 Hand Deliver 2/25/2025	Completed on 02/22/2
Un-lic. Vehicle 302.8 3/6/2025 Mail and posted 3/21/2025	no tag on va
Camper 151.22 3/6/2025 Mail and posted 3/17/2025 Livi	ing in camper - Completed 3/1
Camper 151.22 3/27/2025 Mail and Posted 3/31/2025 Livi	ing in camper - Completed 3/2
Vacant/grass/weed 301.3/ 302.4 3/27/2025 Mail 5/31/2025	Care of propert
Vehicle 302.3 3/27/2025 Mail 4/30/2025	Unlicened vehicl
Vehicle/Unfit Struct 302.8/108.1 3/26/2025 Mail/Posted 4/30/25 9/27/2	Condemned/No tag vehicl
Bldg. Permit N/A 3/26/2025 Email N/A	New Hous
Bldg. Permit N/A 3/20/2025 Email N/A	New Vet Offic
Clean up 108.1 3/13/2025 Mail 6/30/2025	Started clean u
Dumpster 3/14/2025 Cert. Mail 4/2/2025	Dumpster Remove
Annex N/A 4/30/2025 Mail N/A	Anne
Annex N/A 4/30/2025 Mail N/A	Anne
Annex N/A 4/30/2025 Mail N/A	Anne
Annex N/A 4/30/2025 Mail N/A	Anne
Unfit 108.1 4/30/2025 In house N/A	On list for Dem
Permit N/A 4/20/2025 In house N/A	New build perm
RV Permit N/A 4/15/2025 In house 7/30/2025	Temp. RV Perm
Unfit 108.1 4/11/2025 Mail 10/30/2025	In Progres
RV 151.22 4/5/2025 Mail N/A	RV has been remove
RV 151.22 4/25/2025 In Person 5/5/2025	Rv Needs Remove
Vehicles 302.3 4/10/2025 Mail 6/30/2025	In Progres
Unfit 108.1 4/20/2025 Mail 4/30/2025	On List for Dem
Unfit 108.1 4/20/2025 Mail 4/30/2025	On list for Dem



Board of Commissioners Meeting

OJRSA Operations & Administration Building Lamar Bailes Board Room May 5, 2025 at 4:00 PM

OJRSA commission and committee meetings may be attended in person at the address listed above. The OJRSA will also broadcast meetings live on its YouTube channel at www.youtube.com/@OconeeJRSA (if there is a technical issue preventing the livestreaming of the meeting, then a recording will be published on the channel as soon as possible). For those not able to attend in person, then the OJRSA Board or Committee Chair will accept public comments by mail (623 Return Church Rd, Seneca, SC 29678) or at info@ojrsa.org. Comments must comply with the public session instructions as stated on the meeting agenda and will be received up until one hour prior to the scheduled meeting. If there is not a public session scheduled for a meeting, then comments shall not be accepted.

Agenda

- A. Call to Order Kevin Bronson, Board Chair
- B. Invocation and Pledge of Allegiance Led by Commissioner Bob Faires
- **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 April 7, 2025
- E. Committee and Other Meeting Reports
 - Sewer Feasibility Implementation Ad Hoc Committee Meeting of March 13, 2025 Chris Eleazer,
 Director and Lynn Stephens, Secretary/Treasurer Minutes for the April 10, 2025 to be approved at the
 May 8, 2025 ad hoc committee meeting and accepted by the Board of Commissioners on June 2, 2025
 - Executive Committee Meeting of April 10, 2025 Kevin Bronson, Committee Chair
 - Operations & Planning Committee Meeting of April 16, 2025 Canceled due to lack of agenda item
 - Finance & Administration Committee Meeting of April 22, 2025 Celia Myers, Committee Chair
- F. Secretary/Treasurer's Report (Exhibit A) Lynn Stephens, Secretary/Treasurer
- G. Presentation and Discussion Items [May include vote and/or action on matters brought up for discussion]
 - Consider impact fees and user rates for Fiscal Year 2026 (Exhibit B) Chris Eleazer, Director
- H. Action Items
 - None
- I. Executive Director's Discussion and Compliance Matters Chris Eleazer, Director
 - 1. Environmental and regulatory compliance matters
 - 2. FY 2026 Budget and Schedule of Fees
 - 3. Miscellaneous (if any)
- J. Commissioners' Discussion Led by Kevin Bronson, 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.
- K. Executive Session NOTE: Board may act on matters discussed in executive session upon returning to open session
 - Discussion of personnel matter Review of the Executive Director's performance. [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.]
- L. Upcoming Meetings All meetings to be held in the OJRSA Lamar Bailes Board Room unless noted otherwise.
 - Ad Hoc Sewer Feasibility Implementation Committee May 8, 2025 at 9:00 AM
 - Operations & Planning Committee May 21, 2025 at 8:30 AM
 - Finance & Administration Committee May 27, 2025 at 9:00 AM
 - Board of Commissioners June 2, 2025 at 4:00 PM
- M. Adjourn



Secretary/Treasurer's Report for Board of Commissioners

UNRESTRICTED FUNDS CASH Account/Fund Name Wholesale Operations & Maintenance (O&M) Retail Operations & Maintenance (RO&M)	H AND INVEST	MENTS SUMMAR	
Account/Fund Name Wholesale Operations & Maintenance (O&M)		IAITIAIO OCIAIIAIX	RY
		Investments (\$)	Total (\$)
Retail Operations & Maintenance (RO&M)	435,263	2,940,000	3,375,263
	3,355,740	245,000	3,600,740
TOTAL UNRESTRICTED FUNDS	3,791,003	3,185,000	6,976,003
RESTRICTED FUNDS CASH	AND INVESTM	MENTS SHIMMARY	
Account/Fund Name	Cash (\$)	Investments (\$)	Total (\$)
Projects and Contingency (PCF)	685,568	0	685,568
Wholesale Impact Fund (WIF)	543,193	5,082,000	5,625,193
Retail Impact Fund (RIF)	3,400	0	3,400
TOTAL RESTRICTED FUNDS	THE SHARE THE RESERVE OF THE SHARE T	5,082,000	6,314,161
	267,000	Combined 13,2	290,164
ount Notes:	SH ON HAND	2.19	enature to the oc
ount Notes: DAYS CA	SH ON HAND	2.19	enature to the oc
DAYS CA ancial & Accounting Policy Section 2.10(H) states the mini M funds are 120 Days Operating Cash on Hand.	SH ON HAND imum balances est Cash + Cas	tablished for OJRSA Wh	holesale O&M and
ount Notes: DAYS CA ancial & Accounting Policy Section 2.10(H) states the mini M funds are 120 Days Operating Cash on Hand. Formula for Cash on Hand = $\frac{1}{(Annual\ O)}$	SH ON HAND imum balances est Cash + Cas perating Expens	tablished for OJRSA Wh sh Equivalents se – Depreciation) ÷	holesale O&M and
ount Notes: DAYS CA ancial & Accounting Policy Section 2.10(H) states the mini M funds are 120 Days Operating Cash on Hand. Formula for Cash on Hand = $\frac{1}{Annual O}$ Cash on Hand Ann	SH ON HAND imum balances est Cash + Cas perating Expens	tablished for OJRSA Wh sh Equivalents se — Depreciation) ÷ pense Budget Am	holesale O&M and - 365 <i>Days</i> nended
ount Notes: DAYS CA ancial & Accounting Policy Section 2.10(H) states the mini M funds are 120 Days Operating Cash on Hand. Formula for Cash on Hand = $\frac{1}{Annual O}$ Cash on Hand Ann	SH ON HAND imum balances est Cash + Cas perating Expens	tablished for OJRSA Wh sh Equivalents se – Depreciation) ÷ pense Budget Am n (\$) During Fisca	holesale O&M and - 365 <i>Days</i> nended al Year?
ount Notes: DAYS CA ancial & Accounting Policy Section 2.10(H) states the mini M funds are 120 Days Operating Cash on Hand. Formula for Cash on Hand = $\frac{1}{Annual O}$ Cash on Hand Ann	SH ON HAND imum balances est Cash + Cas perating Expens	tablished for OJRSA Wh sh Equivalents se — Depreciation) ÷ pense Budget Am	holesale O&M and - 365 <i>Days</i> nended

See next page for more information

INVESTMENTS UPDATE

Maturing Investment	%age Rate	Fund Code	Maturity Date	Amount (S)	To Be Reinv	ested?
Merrick Bank	5.4	WIF	5/6/2025	245,000.00	X YES	NO
					YES	NO
	The sales are sales	es mine? lu	an 48 (25)(C)	2005 2VEN	YES	NO
					YES	NO
The second second second					YES	NO
White was a second of the seco	4 1 1 1 -	nua sua	5 (NA) (12.41)	mer salar	YES	NO
S11.					YES	NO
					YES	NO
187 192					YES	NO
- With Atlanta management of		January			YES	NO
			A CONTRACTOR OF THE PARTY OF TH	No. of the last of	YES	NO
(C KALA 18 37	2001	AT JUST HIS	1 1100000	717193529	YES	NO
					YES	NO

	out the second	1000 - COO .		
Inv	estn	1ent	No	tes:

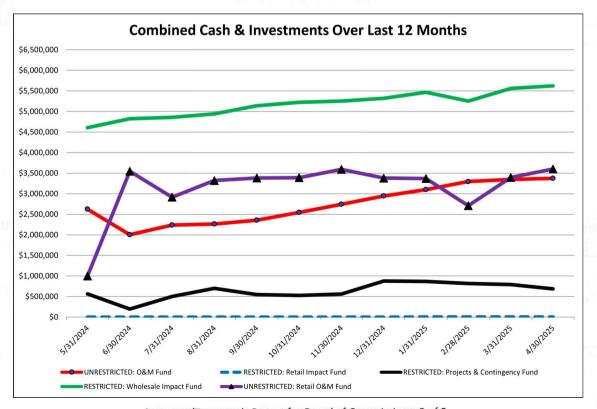
NIA	more	maturities	until luly	
IVU	HILLIGHT	matunics	until July.	

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





CORRECTED - Secretary/Treasurer's Report for Board of Commissioners - CORRECTED

Prepared for the	April 7, 2025	OJRSA Board of Commissioners Meeting	
Cash and investmen	t information stated	herein come from bank and other financial records as of:	March 31, 2025

UNRESTRICTED FUNDS CASH AND INVESTMENTS SUMMARY

Account/Fund Name	Cash (\$)	Investments (\$)	Total (\$)
Wholesale Operations & Maintenance (O&M)	654,636	2,695,000	3,349,636
Retail Operations & Maintenance (RO&M)	3,150,537	245,000	3,395,537
TOTAL UNRESTRICTED FUNDS	3,805,173	2,940,000	6,745,173

RESTRICTED FUNDS CASH AND INVESTMENTS SUMMARY

Account/Fund Name	Cash (\$)	Investments (\$)	Total (\$)
Projects and Contingency (PCF)	790,744	0	790,744
Wholesale Impact Fund (WIF)	722,417	4,837,000	5,559,417
Retail Impact Fund (RIF)	3,400	0	3,400
TOTAL RESTRICTED FUNDS	1,516,561	4,837,000	6,353,561

Combined Total for All Funds

Cash	5,321,734	Investments	7,777,000	Combined	13,098,734
------	-----------	-------------	-----------	----------	------------

Account Notes:

Corrected Secretary/Treasurer Report. Accidentally added in CD investments that were purchased in March but had a settle date (money deducted from account) in April. These investments were already included in the "cash" for that account for the month.

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.

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

	Cash on Hand	Annual Operating Expense	Budget An	nended	
(Days)		minus Depreciation (\$)	During Fiscal Year?		
O&M Fund	183.6	6,657,488	X NO	YES	
RO&M Fund	92.6	13,390,177	X NO	YES	

INDEPENDENT RECONCILIATION OF ACCOUNTS

All transactions for al	I funds have been satisfactorily re-	conciled b	y an indep	pendent accounting firm for the month of
February 2025	(mark with an "X" on appropriate line):	X YES	NO	See attached document(s) from accountant

Reconciliation Notes:

Awaiting reco	onciliation	letter from	Susan	Stamev.
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INVESTMENTS UPDATE

Maturing Investment	%age Rate	Fund Code	Maturity Date	Amount (S)	To Be Reinv	ested?
California Bank	5.3	WIF	4/3/2025	245,000.00	X YES	NO
Beal Bank	5.05	WIF	4/16/2025	245,000.00	X YES	NO
Heritage Bank	5.05	WIF	4/17/2025	245,000.00	X YES	NO
Flagstar Bank	5.5	WIF	4/30/2025	245,000.00	X YES	NO
Merrick Bank	5.4	WIF	5/6/2025	245,000.00	X YES	NO
NY ARABANA	The state of the state of	ALM HEA	SETTEMS	THE THE PARTY	YES	NO
SM 1 SM 1 SM	131.4	1			YES	NO
and the second s					YES	NO
THE REPORT OF THE PROPERTY.			land.	Carlo de Carlo de	YES	NO
	THE STATE OF STATE				YES	NO
					YES	NO
V9483354112	e de latera	THE ACTOR	CO ACCOUNTAGE	mind chesen	YES	NO
Salar Sa	7919				YES	NO

	THE TRUE TO BE SHOULD BE S

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

Fee Considerations for Fiscal Year 2026

User Fees

The tables below use the average number of customers and flow billed <u>per month</u> from March 2024 through February 2025. Data: Residential Customers – 8,027 // Residential Volume – 31,030,274 gallons // Nonresidential Customers – 1,527 // Nonresidential Volume 30,190,749 gallons.

PREFERRED	BY F&A C	OMMITTEE
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Increase to	Vo	umetr	<u>ic</u>	<u>Fees</u>	<u>Onl</u>	Y

Fee Item	CURRENT	1%	5%	7.5%	10%
Residential Base (/month)	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Residential Vol (/1,000 gal)	\$5.39	\$5.44	\$5.66	<u>\$5.79</u>	\$5.93
Nonres Base (/month)	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Nonres Vol (/1,000 gal)	\$7.37	\$7.44	\$7.74	<u>\$7.92</u>	\$8.11
APPROX ANNUAL REVENUE	\$5,894,044	\$5,940,635	\$6,126,996	\$6,243,472	\$6,359,947
Revenue Above Current	0	\$46,590	\$232,952	\$349,427	\$465,903
Residential 5,000 gal/month	\$36.95	\$37.22	\$38.30	\$38.97	\$39.65
Difference From Current	<i>\$0</i>	\$0.27	\$1.35	\$2.02	\$2.70

Increase to Base Fees Only

increase to base rees on						
Fee Item	CURRENT	1%	5%	7.5%	10%	
Residential Base (/month)	\$10.00	\$10.10	\$10.50	\$10.75	\$11.00	
Residential Vol (/1,000 gal)	\$5.39	\$5.39	\$5.39	\$5.39	\$5.39	
Nonres Base (/month)	<u>\$15.00</u>	\$15.15	<u>\$15.75</u>	\$16.13	<u>\$16.50</u>	
Nonres Vol (/1,000 gal)	\$7.37	\$7.37	\$7.37	\$7.37	\$7.37	
APPROX ANNUAL REVENUE	\$5,894,044	\$5,906,394	\$5,955,795	\$5,986,670	\$6,017,546	
Revenue Above Current	0	\$12,350	\$61,751	\$92,626	\$123,501	
Residential 5,000	\$36.95	\$37.05	\$37.45	\$37.70	\$37.95	
gal/month	730. 33	737.03	<i>\$37.43</i>	757.70	737.33	

Increase to Base and Volumetric Fees

Fee Item	CURRENT	1%	5%	7.5%	10%
Residential Base (/month)	<u>\$10.00</u>	<u>\$10.10</u>	<u>\$10.50</u>	<u>\$10.75</u>	<u>\$11.00</u>
Residential Vol (/1,000 gal)	<u>\$5.39</u>	<u>\$5.44</u>	<u>\$5.66</u>	<u>\$5.79</u>	<u>\$5.93</u>
Nonres Base (/month)	<u>\$15.00</u>	<u>\$15.15</u>	<u>\$15.75</u>	<u>\$16.13</u>	<u>\$16.50</u>
Nonres Vol (/1,000 gal)	<u>\$7.37</u>	<u>\$7.44</u>	<u>\$7.74</u>	<u>\$7.92</u>	<u>\$8.11</u>
APPROX ANNUAL REVENUE	\$5,894,044	\$5,952,985	\$6,188,746	\$6,336,098	\$6,483,449
Revenue Above Current	0	\$58,940	\$294,702	\$442,053	\$589,404
Residential 5,000 gal/month	\$36.95	\$37.32	\$38.80	\$39.72	\$40.65

IMPACT FEES ON FOLLOWING PAGE

Fee Considerations for Fiscal Year 2026

Impact Fees

PREFERRED BY F&A COMMITTEE

<u>Using SCDES Regulation 61-67 Appendix A</u> Unit Contributory Loadings to All Domestic Wastewater Treatment <u>Facilities</u>

		Implementation Period (Years)				
	CURRENT	CURRENT 1 2 3 4				
FY 2026 Per Gallon Amount if Evenly Phased Over	\$7.6251	£25.72 £46.60	\$16.68	\$13.66	\$12.15	¢11.2F
Implementation Period (no inflation over period(s))	\$7.625	\$25.73	\$10.08			\$11.25
Difference From Current Rate of \$7.625/gallon	N/A	\$18.11	\$9.05	\$6.04	\$4.53	\$3.62
Cost for One Single-Family Home Using SCDES R.61-67	ć2 200	A= =00	\$5,005 \$4,100	Å4.400	\$3,645	ć2 27F
App. A 1 ERU = 300 gpd	\$2,300	\$7,720		\$4,100		\$3,375
Difference From Current Total Fee	<i>\$0</i>	\$5,420	\$2,705	\$1,800	\$1,345	\$1,075

	Impact Fee During Fiscal Year w/ Phasing (/gallon)							
Phase In Period	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030			
5 Years	\$11.25	\$14.87	\$18.49	\$22.11	\$25.73			
4 Years	\$12.15	\$16.68	\$21.20	\$25.73				
3 Years	\$13.66	\$19.70	\$25.73					
2 Years	\$16.68	\$25.73						
1 Year	\$25.73							

Using Water Meter Size

			Implementation Period (Years)			
	CURRENT	7 1 2 3 4				
FY 2026 Per Gallon Amount if Evenly Phased Over Implementation Period (no inflation over period(s))	\$15.25	\$25.73	\$20.49	\$18.74	\$17.87	\$17.35
Difference From Current Rate of \$15.25/gallon	N/A	\$10.48	\$5.24	\$3.49	\$2.62	\$2.10
Cost for One Single-Family Home Per Current OJRSA Schedule of Fees (1) 3/4" meter = 150 gpd	\$2,300	\$3,860	\$3,075	\$2,810	\$2,680	\$2,600
Difference From Current Total Fee	<i>\$0</i>	\$1,560	\$775	\$510	\$380	\$300

	Impact Fee During Fiscal Year w/ Phasing (/gallon)							
Phase In Period	FY 2026	FY 2027	FY 2028	FY 2029 FY 203				
5 Years	\$17.35	\$19.44	\$21.54	\$23.63	\$25.73			
4 Years	\$17.87	\$20.49	\$23.11	\$25.73				
3 Years	\$18.74	\$22.24	\$25.73					
2 Years	\$20.49	\$25.73						
1 Year	\$25.73							

IMPACT FEES CALCULATION SHEET ON FOLLOWING PAGES

¹ Adjusted. Current impact fee is based on \$15.25 per gallon for 150 gallons per day per residence in accordance with OJRSA Schedule of Fees but SC Regulation 61-67 Appendix A Unit Contributory Loadings to All Domestic Wastewater Treatment Facilities uses 300 gallons per day per residence. [150 gpd / 300 gpd = 0.5; \$15.25 per gallon x 0.5 = \$7.625 per gallon]

Facility Name

Project Address: Street Address, City, SC ZIP Parcel ID Number: TMS Number
Property Owner: Name Mailing Address: Street Address, City, State ZIP Phone: Number

Developer/General Contractor/Engineer: Name Mailing Address: Street Address, City, State ZIP Phone: Number Email: Address

Plans Received (Original Set): Date

	Ptalis Received (Oliginal Set). Date	ī		
	Type of Establishment Per SCDES Regulation 61-67 Appendix A	Hydraulic Loading (GPD)	Number of Units	Total GPD
Α	Airport:			
	Per Employee	8		0
	Per Passenger	4		0
В	Apartments, Condominiums, Patio Homes:			
	Four-to-Six (4-to-6) Bedroom (Per Unit) (Per Gina Abbott with DHEC, these are also 300 GPD)	300		0
	Three (3) Bedrooms (Per Unit)	300		0
	Two (2) Bedrooms (Per Unit)	225		0
	One (1) Bedroom (Per Unit)	150		0
С	Assembly Halls: (Per Seat)	4		0
D	Barber Shop:			
	Per Employee	8		0
	Per Chair	75		0
E	Bars, Taverns:			
	Per Employee	8		0
l	Per Seat, Excluding Restaurant	30		0
F	Beauty Shop: (to include pet grooming)			
	Per Employee	8		0
	Per Chair	94		0
G	Boarding House, Dormitory: (per resident)	38		0
Н	Bowling Alley:			
	Per Employee	8		0
	Per Lane, No Restaurant, Bar, or Lounge	94		0
ī	Camps:			
	Resort, Luxury (Per Person)	75		0
	Summer (Per Person)	38		0
	Day, with Central Bathhouse (Per Person)	26		0
	Travel Trailer (Per Site)	131		0
J	Car Wash: (Per Car Washed)	56		0
К	Churches:			
	Per Seat Per Seat	2		0
	Fellowship Hall with Commercial Kitchen (Per Seat, per OJRSA Policy established August 21, 2000)	5		0
L	Clinics, Doctor's Office:			-
	Per Employee	11		0
	Per Patient	4		0
м	Country Club, Fitness Center, Spa: (Per Member)	38		0
N	Dentist Office:			
	Per Employee	11		0
l	Per Chair	6		0
	Per Suction Unit; Standard Unit	278		0
	Per Suction Unit; Recycling Unit	71		0
	Per Suction Unit; Air Generated Unit	0		0
0	Factories, Industries:	0		
ľ	Per Employee	19		0
	Per Employee, with Showers	26		0
	Per Employee, with Kitchen			
	Per Employee, with Showers and Kitchen	30		0
<u> </u>		34		0
Р	Fairgrounds: (Average Attendance, Per Person)	4		0
Q	Grocery Stores: (Per square foot of floor space, unknown occupant. OJRSA Board adopted using the former standard of 200 GPD per 1,000 sqft of floor space on October 5, 2015.)	0.20		0

R	Hospitals:			
	Per Resident Staff	75		0
	Per Bed	150		0
s	Hotels: (Per Bedroom, No Restaurant)	75		0
ī	Institutions: (Per Resident)	75		0
U.	Laundries: (Self Service, Per Machine)	300		0
V	Marinas: (Per Slip)	23		0
w	Mobile Homes: (Per Unit)	225		0
X	Motels: (Per Unit, No Restaurant)	 		
Ϋ́		75		0
Y	Nursing Homes: Per Bed	75		^
		75		0
	Per Bed, with Laundry	113		0
z	Offices, Small Stores, Administration Buildings, General: (Per square foot of floor space, unknown occupant. OJRSA Board	0.20		0
	adopted using the former standard of 200 GPD per 1,000 sqft of floor space on October 5, 2015.)			
AA	Picnic Parks: (Average Attendance, Per Person)	8		0
ВВ	Prison/Jail			_
	Per Employee	11		0
	Per Inmate	94		0
_	Residences: (Per House, Unit)	300		0
DD	Rest Areas, Welcome Centers:			
	Per Person	4		0
	Per Person, with Showers	8		0
EE	Rest Homes			
	Per Bed	75		0
	Per Bed, with Laundry	113		0
FF	Restaurants/Coffee Shops/Cafes/Bakeries/Event Venues (with food service):			
	Not Twenty-Four (24) Hours (Per Seat)	30		0
	Twenty-Four (24) Hour Restaurant (Per Seat)	53		0
	Drive-In (Per Car Served)	30		0
	Vending Machine, Walk-up Deli (Per Person)	30		0
GG	Schools, Day Care:			
	Per Person	9		0
	Per Person, with Cafeteria	11		0
	Per Person, with Cafeteria, Gym, and Showers	15		0
нн	Service Stations:			
	Per Employee	8		0
	Per Car Served	8		0
	Car Wash (Per Car Washed)	56		0
	Shopping Centers, Large Department Stores, Malls: (Per square foot of floor space, unknown occupant. OJRSA Board adopted	30		0
II	using the former standard of 200 GPD per 1,000 sqft of floor space on October 5, 2015.)	0.20		0
JJ	Stadiums, Coliseums: (Per Seat, No Restaurant)	4		0
KK	Swimming Pools: (Per Person, with Sewer Facilities and Showers)	8		0
LL	Theaters: Indoor (Per Seat), Drive-In (Per Stall)	4		0
N/A	Industrial Process Wastewater			0
N/A	Special Requested Discharge			0
N/A	EQUIVALENCY CREDIT (For buildings not registered with OJRSA in Permitted Flow or Equivalency databases due to structure existing prior to Imfor a prior business)	pact Fee Ordinance o	of 1990 or paid a fee	
		Total Gallo	ns Per Day (GPD)	0
	Total Equivalent Residential Units (1 ERU=300 GPD) NOTE: PROJECTS THAT CONTRIBUTE MORE THAN 50,000 GPI		· · · · ·	0.00
	· · · · · · · · · · · · · · · · · · ·		-	
		Impa	ct Fee Per Gallon	\$15.25
	Print Name Signature	TOTAL IN	IPACT FEE DUE	\$0.00
			_	