



ADMINISTRATOR'S REPORT
Kevin Bronson
Office of the City Administrator
Westminster, South Carolina

October 10, 2025

GENERAL INFORMATION

Northern long-eared bat

The South Carolina Department of Natural Resources Conservation Education program announced this week that October 24th – 31st is Bat Week. More information about the Northern long-eared bat is available on the attached press release.

Visit Oconee – Fall Leaf Sightseeing

Visit Oconee published a guide to finding the peak leaf colors for this fall. For Oconee County that peak time is expected to be mid-October. To view a map and more information follow this link:

<https://visitoconeesc.com/fall-leaf-sightseeing/>

South Carolina Bigfoot Festival

The South Carolina Bigfoot Festival will begin in Westminster on Friday, October 10, and continue through Saturday, October 11. Road closures will begin after 5:00pm on Thursday, October 9 and continue through the weekend. More information and a full schedule can be found at

<https://www.scbigfootfestival.com/>

City of Westminster Electric Underground Project

The City of Westminster has issued a Request for Proposals for the Electric Underground Project, stretching from the Electric Substation across Anderson Avenue. The project will greatly increase system resiliency and is funded by the 2025 Combined Utility System Bond. Bids are due by 2:00pm on

November 5, 2025 at City Hall. The solicitation can be found at

www.westminstersc.org/departments/administration/#bids.

Assistant Recreation Director

In the FY 2026 Budget, City Council authorized the creation of an Assistant Recreation Director position.

The job has been posted on the City and MASC Websites. The job posting can be found at

<https://westminstersc.org/careers/>.

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

- Basketball registration will be held in person October 20-24 . Online registration is ongoing through October 31.
- The Fall Break Kids Meals Program is currently taking place. Donors have made it possible for us to feed 50 kids each day during Fall Break.

- Fall sports end of season tournament brackets are available at the Westminster Recreation Facebook page.
- Westminster will have all-star teams in the Western District Tournament in 10u soccer, 10u volleyball, 12u volleyball, and 14u volleyball. Tournament information will be made available soon.
- The next travel baseball tournament will be next weekend, Oct. 18-19.
- Westminster Recreation needs several more basketball sponsors. Interested sponsors should contact the Westminster Recreation Department at 864-647-3208.

Horton Outdoor Recreational Area

The Horton-branded windscreen is installed on most of the fields, the manufacturer shorted the order, so the contractor is awaiting a shipment for the remainder of the order. Sod was installed all on fields this week. Irrigation will now run on the fields using a pre-programmed schedule.

AMW Construction, the contractor for the concession stand/bathroom is **still** waiting on the storm water permit to be transferred from Mammoth to AMW. The agency involved is a state agency in Columbia. As of this week the most recent estimate to receive the permit is October 10, 2025 – today. It did not arrive.

Coopers Mill Phase II

HDH Construction has completed the main water line and tie-in on Clearmont Road and will be completing services at a future time. Sewer is complete.

SCIIP Sewer Improvements Phase I

Tugaloo/McClam are finalizing all completed sections before moving to the section from Pumphouse Road to Mimosa Street.

SCIIP Sewer Improvements Phase II

LW Inc has completed Section A (behind Yousef's and the former Burger King Site). Work on Section C (Intersection of HWY 24 and portions of HWY 123) has begun, including some lane closures.

Heirloom Farms

Water services are near complete. Sewer is complete

Westminster Local Economic Development Corporation

The LDC will meet on Monday, October 13, 2025 at 4:00pm at City Hall; the agenda is attached.

Westminster Planning Commission

Nothing to report.

OJRSA

Past and future meetings are available on the OJRSA's YouTube channel:

<https://www.youtube.com/@OconeeJRSA>

The OJRSA Board of Commissioners met on Monday, October, 6, 2025; the draft minutes are attached. The ad hoc Reconstitution Committee met Thursday, October 9, 2025; the agenda is attached.

PMPA

Nothing to report.

PLEASE MARK YOUR CALENDARS

October 13, 2025 at 4:00 pm Local Economic Development Corporation Meeting at City Hall

October 14, 2025 at 6:00 pm City Council Meeting at the Westminster Fire Department

October 20, 2025 at 6:00 pm Westminster Planning Commission Meeting at City Hall

October 23, 2025 at 8:30 am OJRSA Operations & Planning Committee at OJRSA

October 23, 2025 at 9:00 am OJRSA Finance & Administration Committee at OJRSA

There will not be a PMPA Board Meeting in October, the Board will, instead, have a Planning Retreat October 29-31, 2025 in Flat Rock, NC

November 3, 2025 at 4:00 pm OJRSA Board Meeting at OJRSA

November 6, 2025 at 9:00am OJRSA Ad Hoc Reconstitution Committee at OJRSA

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

South Carolina Bigfoot Festival- October 10-11, 2025 on Main Street Westminster

The South Carolina Bigfoot Festival Committee Hosts the South Carolina Bigfoot Festival on Main Street.

Music on Main- October 18, 2025 on Main Street Westminster

Join Westminster Music Centre on Saturday, October 18, for live music featuring Jesse Velvet and Brandi Colt & Andrew Crawford. To enter a raffle for a guitar, please visit westminstermusiccentre.org.

Boo on Main!- October 31, 2025 on Main Street Westminster

The City's annual Boo on Main! features a festival style trunk or treat for Westminster Children on Halloween Night. A flyer is attached.

Puttin' on the Ritz- November 15, 2025 at the FARM Center

The Oconee History Museum will host its annual fundraising gala, from 6-9pm, at the FARM Center. Tickets are \$50 per person (\$60 for non-members). All proceeds will support the Oconee History Museum in preserving the history and heritage of Oconee County.

Westminster Arbor Day Celebration – December 5, 2025 (time and place TBD)

Westminster Christmas Parade and Tree Lighting- December 5, 2025 on Main Street and Retreat Street Park



South Carolina Department of Natural Resources Conservation Education

October 2025

Fall has officially begun, and the reds, yellows and browns of autumn foliage are transitioning first in the Upstate and moving toward the Lowcountry as the month progresses. With the beauty of the changing leaves, we can also spot our raptor species migrating. You might even catch a kettle of raptors circling high into the sky on the rising warm air thermals giving them a great start for their journey South.

Bat Week is October 24th through the 31st and is a great opportunity to celebrate one of our often-unsung pollinator species and natural mosquito manager. South Carolina has fifteen species of bats, and you can learn all about them in [SCDNR Bat Biologist Jennifer Kindel's Zoom Talk](#). You can also go out yourself or with a group to count and monitor bats as a participant of S.C. Bat Watch! More information on how to become a bat tracker can be found on the [SCDNR Bat Watch Website](#).

Northern long-eared bat

The Northern long-eared bat has a historical presence in the mountain region of S.C. in Oconee, Pickens, and Greenville. Their preferred habitat includes hemlock forests, and mixed pine-hardwood ecosystems, and sustains itself with a variety of insects. Tragically, the Northern long-eared bat has been devastated by the presence of White-nose Syndrome (WNS), which was first recorded in South Carolina in Pickens County on a tri-colored bat (*Perimyotis subflavus*) in 2013. *Pseudogymnoascus destructans* is the fungus that causes White-nose Syndrome. This fungus permeates and damages the bat's skin, especially their wings, and disrupts the bat's hibernation. Damage to the wings can ultimately result in starvation, and disrupted hibernation burns through stored fat supply. There is currently no cure to WNS, and research has shown that there is a mortality rate between 70 to 100 percent in a hibernating group of bats where WNS is present. Presence of the Northern long-eared bat has been since recorded in the Lowcountry, and their populations are being monitored with the presence of breeding populations in Charleston and Berkley County. The last recorded case of the long-eared bat in the Upstate was recorded in 2015, but the individual was already affected by WNS. The Northern long-eared bat is currently listed as federally endangered.



Northern long-eared bat, Photo by Jennifer Kindel

AGENDA

**City of Westminster Local Development Corporation
City Hall Conference Room
October 13, 2025- 4:00pm**

- I. Call to Order**
- II. Consideration of September 4, 2025 Meeting Minutes**
- III. Financial Report- Ashley Jones**

<u>REVENUES</u>		
BEGINNING BALANCE	\$61,421.39	8/27/2025
<u>EXPENSES</u>		
KEITH DENNY -105 W MAIN	\$1,937.50	8/15/2025
KEITH DENNY - 107 W MAIN	\$1,937.50	8/15/2025
Retail Strategies (approved expense)	\$15,000.00	7/22/2025
TOTAL EXPENSES	\$18,875.00	
BANK BALANCE	\$42,546.39	10/1/2025
Annual PMPA Appropriation FY26	\$20,000.00	
Balance with 2026 Appropriation	\$62,546.39	

- IV. Consideration of CBIG Application for 105 West Main Street:**
The City received an application from Angela Cromer (113 Retreat St.) for \$1,299.33 to replace the rear of building signage and the hanging sign on E Main Street. The signs are outdated and several years old.

The project was identified as Category I: Small and Cosmetic Projects (75% cost share up to \$2,000). The requested amount is \$1,299.33 and the project total cost is \$1,732.44.

Staff recommends approval.

- V. Member Comments**
- VI. Adjourn**

LOCAL DEVELOPMENT CORPORATION

September 3, 2025

Sammy Dickson called the meeting to order. Others in attendance were Brian Allen, Dale Glymph, Kevin Bronson, Reagan Osbon and Ashley Jones.

The motion to approve the minutes from the July 17, 2025, meeting passed unanimously.

New Business:

1. Financial Report

Ashley Jones presented the up-to-date Balance Sheet.

Revenue		
8/27/2025	\$61,421.39	BEGINNING BALANCE
Expenses		
Keith Denny- 105 W MAIN ST	\$1,937.50	AWARD PENDING
Keith Denny- 107 W MAIN ST	\$1,937.50	AWARD PENDING
Retail Strategies	\$15,000.00	Approved expense
BANK BALANCE	\$44,483.89	As of 08/30/25
Annual PMPA Appropriation FY26	\$20,000.00	
Balance with 2026 Appropriation	\$64,483.89	

2. Discussion and Consideration of Amending CBIG Requirements and Guidelines
 Reagan Osbon presented the Westminster City Council’s requested changes to be included for the program:

- a.) Disallow wooded or similar decomposable material in planted/landscaped areas. All long-term landscaping material must be stone, rock, brick, or other similar hard material. This also applies to landscaped perimeter linings, raised flowerbed structures and other long-term materials.
- b.) Clearly explain that parking lot improvements (Category II) may include resurfacing and patching. There was discussion that the members thought this information was included about the parking lots. Mr. Osbon stated that council just wanted to clarify.

Mr. Dickson asked if anyone had any questions concerning the changes council was requesting. Mr. Allen had no questions. Hearing no other discussion, Mr. Dickson called for a vote. Mr. Allen made a motion to accept the changes Westminster City Council requested to the CBIG Requirements and Guidelines, Mr. Dickson seconded, and it passed unanimously.

3. Member Comments

Mr. Dickson asked Mr. Glymph if he was the mayor's representative on the committee. He replied that he was. Mr. Osbon said the mayor and a representative from council should be on the committee. He stated since Mayor Ramey would still have a seat he would begin attending meetings. Mr. Dickson inquired if he would have voting rights. Mr. Osbon affirmed.

Mr. Dickson asked if there were any further comments. Hearing none, he made a motion to adjourn. The committee gave unanimous consent.

(Minutes prepared by Ashley Jones)

Sammy Dickson, Chairman

Received



Westminster
TOGETHER WE GROW

CITY OF WESTMINSTER

**Commercial Building Improvement Grant
Program**

APPLICATION AND AGREEMENT

City of Westminster
PO Box 399
100 E Windsor Street
Westminster, SC 29693

Updated August 12, 2025

City of Westminster Commercial Building Improvement Grant Program

The City of Westminster, in its continuing effort to support the development of the Downtown Business District and enhance commercial activity, has created a Commercial Building Improvement Grant Program. The Commercial Building Improvement Grant Program will encourage economic growth and help create a more inviting character for the downtown area. The following outlines the details of the Commercial Building Improvement Grant Program.

Program Oversight and Funding

The City of Westminster Local Development Corporation (LDC) is responsible for administering the Commercial Building Improvement Grant Program, intended to stimulate improvements to the exterior or interior of commercial buildings in the Downtown Business District, in commercial corridors located along major state highways, or commercial structures that are reasonably expected to provide an increase in commerce within the City limits.

The funding of this program is provided through the City of Westminster and the LDC. All activities relating to the funding of improvement projects will be reported to the Westminster City Council.

Project Categories

Each project will fall into one of three categories. Applicants should exercise best judgement when categorizing their project as part of the application and will be subject to review by City of Westminster and the LDC. If a project is categorized incorrectly on the application, a representative from the City or LDC will contact the applicant to notify them and make the appropriate changes to the correct category.

Category I: Small and Cosmetic Projects

- **Purpose:** This category is intended to support minor exterior improvements that are primarily cosmetic or decorative in nature and do not involve structural changes.
- **Eligible Projects May Include:** Landscaping enhancements (e.g., flowerbeds, tree planting, irrigation installation or upgrades), exterior cleaning or painting, decorative features, and other non-structural improvements that enhance curb appeal.

Maintenance Requirement for Repeat Applicants: Applicants who receive funding in this category for multiple years must demonstrate that previously funded projects have been reasonably maintained. For example, a flowerbed installed with CBIG funding in a prior year must be kept in good condition (i.e., not overgrown, neglected, or unsightly) and must comply with all applicable City codes to remain eligible for future funding. Proposed landscaping projects may not include decomposable materials, such as wooden crossties, flower bed frames, raised wooden structures, or similar items. Any permanent landscaping improvement must be constructed of durable materials such as rock, stone, or finished/ornamental metal.

- **Grant Amount:** 75% of project cost up to \$2,000.00

Category II: Modest Structural Improvements

- **Purpose:** This category is intended to assist with moderate exterior improvements that involve minor structural changes or repairs to key building elements and surrounding areas.
- **Eligible Projects May Include:** Replacement or modification of doors and windows, installation or repair of awnings, architectural enhancements (e.g., trim, cornices, façade features), roof repairs (non-structural), and parking lot restriping, refinishing, patching, or similar surface-level

improvements.

- **Grant Amount:** 60% of project cost up to \$7,500.00

Category III: Significant Structural Improvements, Code Compliance, and Utility Work

- **Purpose:** This category is intended to support substantial improvements necessary for the structural integrity, safety, and functionality of a commercial property. These projects often address building code compliance, major repairs, or essential utility upgrades.
- **Eligible Projects May Include:** Structural repairs (e.g., foundation, framing), flooring replacement related to building integrity or safety, plumbing and drainage system improvements, electrical upgrades, and remediation of major code violations or life-safety issues.
- **Grant Amount:** 60% up to \$10,000.00.

Project Categorization Appeal:

Applicants who disagree with the categorization of the project made by staff may appeal to the LDC to recategorize the project at the time of LDC review of the grant application. Appellants will carry the burden of proof in demonstrating why the project should be recategorized. During such appeals the LDC shall hear from the appellant first, followed by staff, and shall have the opportunity to ask questions and discuss. A majority vote is required to recategorize a project.

Grant Fund Disbursement

Projects must begin within 45 days of grant approval and be completed within six (6) months of start date. The grantee will be reimbursed after completion and inspection. No work completed prior to receipt and approval of the application is eligible.

Eligible Properties and Applicants

1. Eligibility is limited to buildings or structures located within the downtown business district, commercial corridors located along major state highways or commercial structures that are reasonably expected to provide an increase in commerce within the City limits.
2. Owners or tenants may apply for the grants; however, a letter of consent from the property owner is required.
3. Businesses whose existing use is allowable by the City's current codes and regulations. The LDC reserves the right to deny funding to applicants who are delinquent on payment of fines or fees.
4. The Property must be subject to the 6% assessment and the property must be subject to property taxes under the current levy. Tax exempt properties are not eligible.
5. Each property shall be eligible for up to one project per category per year. Each property shall not be awarded more than \$10,000 in CBIG funds across all categories and projects in a year. A year shall be construed to begin on January 1 and end on December 31.

Eligible and Ineligible Improvements

Eligible expenditures shall include expenses detailed below -

Improvements must be consistent with recommendations set forth in the City of Westminster Comprehensive Plan. Unless otherwise approved, all work shall be completed by a licensed contractor, legally operating in the City. Applicants should contact the City for assistance with permitting and business licensing. Contractors must supply a detailed written estimate to accompany the application. In some cases, self-contracted projects may be approved. These projects will require an itemized list of materials. Reimbursement of self-contracted labor costs are subject to approval. Murals or large displays of public arts shall not be funded.

Time Expectations

Project must begin within 45 days of grant approval and be completed within six (6) months of approval and will be reimbursed after final inspection. A reasonable extension may be granted, based upon the good faith efforts of the applicant, through written notification to the City Administrator. Work must not

be started by or on behalf of the applicant prior to the date of the grant award.

Guidelines

1. All proposals shall meet the zoning, building, and fire code requirements of the City.
2. Top priority will be given to projects which make a highly visible contribution to revitalization of commercial structures.
3. Colors should be chosen to coordinate with neighboring buildings.
4. Retention and repair of existing cornices is strongly encouraged wherever possible.
5. Side elevations and rear façades should be treated as seriously as main façades. The development of rear or side entrances with appropriate design is encouraged.
6. Applicants are responsible for all aspects of the project, any relationships with contractors and suppliers, and securing all necessary City permit approvals before the project begins.

Application Deadline

Applications accepted on a rolling basis and considered as funding is available.

Application Process

1. Applicant submits the application and attaches the following information:
 - A minimum of two (2) photographs of existing building façade
 - Photos, plans, or sketches of proposed improvements
 - Quotes, fee proposal, and any other back up that supports the proposed budget
 - Owner's permission, if applicant is not the owner
 - Business Type
 - Rent/Lease Agreement
2. Owner/tenant submits the Application to the City Administrator or their designee.
3. The LDC considers the application. The LDC reserves the right to deny an application. A notification letter is sent to the applicant stating whether the project has been accepted as described in the application, accepted with conditions, or rejected. If the application is rejected, it may be resubmitted with modifications within 30 days.
4. The Commercial Building Improvement Grant Agreement is upon approval and prior to beginning work. Parties in the agreement will be the applicant, building owner (if other than applicant), and the City Administrator, who is authorized to sign on behalf of the City.
5. Any changes to the approved design must be submitted for consideration.
6. Upon project completion, copies of all the applicant's dated statements or invoices shall be submitted to the City Administrator.
7. A representative of the LDC and/or a city representative will inspect the completed work, Grant funds are dispersed to the applicant.

Grant Policy

The LDC will not use race, sex, age, or religion as grounds for refusing a grant to an eligible applicant.

Grant recipients will agree to place a *City of Westminster Commercial Building Improvement Grant Recipient* sign at the construction site, during the time of improvements and in their storefront window for 180 days after the completion of the project.

More Information

More information may be obtained: or have questions about the Commercial Building Improvement Grant Program, please contact Westminster City Hall:

- by phone at (864).647. 3212
- by email at: rosbon@westminster-sc.org
- by mail at City of Westminster, PO Box 399, Westminster, SC 29693
- in person at City Hall, 100 E. Windsor Street
- online at www.westminster-sc.org



Westminster
SOUTH CAROLINA

City of Westminster
Commercial Building Improvement Grant Program
Application

Designated Property

Address: 43 Retreat St. Westminster, SC 29693

Applicant Information

Applicant Name: Angie Cromer Phone: 864-364-3373

Mailing address: 9210 Long Creek Hwy

City, State, Zip: Westminster, SC 29693

Applicant Relationship to Designated Property:

Own Rent Other

\$ _____ Rent/Lease

New or Existing Business

Owner Information (if different from applicant)

(A letter of consent from the property owner is required.)

Owner Name: _____ Phone: _____

Address: _____

City/State/Zip: _____

Scope of Proposed Project: Include a summary of the building's current condition, areas to be improved and how, as well as any proposed materials or colors. (Attach additional sheets if necessary)

Replace 15 yr old (approx.) vinyl sign on the back of the building. It is one of the first images to be seen driving into Westminster. This business on the sign "Tiffany Photography" has long ago closed.

Also, to replace the street sign with updated business.

Both are non-illuminated.

City of Westminster
Commercial Building Improvement Grant Program

Page 2

Community Benefit: Include a brief explanation as to how the project will increase commerce and enhance economic growth for the City of Westminster and the community. (Attach additional sheets if necessary)

The back of my building is one of the first sights seen by oncoming traffic into Westminster. I would like to improve the look of the rear of the building and provide more accurate & updated advertising.

Financial Information

Project Category:

- Category I: Small and Cosmetic Projects (75% cost share up to \$2,000)
- Category II: Moderate Structural Improvements (60% cost share up to \$7,500)
- Category III: Significant Structural Improvements, Code Compliance, and Utility Work (60% cost share up to \$10,000)

Estimated Project Cost: \$ 1,732.44 (Attach an itemized budget.)

Grant money applied for: \$ 1,299.33 (Grant amount shall not exceed the respective category funding maximum or cost share)

Other grants amount awarded this year: \$ _____ (Each property shall be eligible for up to \$10,000 per year across all CBIG projects)

Application Check List

- Application must be complete
- Budget summary/Cost estimate attached
- Letter of consent from property owner (if leasing/renting)
- Architectural sketch of proposed project (if necessary)
- A minimum of two (2) photographs of building with existing conditions
- Paint and awning samples (if applicable)
- City permits applied for (if applicable) Vendor

I agree to comply with the guidelines and standards of the City of Westminster Commercial Building Commercial Building Improvement Grant Application

Improvement Grant Program and I understand that this is a voluntary program, under which the City has the right to approve or deny any project or proposal or portions thereof.

Applicant's Signature Angie Cronier Date 9-29-25

Submit application to: For additional information, contact: City
of Westminster
PO Box 399 Assistant City Administrator
100 E. Windsor Street 864-647-3212
Westminster, SC 29693 rosbon@westminstersc.org

Grant Committee Use:

Date Received: 09/29/2025 Date Reviewed: 10/13/2025

Application: _____ Granted _____ Denied

Comments _____

City of Westminster

Commercial Building Improvement Grant Agreement

THIS AGREEMENT is entered into this 29 day of Sept, 2015 by and between the CITY OF WESTMINSTER (City) and 113 Retreat St. Westminster, SC 29693 (Grantee), whose address is 113 Retreat St. Westminster, SC 29693

WHEREAS the City has approved a façade improvement grant to Grantee subject to the execution of this Agreement, and Grantee desires to accept the grant and to abide by the terms of this Agreement, and

WHEREAS the City has approved a grant in an amount not to exceed Ten Thousand and No/100 Dollars \$10,000.00 for commercial building improvements at _____, Westminster, SC.

NOW THEREFORE, the parties agree as follows:

1. Grantee reaffirms that all information provided to the City in its Commercial Building Improvement Grant Application is correct and accurate.
2. Grantee has read and agrees to abide by the provisions and requirements of the City of Westminster Commercial Building Improvement Grant Program.
3. All work performed by Grantee will be consistent with the approval by the City. If Grantee desires to make any changes in the project, Grantee will obtain written approval from the City before implementing such changes. Grantee understands that the City is not required to approve any changes.
4. Grantee agrees to complete the improvements within six (6) months from the date of this Agreement and understands that failure to complete the improvements within such period will result in forfeiture of the grant.
5. Grantee understands that the grant will be paid to Grantee only upon completion of the work, submission of all dated statements or invoices to the City, and approval by the City of the completed work.
6. Grantee will notify the City immediately if Grantee's interest in the subject property changes in any way. This Agreement is not assignable by Grantee without prior written approval of the City, which will not be unreasonably withheld.
7. Grantee hereby grants to the City the right to use pictures, renderings, or descriptions of the work for any and all promotional purposes desired by the City.

IN WITNESS WHEREOF, the parties have signed this Agreement on the day and year first written above.

WITNESSES FOR THE CITY

CITY OF WESTMINSTER

By: _____

WITNESSES FOR GRANTEE

GRANTEE

By: _____

WITNESSES FOR OWNER

OWNER (if other than Grantee)

William Cromer

Angie Cromer

By: (113 Retreat)

**Substitute W-9
Request for Taxpayer Identification Number & Certification**

In order to comply with the Internal Revenue Code, we are required to obtain your Federal Identification Number to be used in reporting the payments we make to you. Please complete the following information and return to the address below. Please type or print your information on the form below. Your cooperation in this matter is greatly appreciated.

Vendor: _____ Address: _____ City, State,
Zip: _____

Please mark the Type of Entity:

<input type="checkbox"/> Individual	<input type="checkbox"/> Partnership
<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Governmental Unit
<input type="checkbox"/> Corporation	<input type="checkbox"/> LLC or other

Company Name Employer Identification #

If individual or sole proprietor, also give name and SSN.

Angie Cromer 247-25-9096
Name (print) SSN

Authorized Signature ✓

Title _____

Date 9-29-25

Telephone # 864-364-3373

obrmangie@gmail
Email Address Name of Primary Contact



D-Sign and Graphics, LLC
 PO Box 1707
 Seneca, SC 29679
 Ph: (864) 885-0435
 Email: Debbie@dsignseneca.com
 Web: http://www.dsignseneca.com

Estimate #: 3877

Created Date: 9/2/2025 11:27:00AM	Prepared For: 113 Retreat Historic Event Venue
Salesperson: House Account	Contact: Angie Cromer
Email:	Office Phone: (864) 364-3373
Phone: N/A	Email: obmangie@gmail.com
Entered by: Debbie Wallace	Address: 113 Retreat Street Westminster, SC 29693

Description: Building Signs

		Quantity	Unit Price	Subtotal
1	Product: Cut Vinyl Description: Roadside Directory: For two sign panels - Remove old vinyl from two existing customer panels Clean and remove glue residue from two panels Cut/weed/apply new vinyl to two customer panels • 2, 9.5 in x 45.375 in Single Sided Custom Cut Vinyl, Made From Premium Cast 2mil Film • Application Tape • Locations 1 Side • 1 Colors: 010 White	2	\$136.25	\$272.50
2	Product: Service and Install Description: Two trips with ladder to remove/install sign panels: Ladder removal of two existing sign panels Ladder reinstall of two existing sign panels with new cut vinyl • Standard Install	1	\$200.00	\$200.00
3	Product: Digital Prints Description: Wall Sign: New sign panel w/laminated digital graphics applied to 3mm ACM, single sided • 1, 48 in x 120 in Single Sided Custom Roll Print, Made From Standard Print Vinyl	1	\$701.50	\$701.50
4	Product: Service and Install Description: Two trips with two people/two ladders Sign on back of building wall -- utility wires around it, wooden platform, other obstacles to navigate Removal of old sign Installation of new sign • Standard Install	1	\$500.00	\$500.00



D-Sign and Graphics, LLC
 PO Box 1707
 Seneca, SC 29679
 Ph: (864) 885-0435
 Email: Debbie@dsignseneca.com
 Web: <http://www.dsignseneca.com>

Estimate #: 3877

Notes | Estimate valid for 30 days.

Estimate Total:	\$1,674.00
Subtotal:	\$1,674.00
Taxes:	\$58.44
Total:	\$1,732.44
Deposit Required:	\$866.22

Payment Terms: 50% Deposit required payable at <https://dsignseneca.wixsite.com/d-sign/payments>.
 Balance due upon receipt.

Client Reply Request

- Estimate Accepted "As Is". Please proceed with Order.
- Changes required, please contact me.

Other: _____
 SIGN: _____ Date: / /





Ad Hoc Reconstitution Committee and Executive Committee

OJRSA Operations & Administration Building
Lamar Bailes Board Room
October 9, 2025 at 9:00 AM

This advisory committee was established by the OJRSA Board of Commissioners at its August 4, 2025 meeting to consider the reorganization recommendations as identified in the [Ad Hoc Sewer Feasibility Implementation Committee Final Recommendations](#) report. This committee can neither create policy nor make decisions on behalf of the OJRSA or other wastewater service providers within the area. The recommendations are available at www.ojrsa.org/info.

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, Executive Committee Chair
- B. Approval of Minutes**
 - Ad Hoc Reconstitution Committee and Executive Committee Meeting of September 11, 2025
- C. Committee Discussion and Action Items**
 1. Consider updated master plan recommendations and consider action items listed in the new review summary section (pages 1-3) (Exhibit A) – Katherine Amidon, Committee Facilitator
 2. Update on discussion with Oconee County attorney regarding County Ordinance 34 - Utilities – Lawrence Flynn, OJRSA Attorney
 3. Update on outstanding municipal sewer debt – Lawrence Flynn, OJRSA Attorney
 4. Consider approving draft of recommended revisions to South Carolina Code of Laws Title 6 Chapter 35 (Joint Authority Water and Sewer Systems Act) and submitting to Oconee County Delegation for consideration (Exhibit B) – Lawrence Flynn, OJRSA Attorney
 5. Receive responses to questions and comments from the municipalities and county – Lawrence Flynn, OJRSA Attorney
 6. Consider initial and revisions to Corrective Action Plan and capital improvement plan updates as submitted to OJRSA by the cities beginning in 2024 for determining needs for technical and financial evaluation of systems – Kevin Bronson, Committee Chair
- D. Adjourn**

Upcoming Meetings

All meetings to be held in the Lamar Bailes Board Room unless noted otherwise.

- Operations & Planning Committee – October 23, 2025 at 8:30 AM
- Finance & Administration Committee – October 28, 2025 at 9:00 AM
- Board of Commissioners – November 3, 2025 at 4:00 PM
- Reconstitution Committee and Executive Committee – November 13, 2025 at 9:00 AM



RECONSTITUTION COMMITTEE

Oconee County & Western Anderson County Sewer Master Plan Recommendations Review

REVIEW SUMMARY

The following is a summary of the status of each recommendation as of September 2025 based on feedback from the September 11, 2025, ad-Hoc meeting.

Next Steps: These recommendations were requested for consideration in concert with the reconstitution process.

1) Policy:

- 1f - Oconee County Code of Ordinances Update
 - *Discussions are underway between OJRSA's and Oconee County attorneys for the best path forward to avoid confusion between the two publicly available ordinances.*
- 1g - Land Use Regulation
 - *See also 2a and 2b*
 - *Oconee County and the City of Seneca are currently working on a pilot project to develop a plan for future land use regulation to acknowledge potential growth and annexation. The impact of disparate land-use regulations discourages development and creates confusion.*
 - *Proposed potential next steps:*
 - **Baseline Analysis:** *Review of current overlay zones, zoning, and future land use across the region to identify current challenges that exist. Acknowledge recent real examples to be used as an educational tool across all councils.*
 - **Peer Best Practices Review:** *Review similar jurisdictions for land use regulation tactics. Summarize findings including potential pros and cons to each strategy and provide to each municipality, Oconee County, and their councils for consideration.*
 - **Develop Regional Future Land Use:** *Continue efforts already begun with the City of Seneca and Oconee County pilot project or approach the full region to develop an agreed upon future land use map with supporting complimentary ordinances.*

2) Land Use Regulations:

- 2a Zoning and Future Land Use
 - *See 1g above*
- 2b Future Land Use Plan

- See 1g above
- 3) Failing Septic and Connections to Existing Development
 - None
- 4) Communications
 - None
- 5) Infrastructure Recommendations
 - 5e Conveyance System Optimization
 - *Suggest that this effort remains on-going throughout the reconstitution process and beyond. The immediate needs and associated estimated costs should be included as part of the valuation process.*
 - 5g Capital Improvements
 - *This is ongoing*
- 6) Future Assessment Considerations

Revisit After Reconstitution: These recommendations should be revisited for consideration after the reconstitution is complete. Many of these items could be included in a communication plan as part of the rollout for the reconstitution to the public. *Note, some of these items could require research about the baseline incentives/policies in place, as well as reviewing peer municipal/utility policies so that when decisions need to be made this work is complete. These items have an *asterisk next to them. The ad-Hoc Committee should determine if they would like to proceed with any of these items internally or solicited facilitator support.*

- 1) Policy:
 - 1b Sewer Planning Committee
 - 1c Sewer Use Regulation Communication
 - *Suggest adding this to any future communication to reiterate this change with the public.*
 - 1e Industry Recruitment Collaboration*
 - 1h Infill Incentivizing*
 - 1i Future Gravity for New Developments Policy*
- 2) Land Use Regulations:
 - 2c Annexation Policies*
- 3) Failing Septic and Connections to Existing Development
 - 3a Failing Septic Tanks
 - *Some members of the ad-Hoc committee felt that this should be addressed after the land use regulation work is complete and the reconstitution is complete. A review of what analysis has already been considered could take place today in preparation for future work.*
 - 3b Incentive Plan for Sewer Transition*
 - 3c Capacity Analysis
 - *This should be considered as needed during OJRSA expansion to new areas.*
- 4) Communications
 - 4a Educational Campaign – Types of Sewer Solutions
 - 4b Educational Campaign – Sewer and Growth
 - *This will be critical to the communication plan as a result of the reconstitution process.*
- 5) Infrastructure Recommendations
 - 5a Systemwide Routine Maintenance Strategy

- 5b, 5d, 5f Coneross Creek Improvements
 - 5c Checkbook Calibration
 - *This was completed in 2023, will need to be revisited periodically as needed.*
- 6) Future Assessment Considerations
- 6a Master Plan Update
 - 6b Public Sewer Stakeholder Committee

Complete or Ongoing: These recommendations do not require additional effort at this time

- 1) Policy
- 1a Update Recommendations
 - 1d Oconee County Tax Audit

MASTER PLAN SECTION 7.0 RECOMMENDATIONS AND CONCLUSIONS

Note: Text in blue is from the original 2024 master plan. Text in orange represents draft comments based on the status of each recommendation as of August 2025.

These recommendations are based on the analysis completed, stakeholder conversations, and public engagement results for consideration for next steps. The results of the Feasibility Study will need to be considered as those may affect the recommendations made herein.

Items assigned to a specific entity are proposed and highlighted in **yellow**. Ownership could be delegated to another entity, committee, or consultant as appropriate; these are suggestions for conversation.

Items with an *"INCOMPLETE"* next to them denote items that are not complete.

Items with an *"IN-PROGRESS"* next to them denotes items that have begun.

Items with a *"COMPLETE"* next to them denote items that have been addressed.

1. Policy:
- a) Implement the recommendations of the Feasibility Study and adjust the recommendations from this study accordingly using a stakeholder driven process. **Currently underway with the reconstitution committee**, adjustments to other recommendations noted herein are included in the text in orange under each recommendation. *IN-PROGRESS*
 - b) Consider developing a sewer planning committee for collaboration across the municipalities within the study area to align sewer development goals and develop/revise policies that comply with the results of this study to avoid contradictory policies. This should include coordination with the municipalities on sewer-related Comprehensive Planning goals. It is recommended that **OJRSA** revisit this upon the reconstitution of the board. Prior to the development of a committee an audit could be performed to identify current contradictory policies and a review of any updated Comprehensive Plan goals revisited to provide a committee with a starting point. *INCOMPLETE*
 - c) Consider recommunicating the recent OJRSA Sewer Use Regulation change to the public. As sewer infrastructure implementation occurs and existing septic users have the opportunity to connect onto new sewer, apply enforcement equitably across the county. This was completed via an OJRSA Board meeting. *COMPLETE*. **OJRSA** could develop a one-page tool to share with the

public should any citizens approach OJRSA with concern about having to connect. *INCOMPLETE*

- d) Consider asking **Oconee County** to audit property taxes across the county. Many properties are grandfathered at the agricultural base rate, which potentially diminishes potential revenue for all types of capital improvement projects, including sewer. The County audits tax mileage annually by reviewing a quarter of the parcels; thus, every four years the full county has been reassessed.
- e) When recruiting industries and other desired economic development projects, as part of “their” incentive packages, consider providing funding to OJRSA for plant and/or conveyance system improvements so these costs do not fall entirely on the system’s ratepayers. The reconstitution team is not aware if this has been considered. The reconstitution committee should clarify. *INCOMPLETE*
- f) **Oconee County** should remove or make note on their Code of Ordinances (2024) website that the old sewer use ordinance language as being invalid as this continues to be a source of some confusion for the general public. As of August 2025, Sec. 34-143. Of Oconee County’s code of ordinance has the old OJRSA Sewer Use Regulation language in municode requiring connection within 300 feet of the property line: Code of Ordinances. This is contrary to the current OJRSA Sewer Use Regulation. *INCOMPLETE*
- g) If land use regulations are not adopted to aid in informing sewer growth, OJRSA should work with **Oconee County** and the **municipalities** within the county to define areas to remain rural and on septic at a minimum for capital improvement investment. Although some individual jurisdictional efforts have been made, there is not a regional land use approach to growth within Oconee County. Consideration of urban growth boundaries and a revised future land use map could be reviewed using prior public feedback and potential additional public feedback. Recent developments in the region have been contentious, and a unified land use plan could be one potential tactic for consideration. Education to all jurisdictions councils could be needed. Some municipalities have been in conversation with Oconee County regarding this matter. *IN-PROGRESS*
- h) Consider an incentive for infill development with **each municipality**. The reconstitution team is not aware if this has been considered. The reconstitution committee should clarify. *INCOMPLETE*
- i) Consider developing a policy for consideration to future gravity sewer infrastructure needs when new developments are proposed and permitted. The reconstitution team is not aware if this has been considered. The reconstitution committee should clarify. **OJRSA** would develop this policy. *INCOMPLETE*

2. Land Use Regulations:

- a) Consider working with the **municipalities** to revisit the current guidelines for the **Oconee County** overlay districts along with the current zoning and future land use such that it supports the type of development and growth by location within the study area based on the public feedback. Consideration to similar surrounding county’s regulations for lessons learned could be a starting point for this effort. Different types of land use regulation including minimum lot sizes for septic

tank developments should be considered. Additional public feedback that is coupled with land use regulation education and examples is recommended. Similar feedback to the comment provided under 1.g. Some municipalities have been in conversation with Oconee County regarding this matter. Reconstitution does not need to be complete for this effort to be considered. A regional land use plan that reflects the constituent's growth desires and complements the supporting infrastructure growth needs (not just wastewater, but water, roads, police, fire, schools) could be considered. *IN-PROGRESS*

- b) Most of the respondents support growth with specific caveats, most of which revolve around land use regulations. Although not all respondents were in favor of zoning specifically, many want to see responsible growth; this also came up during the stakeholder meetings. Based on public and stakeholder comment, we recommend Oconee County and the municipalities collaborate on a future land use plan that can help better inform all the local utilities and the development community of what type of growth and where that growth should occur that is both desired and community supported. A regionalized supported land use plan will greatly increase the thoughtful allocation of funds for sewer rehabilitation and expansion. Similar comments to 1.g. and 2.a. Some municipalities have been in conversation with Oconee County regarding this matter. *IN-PROGRESS*
- c) There have been multiple, recent, large parcel subdivision developments proposed, permitted, or built in Oconee County that have met opposition by the public and council members. A regionalized approach that the municipal stakeholders support could be considered for how sewer is used as an incentive, as an annexation tool, and how developers could assist in the funding for sewer expansions. The reconstitution team is not aware if this has been considered. The reconstitution committee should clarify. This does not have to be applied uniformly across the region but is good for consideration for each municipality within Oconee County. Walhalla recently passed an ordinance around this topic. *INCOMPLETE*

3. Failing Septic and Connections to Existing Development:

- a) Although information about failing septic tanks is not readily available, it would be beneficial to work with SCDES to further understand where failing septic systems within the study area may be located for a more proactive approach to sewer connections or septic repair/replacement. The reconstitution team is not aware if this has been considered. The reconstitution committee should clarify. *INCOMPLETE*
- b) Develop an incentive plan for those that could transition onto public sewer through implementation of this master plan.
 - i) Should it be determined that the financial burden is unattainable for some residents, Oconee and Anderson County could consider an annual stipend or grants that provide assistance for residents to apply as an offset to the costs to connect to sewer. This could be beneficial to Oconee County as they are currently required to subsidize the operation and maintenance of the retail sewer in the county if OJRSA is not able to receive enough revenue from the connected users to offset these expenses. If more customers are connected, especially in areas where gravity sewer is already available, then more revenue is likely achieved and costs for each user should be reduced. Other funding mechanisms and grants should be researched as well. The reconstitution team is not aware if this has been considered. The reconstitution committee should clarify. There are examples across the

state of programs that other utilities utilize to help with the financial burden to connect. The reconstitution committee could ask for a review of best management practices in this space for consideration. This should accompany a study to understand where pockets of failing septic tanks could be located for optimal outreach. OJRSA after the reconstitution may want to consider implementing a program for these efforts in partnership with the appropriate jurisdiction. *INCOMPLETE*

- c) Analysis should be performed to determine at each stage of sewer expansion if the wastewater system itself has the capacity to handle all the potential volume from property owners that could connect. This is to be completed as needed by project by OJRSA. *INCOMPLETE*

4. Communications:

- a) Public opinion was predominately in favor of growth, but their opinions were divided between strong opposition and strong support for where that investment should take place. There was also a clear divide between responders' opinions about which wastewater solution, septic or public sewer, was better for the environment. We suggest a partnership with other public entities including the Army Corps of Engineers, SCDES, Clemson University Center for Watershed Excellence, Oconee County, Lake Keowee Source Water Protection Team, Lake Hartwell Partners for Clean Water, Friends of Lake Keowee, and Upstate Forever for public outreach explaining the pros and cons to both, including publicly available supporting data. This could potentially be funded by a grant. The reconstitution team is not aware if this has been considered. The reconstitution committee should clarify. Many of the entities identified about could be interested in a more targeted educational campaign about this topic. *INCOMPLETE*
- b) There are many misunderstandings of the public's understanding of who controls or does not control growth and sewer. Additional outreach is recommended. The Project Team suggests providing a document with Frequently Asked Questions on OJRSA's website to clarify these misconceptions. As of August 2025, it does not appear that an FAQ page has been added to OJRSA's website. The reconstitution committee should weigh in on recent public comments received and reconsider this recommendation after a clear path forward for reconstitution is decided upon to avoid additional public confusion. A communications package should be developed by OJRSA that is approved by each jurisdiction and used throughout the region to provide clear direction for the next steps to the public and the press. *INCOMPLETE*

5. Infrastructure Recommendations:

- a) A formal plan and budget for routine maintenance items for all sewer collection and treatment providers should be put in place to avoid future disagreements about upgrades and repairs to the existing system. This should also help avoid future consent orders within the system both internal and external to OJRSA's infrastructure. This should still be addressed by OJRSA even if full consolidation occurs. This is a critical component to the valuation process as debt needs to be evaluated. Each system throughout this reconstitution process should determine what infrastructure improvements need to be made immediately, prior to consolidation as part of their consent orders. Delaying this work for the consolidation to take place is not recommended. *INCOMPLETE*

- b) The Project Team recommends OJRSA proceed with the improvements included in Scenario 4, which involves upgrading the Coneross Creek WRF and rerouting the Martin Creek Force Main directly to the plant. Constructing new plants at either Martin Creek or Beavertdam Creek do not appear to be the most optimal solution for treatment within the system during the 20-year study window. This recommendation is still valid at this time. OJRSA should begin the process of a plant upgrade as the flow demands increase. *INCOMPLETE*
 - c) Work with SCDES to recalibrate permitted flow Checkbook. This effort could enable OJRSA to delay the need for a treatment plant upgrade 1-2 years. This was recently assessed, and an adjustment was made in August 2023. An estimated 340,000 gallons per day were recaptured at this time. Recalibration can be revisited periodically with SCDES. Reduction with I&I will also assist with this as well which will allow for capacity to be recaptured due to the reduction in rainwater treatment. *COMPLETE*
 - d) Begin a Preliminary Engineering Report for an upgrade at Coneross Creek WRF within the next 12 months. One component of the analysis (that could be done prior to the PER) would be to review the SCDES water quality model for the plant to confirm that their assumptions are reasonable and appropriate. This has not begun, focus on addressing the consent order and O&M has remained priority for OJRSA. *INCOMPLETE*
 - e) Work with Member Cities to minimize the length of time (residence time) that wastewater travels through the conveyance system. Seneca Light & Water especially has many pump stations operated in series, in addition to ones OJRSA owns in the same area. This can cause long residence times that increases hydrogen sulfide concentrations that can be a significant safety hazard to OJRSA and Member City staff as well as a source of corrosion that increases O&M issues for staff and can require costly repairs. Where reduction or elimination of hydrogen sulfide issues is not possible from pumping modifications, chemical feed systems or some other means of hydrogen sulfide control should be considered for use. The reconstitution team is not aware if this has been considered. The reconstitution committee should clarify. This could be included as part of the evaluation of the system which will help identify some system optimization and potential O&M reduction. *INCOMPLETE*
 - f) Consider an engineering assessment to seek cost effective solutions that may present options for gaining additional treatment capacity without needing an upgrade. Upgrades to plant operations could be considered in the future for plant upgrades at a later date, but currently the focus for OJRSA is to address the consent order and O&M has remained priority. *INCOMPLETE*
 - g) The capital improvements identified and recommended within this study are intended to be high level and useful for budgeting purposes. It is recommended that the assumptions and flow projections for individual projects be reviewed and updated as necessary prior to detailed design being initiated. This should be completed as needed by OJRSA. Prioritization of projects has separately been identified – see separate supporting document Additionally, identification of funding and allocation of funds needs to be determined. *IN-PROGRESS*
6. Future Assessment Considerations:
- a) At a minimum, this plan should be revisited every three years or after a major change to the area such as a catalyst project or development. This should be completed as needed by OJRSA. Any significant efforts made to the land use regulation recommendations, consolidation, or

large projects could influence an update. *IN-PROGRESS*

- b) We also recommend that the substantial stakeholder group established by this planning process continue to meet twice a year for a facilitated conversation regarding sewer to maintain the positive momentum and open lines of communication established during this project. It is recommended that the stakeholder group is reconvened by **OJRSA** after clear direction for consolidation is reached and a communications plan is established. Empowering this original group with the same information about the reconstitution process will be critical. *INCOMPLETE*

TO AMEND CERTAIN PROVISIONS OF TITLE 6, CHAPTER 25 OF THE CODE OF LAWS OF SOUTH CAROLINA 1976, TO AUTHORIZE CERTAIN CLARYIFYING AMENDMENTS REGARDING COMMISSIONERS, RECONSTITUTION, BOND APPROVAL AND DURATION.

Be it enacted by the General Assembly of the State of South Carolina:

SECTION 1. Section 6-25-20 shall be amended to add the following defined terms:

§ 6-25-20. Definitions.

(14) "Legislative Delegation" means all members of the South Carolina Senate and South Carolina House representing any county where a joint system is located.

(15) "Governor" means the Governor of the State of South Carolina.

SECTION 2. Section 6-25-50 shall be amended and restated as follows:

§ 6-25-50. ~~Agreement as to number of commissioners each member may appoint;~~ Application filed with Secretary of State; corporate certificate.

(A) The governing bodies of the members of a joint system shall form an agreement specifying the number of commissioners ~~each member may appoint to a commission created to govern the joint system pursuant to Section 6-25-60.~~

(B) ~~Two or more commissioners~~ The proposed members of a joint system shall jointly file an application with the Secretary of State ~~an application signed by the commissioner or each proposed member setting forth:~~

(1) ~~the names of~~ number of proposed members of the joint system, the number of proposed commissioners, and their respective appointed commissioners the method of appointment pursuant to Section 6-25-60(B);

(2) ~~(a) the a~~ certified copy of a resolution of each member determining it is in its best interest to participate in the proposed joint system; ~~and~~

~~(b) the resolution appointing the member's commissioner;~~

(3) the desire that the joint system be organized as a public body corporate and politic under this chapter;

(4) the name which is proposed for the joint system; and

(5) the purpose for creation of the joint system.

The Secretary of State shall file the application if after examining it and determining that it complies with the requirements in this section and that the proposed name of the joint system is not identical with that of any other corporation of the State or any agency or instrumentality or so nearly similar as to lead to confusion and uncertainty.

After the application has been filed, the Secretary of State shall issue a corporate certificate that must be filed with the application, and the joint system then must be constituted a public body corporate and politic under the name proposed in the application. The corporate certificate shall set forth ~~the names of all voting member~~ and the name of the joint system. There also must be stated upon the corporate certificate the purpose for which it has been created, as set forth in the application. Notice of the issuance of such corporate certificate must be given to all members of the joint system by the Secretary of State.

In any suit, action, or proceeding involving the validity or enforcement of, or relating to, contract of a joint system, the joint system in the absence of establishing fraud shall be conclusively

considered to have been established in accordance with the provisions of this chapter upon proof of the issuance of the certificate by the Secretary of State. A copy of the certificate, duly certified by the Secretary of State, is admissible in evidence in any suit, action, or proceeding and is conclusive proof of the filing and contents.

SECTION 3. Section 6-25-60 shall be amended and restated as follows:

§ 6-25-60. Joint system to be managed and controlled by commission; appointment of commissioners; oath; records; seal; quorum; vacancies; expenses.

(A) The management and control of a joint system is vested in a commission that may consist of no fewer than five members and no more than eleven members. A commissioner has one vote and may have additional votes as a majority of the members of the joint system determines. Notwithstanding the provisions of this subsection requiring the commission managing a joint system to have no fewer than five members and no more than eleven members, a joint system in existence on this section's effective date and having fewer than five members or more than eleven members on this section's effective date may continue to maintain the number of members serving on the section's effective date and may add additional members as its commissioners determine.

(B) As contemplated by the initial application to the Secretary of State, commissioners serving on the commission may be appointed under one of the following procedures:

(1) Appointment by member. The governing body of each voting member of a joint system shall appoint one or more a commissioner~~s~~, pursuant to ~~Section 6-25-50(A)~~, to serve as a commissioner of the joint system. ~~A commissioner has one vote and may have additional votes as a majority of the members of the joint system determines.~~ A commissioner serves at the pleasure of the governing body by which he was appointed. A commissioner, before entering upon his duties, shall take and subscribe to an oath before a person authorized by law to administer oaths to execute the duties of his office faithfully and impartially, and a record of each oath must be filed with the governing body of the appointing authority.

~~Notwithstanding the provisions of this subsection requiring the commission managing a joint system to have no fewer than five members and no more than eleven members, a joint system in existence on this section's effective date and having fewer than five members or more than eleven members on this section's effective date may continue to maintain the number of members serving on the section's effective date and may add additional members as its commissioners determine.~~ Further, and notwithstanding the appointment requirements above, in the event there are an even number of members of a joint system (i.e. 4, 6, 8, 10), the project contract, bylaws or other similar agreement for the joint system may authorize one additional member of the commission; such additional commissioner shall be recommended by the legislative delegation from each county where the joint system is located, and upon receipt of such recommendation, such additional commissioner shall appointed by the Governor. Any gubernatorial appointment shall be for a term of four years and shall serve until a duly appointed successor is appointed and qualified. Any commissioner appointed by the Governor hereunder must reside within a household receiving utility services from the joint system or a member of the joint system. Any vacancy of such member must be filled for the remainder of the unexpired term in the same manner as the original appointment. If a new member of a joint system is added under the provisions hereof such that there becomes an odd number of members of a joint system, any gubernatorial appointed commissioner shall be deemed to automatically vacate his position as a commissioner as of the date of the admission of such new member of a joint system and their respective appointment of a new commissioner.

(2) Appointment by Governor. The commissioners may be appointed by the Governor in accordance with the following procedures:

(a) The Governor, based upon the recommendation of the legislative delegation from each county that the joint system operates, shall appoint each commissioner. Each appointed commissioner must reside within a household receiving utility services from the joint system or a member of the joint system. In making such appointments, there shall be at least one commissioner appointed by the Governor from the service area of each member of the joint system.

(b) Excepting the initial appointments as necessary to create a staggered commission which may be two or four years, respectively, each commissioner must be appointed and serve for a term of four years and until his successor is appointed and qualified, provided that the terms of the commissioners must be staggered such that approximately one-half of the total members appointed by the Governor must be appointed or reappointed every two years. A vacancy must be filled for the remainder of the unexpired term in the manner of the original appointment. Respecting the initial commission appointed herein, the minority portion of the staggered membership, representing those authorities with the lowest number of customers of the joint system, shall serve for an initial two-year term.

~~(B)~~ (C) The commissioners of the joint system shall annually, or biennially, if provided in the bylaws of the joint system, elect, with each commissioner having one vote, one of the commissioners as chairman, another as vice chairman, and other persons who may, but need not be commissioners, as treasurer, secretary and, if desired, assistant secretary. The office of treasurer may be held by the secretary or assistant secretary. The commission may also appoint such additional officers as it deems necessary. The secretary or assistant secretary of the joint system shall keep a record of the proceedings of the joint system, and the secretary must be the custodian of all books, records, documents, and papers filed with the joint system, the minute book or journal of the joint system, and its official seal.

~~(C)~~ (D) A majority of the commissioners of the joint system shall constitute a quorum. A vacancy on the commission of the joint system shall not impair the right of a quorum to exercise all rights and perform all the duties of a joint system. Any action taken by the joint system under the provisions of this chapter may be authorized by resolution at any regular or special meeting held pursuant to notice in accordance with bylaws of the joint system, and each resolution shall take effect immediately and need not be published or posted. Except as is otherwise provided in this chapter or in the bylaws of the joint system, a majority of the votes which the commissioners present are entitled to cast, with a quorum present, shall be necessary and sufficient to take any action or to pass any resolution. No commissioner of a joint system shall receive any compensation solely for the performance of duties as a commissioner, but each commissioner may be paid per diem, mileage, and subsistence expenses, as provided by law for state boards, committees, and commissions, incurred while engaged in the performance of such duties.

(E) All commissioners shall hold the qualifications of an elector.

(F) Commissioners appointed under subsection (B)(2) above may not be an officer or employee of a member of a joint system, and no commissioner shall be permitted to serve on an ex officio basis. Separately, for commissioners appointed under subsection (B)(1) above, the members of the joint system may include a restriction in the project contract, bylaws or other agreement for the joint system that no commissioner may be an officer or employee of a member of a joint system, and no commissioner shall be permitted to serve on an ex officio basis.

(G) Any commissioner appointed hereunder shall be deemed to forfeit his respective position if such person (1) lacks, at any time during his term of office, any qualifications for the office prescribed by general law and the Constitution, or (2) is convicted of any crime, other than civil infractions or misdemeanors for which no imprisonment is imposed.

SECTION 4. Section 6-25-70 shall be amended and restated as follows:**SECTION 6-25-70.** Change in membership of joint system.

(A) After the creation of a joint system, any other authority may become a member *of the joint system* upon:

(1) adoption of a resolution or ordinance by the governing body complying with the requirements of Section 6-25-40 including publication of notice;

(2) submission of an application to the joint system; and

(3) approval of the application by resolution of the governing body of each member of the joint system except in the case of a joint system organized for the purpose of creating a financing pool, in which case the application must be approved by resolution of the commission.

(B) A member may withdraw from a joint system by resolution or ordinance of its governing body. A contractual right acquired or contractual obligation incurred by a member while it was a member remains in full force and effect after the member's withdrawal.

(C) Notice of a change in membership must be filed in the Office of the Secretary of State. No change is final until this filing occurs. The filing is not required if a joint system is organized only for the purpose of creating a financing pool.

(D) If a new member of the joint system is added hereunder, the approval documentation required under subsection (A)(3) above shall determine whether any new commissioners shall be added to the commission as necessary to support such new member of the joint system. If a new commissioner is added, either by the member of the joint system or the Governor, as applicable, each such commissioner shall be appointed immediately.

SECTION 5. Section 6-25-80 shall be amended and restated as follows:**§ 6-25-80.** Dissolution of system.

Whenever the commission of a joint system and the governing body of each of its members shall by resolution or ordinance determine that the purposes for which the joint system was formed have been substantially fulfilled and that all bonds issued and all other obligations incurred by the joint system have been fully paid or satisfied, the commission and members may declare the joint system to be dissolved. On the effective date of the resolution or ordinance, the title to all funds and other income and property owned by the joint system at the time of dissolution must be disbursed to the voting members of the joint system according to its bylaws.

In the discretion of the members of a joint system for the proper and efficient operation of any joint system, an existing joint system may be reconstituted by following the procedures for the creation of a new joint system, mutatis mutandis.

SECTION 6. Section 6-25-110 shall be amended and restated as follows:**§ 6-25-110.** Authorization to incur debt and issue bonds.

A joint system may incur debt for any of its purposes and may issue bonds pledging to the payment as to both principal and interest the revenues, or any portion, derived or to be derived from all or any of its projects and any additions and betterments or extensions or contributions or advances from its members or other sources of funds available to it. A joint system may not undertake a project required to be financed, in whole or in part, with the proceeds of bonds without the approval of the governing bodies of each member which is obligated or to be obligated under any contract for the payment of amounts to be pledged as security therefore and a favorable vote of two-thirds of all commissioners. Notwithstanding the foregoing, when a commission is

appointed under Section 6-25-60(B)(2), no separate approval of the governing bodies of each member shall be required for the issuance of any bonds, and such bonds shall be authorized and approved by a simple majority of the commissioners. Any project may be preauthorized, preapproved or otherwise permitted under the terms of the project contract for the joint system, and such authority, approval or permission shall constitute all necessary approval of the respective governing bodies of each member herein. A joint system formed only for the purpose of creating a financing pool may issue notes in anticipation of the issuance of bonds by its members to the government.

SECTION 7. Section 6-25-128 shall be amended and restated as follows:

§ 6-25-128. Contracts between authority and joint system; duration.

An authority may contract to buy from the joint system water required for its present or future requirements, including the capacity and output, or a portion or share of one or more specified projects. An authority also may contract for the collection or treatment of wastewater, including present or future capacity, or a portion or share of another project. The creation of a joint system is an alternative method whereby an authority may obtain the benefits and assume the responsibilities of ownership in a project, so a contract may provide that the authority forming the contract is obligated to make a payment required by the contract whether or not a project is completed, operable, or operating notwithstanding the suspension, interruption, interference, reduction, or curtailment of the output of a project or the water contracted for, and that the payments under the contract are not subject to reduction, whether by offset or otherwise, and are not conditioned upon the performance or nonperformance of the joint system or any other member of the joint system under the contract or any other instrument. A contract with respect to the sale or purchase of capacity or output, or a portion or share of them, of a project entered into between a joint system and its member authorities also may provide that if an authority or authorities default in the payment of its or their obligations with respect to the purchase of the capacity or output, or a portion or share of them, in that event the remaining member authorities which are purchasing capacity and output under the contract are required to accept and pay for and are entitled proportionately to and may use or otherwise dispose of the capacity or output which was to be purchased by the defaulting authority.

A contract concerning the sale or purchase of capacity and output from a project may extend for a period not exceeding fifty years from the date of the contract and may be renewable and extended upon terms as the parties may agree for not exceeding an additional fifty years; and the execution and effectiveness is not subject to any authorizations or approvals by the State or any agency, commission, or instrumentality or political subdivision of them. Additionally, the contract may further provide that bonds or other indebtedness of the joint system may exceed the term of an initial or existing contract between or among the joint system and the respective members of the joint system, and in such event the contract, or at least the payment obligations of each member, shall be automatically extended to a period commensurate with the term of the bonds or other indebtedness.

Payments by an authority under a contract for the purchase of capacity and output from a joint system may be made from the revenues derived from the ownership and operation of the water system of the authority or from such other sources of funds as may be available, including any amounts received as payments in lieu of taxes. An authority may not pledge its full faith, credit, and taxing power to secure its obligations to the joint system or the bonds of the joint system. An authority is obligated to fix, charge, and collect rents, rates, fees, and charges for water or sewer services, facilities, and commodities sold, furnished, or supplied through its water or sewer system sufficient to provide revenues adequate to meet its obligations under any contract and to pay any

and all other amounts payable from or constituting a charge and lien upon the revenues, including amounts sufficient to pay the principal of and interest on general obligation bonds, if any, heretofore or hereafter issued by the authority for purposes related to its water or sewer system.

An authority that is a member of a joint system may furnish the joint system with money derived from the ownership and operation of its water or sewer system or facilities and provide the joint system with personnel, equipment, and property, both real and personal, and from any other sources legally available to it for such purposes. An authority also may provide services to a joint system.

A member of a joint system may contract for, advance, or contribute funds derived from the ownership and operation of its water or sewer system or facilities or from another legal source to a joint system as agreed upon by the joint system and the member, and the joint system shall repay the advances or contributions from the proceeds of bonds, operating revenue, or other funds of the joint system, together with interest as agreed upon by the member and the joint system.

SECTION 8. This act takes effect upon approval by the Governor.



Oconee Joint Regional Sewer Authority

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

OCONEE JOINT REGIONAL SEWER AUTHORITY

Commission Meeting

October 6, 2025

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

Commissioners that were present:

- Seat 8 (Westminster): Kevin Bronson, Board Chair
- Seat 1 (Seneca): Josh Riches
- Seat 2 (Seneca): Scott Moulder
- Seat 3 (Seneca): Scott McLane
- Seat 4 (Seneca At-Large): Marty McKee
- Seat 5 (Walhalla): Celia Myers (*arrived at 4:06pm*)
- Seat 6 (Walhalla): Zane Thompson
- Seat 7 (Westminster): Scott Parris
- Seat 9 (Walhalla-Westminster At-Large): David Dial

Commissioners that were not present:

- None. All Commissioners were in attendance.

OJRSA appointments and staff present were:

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

Others present were:

- Kenneth Marshall, AQD
- Norm Cannada, The Journal

A) Call to Order – Mr. Bronson called the meeting to order at 4:00 p.m.

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

C) Public Session – None.

Mr. Bronson took a moment to state that this was Mr. Cannada's last attendance at an OJRSA meeting due to his upcoming retirement. He expressed appreciation to Mr. Cannada for his service to the community through the years.

D) Approval of Minutes:

- **Board of Commissioners Meeting of September 8, 2025**
Mr. Dial made a motion, seconded by Mr. McKee, to approve the September 8, 2025 Board Meeting minutes as presented. The motion carried.

E) Committee and Other Meeting Reports:

- **Reconstitution Committee and Executive Committee Meeting of August 14, 2025** – Mr. Bronson presented the report to the Commission. **See attached minutes. Acceptance of the September 11, 2025 Meeting to be Considered at the November 3, 2025 Board Meeting.*
Mr. Bronson made a motion, seconded by Mr. Dial, to accept the August 14, 2025 Reconstitution Committee and Executive Committee Meeting minutes as presented. The motion carried.
- **Operations & Planning Meeting of September 23, 2025** – Mr. Moulder presented the report to the Commission. **See attached minutes.*

Mr. Moulder made a motion, seconded by Mr. Dial, to approve the September 23, 2025 Operations & Planning Meeting minutes as presented. The motion carried.

- **Finance & Administration Meeting of September 23, 2025** – Ms. Myers presented the report to the Commission. **See attached minutes*

Ms. Myers made a motion, seconded by Mr. Riches, to approve the September 23, 2025 Finance & Administration 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. Ms. Stephens explained how while Mr. Jason White of Payne, White, & Schmutz, was going through the financial records for the audit, he discovered two (2) discrepancies with the accounting on the Sewer South Project. The first was a \$46,336 grant deposit from the Rural Infrastructure Authority (RIA) that was accidentally deposited twice. Ms. Stephens said this was her error due to many projects receiving RIA grant funds, the email confirmations do not specify which project, and she received conflicting information. The second was a \$245,000 CD that matured after June 30, 2025 when the accounting project was cut off.

Ms. Stephens stated that the funds in question were transferred to their appropriate bank accounts and that Oconee County will be receiving another refund check from the OJRSA in the amount of \$198,664.00 (the amount of the CD maturity less the duplicate deposit they were paid for). Ms. Stephens added that OJRSA's accountant, Ms. Susan Stamey, has been asked to update the report that was previously prepared for this project.

Mr. Eleazer added that all the RIA grant funds are deposited into a single bank account, no matter what project they are for, and it has been somewhat complicated for Ms. Stephens to know what projects the reimbursement funds are for.

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

G) Presentation and Discussion Items – None.

H) Action Items:

1. Authorize Executive Director to Negotiate and Execute Contract with KCI Technologies for Computerized Maintenance Management System (OJRSA Project #2026-01) – Mr. Eleazer reported that the OJRSA received eight (8) respondents, and OJRSA personnel narrowed them down to three (3). Two (2) of these three (3) were different providers with the same software system. The OJRSA received demonstrations of those three (3). OJRSA personnel picked KCI Technologies, as they provided the best presentation and have a representative who previously worked for Greenville Water who understands the OJRSA's needs.

Mr. Dial added that with what was presented in committee, it sounded like KCI is committed to assisting the OJRSA as best they can with putting assets in.

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

2. Approve FY2026 Supplemental Budget #1 (Exhibit B) – The Director stated that this went through the F&A Committee to recommend it for approval to the board.

This supplemental budget includes the \$1.78 million that was refunded to Oconee County for their "front end" payment to the OJRSA for the Sewer South Project before the grant funds came in to reimburse for the expenditures. Ms. Susan Stamey, OJRSA accountant, verified the financial records, and Oconee County has already been issued the refund check.

The supplemental budget also includes \$159,000 for Ardurra to assist with identifying additional conveyance system upgrade projects to use the extra \$750,000 in SCIP funds on.

Ms. Myers made a motion, seconded by Mr. Parris, to approve the FY2026 Supplemental Budget #1 as presented. The motion carried.

- 3. Execute Amendment to Ardurra Contract for Services for Additional SCIIP-Funded Collection System Rehabilitation as Part of OJRSA Project #2024-08 (Exhibit C)** – The Director said this is for an amendment to the contract to pay \$159,000 to Ardurra for assisting with the conveyance system projects using the extra \$750,000 SCIIP funds.

Mr. Dial pointed out the OJRSA's name on the contract being wrong and asked why. Mr. Eleazer replied that this name was one of the original choices of the name for the organization.

Mr. Moulder made a motion, seconded by Mr. McKee, to approve the amendment to the Ardurra contract for services for additional SCIIP-funded collection system rehab. The motion carried.

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

1. Environmental and Regulatory Compliance Matters:

Spill – The contractor working on the conveyance system upgrades had a sewer spill on September 29, 2025. This was the second spill they had: The first was due to a coupling coming off the bypass pump; this one was due to a bypass pump failure. An estimated 2,000 gallons were spilled, and it reached a waterway. SC Department of Environmental Services (SCDES) was notified. Sampling was performed, and the results were lower than is normally seen following spills. The ambient level quickly returned.

NPDES Permit – The OJRSA received its NPDES permit from SCDES, and it will become effective on November 1, 2025. There are a couple of new reporting requirements regarding aluminum and mercury monitoring. This is due to the influent at the top of the plant and the sampling that was required for the permit application.

The SCDES wants the OJRSA to address this through the pretreatment program or the industrial user permits. They also want the OJRSA to develop and submit an aluminum and mercury assessment plan to work with the industries.

In addition:

- OJRSA was performing effluent toxicity testing on a quarterly basis and can now do it annually.
- As soon as the OJRSA receives the peracetic acid (PAA) Permit to Operate, the PAA can be put in use. The OJRSA will have to perform quarterly Corbicula (freshwater clams) testing for two (2) years after the PAA is online.

- 2. Cancellation of General Water Reclamation Facility Installation Projects Bid (OJRSA Project #2026-02)** – The OJRSA had this project in the budget to replace valves and pumps in the plant to get it back to the 7.8 million gallons per day capacity level; however, Clarifier #3 recently lost its upper and lower drive which means there is no room for error. OJRSA personnel stated that they are not comfortable with waiting to fix the clarifier and decided to cancel this project and divert the funds to the clarifier repair (which was planned for next fiscal year anyway).

Project #2026-02 will be moved to next fiscal year; however, there may be some funds left over after the clarifier work that can be applied to start this project.

Mr. Moulder asked where in the process the bid was. Mr. Eleazer stated it was advertised, but the OJRSA had not received any bids. He also stated that everyone was notified of the cancellation.

Mr. Dial asked if the clarifier issue was electrical or mechanical. Mr. Eleazer replied he was not sure but would find out.

3. Miscellaneous (If Any):

Records Retention Issue – It was recently discovered that an item in the South Carolina Records Retention Policy is incorrect. The policy requires the OJRSA to retain medical records for three (3) years after an employee's termination; however, OSHA requires the OJRSA to retain them for thirty (30) years after termination. Mr. Eleazer stated that the policy will need to be updated with the SC Department of Archives and History as well as approved by the board.

Norm Cannada Retirement – Mr. Eleazer congratulated Mr. Cannada on his upcoming retirement and thanked him for a job well done. He wished Mr. Cannada well and gave him a card.

- J) Commissioners' Discussion** – None.

K) Adjourn – Mr. Bronson adjourned the meeting at 4:35 p.m.

Upcoming Meetings:

- 1. Reconstitution Committee and Executive Committee** - Thursday, October 9, 2025 at 9:00 a.m.
- 2. Operations & Planning Committee** – Thursday, October 23, 2025 at 8:30 a.m.
- 3. Finance & Administration Committee** – Tuesday, October 28, 2025 at 9:00 a.m.
- 4. Board of Commissioners** – Monday, November 3, 2025 at 4:00 p.m.

Approved By: _____
Kevin Bronson, 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 September 11, 2025 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.ojrso.org, and posted at the OJRSA Administration Building.

***ATTACHMENTS STARTING NEXT PAGE**



Board of Commissioners Meeting
OJRSA Operations & Administration Building
Lamar Bailes Board Room
October 6, 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 Scott Moulder
- 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 September 8, 2025
- E. Committee and Other Meeting Reports**
 - Reconstitution Committee and Executive Committee Meeting of August 14, 2025 – Kevin Bronson, Committee Chair *Acceptance of the September 11, 2025 meeting to be considered at the November 3, 2025 board meeting*
 - Operations & Planning Committee Meeting of September 23, 2025 – Scott Moulder, Committee Chair
 - Finance & Administration Committee Meeting of September 23, 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]*
 - None
- H. Action Items**
 1. Authorize Executive Director to negotiate and execute contract with KCI Technologies for computerized maintenance management system (OJRSA Project #2026-01) – Chris Eleazer, Director
 2. Approve FY 2026 Supplemental Budget #1 (Exhibit B) – Chris Eleazer, Director
 3. Execute amendment to Ardurra contract for services for additional SCIIP-funded collection system rehabilitation as part of OJRSA Project #2024-08 (Exhibit C) – Chris Eleazer, Director
- I. Executive Director's Discussion and Compliance Matters** – Chris Eleazer, Director
 1. Environmental and regulatory compliance matters
 2. Cancellation of General Water Reclamation Facility Installation Projects bid (OJRSA Project #2026-02)
 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. Adjourn**

Upcoming Meetings

All meetings to be held in the Lamar Bailes Board Room unless noted otherwise.

- Reconstitution Committee and Executive Committee – October 9, 2025 at 9:00 AM
- Operations & Planning Committee – October 23, 2025 at 8:30 AM
- Finance & Administration Committee – October 28, 2025 at 9:00 AM
- Board of Commissioners – November 3, 2025 at 4:00 PM



Secretary/Treasurer's Report for Board of Commissioners

Prepared for the October 6, 2025 OJRSA Board of Commissioners Meeting

Cash and investment information stated herein come from bank and other financial records as of: September 30, 2025

UNRESTRICTED FUNDS CASH AND INVESTMENTS SUMMARY

Account/Fund Name	Cash (\$)	Investments (\$)	Total (\$)
Wholesale Operations & Maintenance (O&M)	356,127	2,940,000	3,296,127
Retail Operations & Maintenance (RO&M)	99,066	0	99,066
TOTAL UNRESTRICTED FUNDS	455,193	2,940,000	3,395,193

RESTRICTED FUNDS CASH AND INVESTMENTS SUMMARY

Account/Fund Name	Cash (\$)	Investments (\$)	Total (\$)
Projects and Contingency (PCF)	2,453,188	0	2,453,188
Wholesale Impact Fund (WIF)	974,522	5,635,000	6,609,522
Retail Impact Fund (RIF)	3,400	0	3,400
TOTAL RESTRICTED FUNDS	3,431,110	5,635,000	9,066,110

Combined Total for All Funds

Cash 3,886,303

 Investments 8,575,000

 Combined 12,461,303

Account Notes:

A CD for \$245,000 matured on 8/21/25 (after 6/30/25 cut-off date for project accounting) and should've been included in refund to Oconee County. It was overlooked and accidentally transferred to PCF account (included in cash amount). Will be transferred back to RO&M and then refunded by check to Oconee County less \$46,336 paid in error for another project.

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	6,759,426	X NO YES
RO&M Fund	105,802	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 August 2025 (mark with an "X" on appropriate line): YES NO See attached document(s) from accountant.

Reconciliation Notes:

Still waiting on reconciliation letters from Susan Stamey for July and August 2025.

See next page for more information



Fiscal Year 2026 Supplemental Budget #1

October 6, 2025 Board Meeting

OPERATIONS & MAINTENANCE FUND		Current (\$)	Incr/ Decr (\$)	Amended (\$)	Note
O&M FUND REVENUES		Dept Total 6,759,426	0	NO CHANGE	
401/501/801/1201 Departments					
O&M FUND EXPENSES		6,759,426	0	NO CHANGE	
101/201/501 Administration (not including depreciation)	Dept Total	3,775,898	0	NO CHANGE	
601 Conveyance System	Dept Total	964,406	0	NO CHANGE	
701 WRF Operations	Dept Total	1,702,295	0	NO CHANGE	
801 Pretreatment	Dept Total	158,565	0	NO CHANGE	
901 Laboratory	Dept Total	58,830	0	NO CHANGE	
1201 Contract Operations (I-85 Sewer)	Dept Total	19,432	0	NO CHANGE	
1401 O&M Capital Improvement Projects	Dept Total	80,000	0	NO CHANGE	

RESTRICTED AND OTHER FUNDS		Current (\$)	Incr/ Decr (\$)	Amended (\$)	Note
FUND REVENUES					
1001 RETAIL IMPACT FUND (RESTRICTED USE)		5,000	0	NO CHANGE	
1101 WHOLESALE IMPACT FUND (RESTRICTED USE)		976,000	0	NO CHANGE	
1301/1401 RETAIL OPERATIONS & MAINTENANCE FUND (UNRESTRICTED USE)		105,802	0	NO CHANGE	
1501 PROJECTS & CONTINGENCY FUND (RESTRICTED USE)		8,556,158	159,000	8,715,158	
Fund Balance Transfer In			159,000		[B]
FUND EXPENSES					
1001 RETAIL IMPACT FUND (RESTRICTED USE)		0	0	NO CHANGE	
1101 WHOLESALE IMPACT FUND (RESTRICTED USE)		0	0	NO CHANGE	
1301/1401 RETAIL OPERATIONS & MAINTENANCE FUND (UNRESTRICTED USE)		105,802	1,783,376	1,889,178	
1401-06050 Sewer South Phase II			1,783,376		[A]
1501 PROJECTS & CONTINGENCY FUND (RESTRICTED USE)		8,556,158	159,000	8,715,158	
1501-09009 OJRSA Project #2024-08 Collection System Rehab			159,000		[B]

NOTES

[A] Return of funds to Oconee County following closeout of construction project. Revenues from county payments accounted for during previous fiscal years.

[B] Continue construction administration and observation services beyond original contract end date of 09/29/2024 for existing SCIP-funded project and provide necessary services to utilize remaining SCIP funds for manhole rehabilitation in accordance with Ardurra Contract for Services Amendment - 01 associated with OJRSA Project #2024-08.



CONTRACT FOR SERVICES AMENDMENT – 01

ADDITIONAL SERVICES AUTHORIZATION

The following modifications to the contract (“Contract”) for 2024-08 Collection System Rehab 20230904.00.CL dated 15th day of September 2023 between **Oconee Joint Municipal Sewer Authority (OWNER)** and **Ardurra Group, Inc., (CONSULTANT)**.

1. SCOPE OF SERVICES.

The CONSULTANT shall continue to provide Construction Administration and Construction Observation services beyond the original contract end date of September 29th, for the ongoing construction activities under the current contract.

Additionally, the CONSULTANT shall provide professional services necessary to utilize the remaining SCIIP funding for rehabilitation of additional manholes. These services shall include:

- A. **Continued Services Under Current Contract:** The CONSULTANT will continue providing the following services as outlined in the original contract, for an additional 10 weeks (09/30/2025 – 12/11/2025).
 1. SCIIP Coordination
 2. Construction Administration and
 3. Construction Observation
- B. **Additional MH Rehab Services:**
 1. Project Management:
 - i. The CONSULTANT’s Project Manager will coordinate and oversee all project activities (biweekly, monthly etc.) related to the administrative and technical aspects throughout its duration.
 - ii. The CONSULTANT’s Project Manager will ensure ongoing QA/QC of all tasks in accordance with the CONSULTANT’s standard quality control procedures.
 - iii. The CONSULTANT’s Project Manager will prepare monthly invoices in a format acceptable to the OWNER.
 2. Preparation of Construction Documents:
 - i. The CONSULTANT will prepare construction guidance sheets for use by the contractor, detailing manhole locations and the required repairs/rehabilitation. These sheets will be developed utilizing available data from the OWNER’s Geographic Information System (GIS) database, previous investigation efforts.

- i. Coordinating construction services and notice to proceed for the CONTRACTOR with RIA / ACOG and the OWNER.
- ii. Conducting pre-construction meeting with CONTRACTOR and the OWNER's representatives.
- iii. Coordinating contract execution with the CONTRACTOR and the OWNER.
- iv. Providing necessary digital copies of construction documents to the CONTRACTOR and the OWNER.
- v. Reviewing and approving or taking other appropriate action with respect to Shop Drawings, samples, and other data which CONTRACTOR is required to submit, but only for conformance with the design concept of the project and compliance with the information given in the Contract Documents. Such reviews or other action shall not include, means, methods, techniques, sequences, or procedures of construction or safety programs and precautions incident thereto. This scope includes a maximum of two (2) reviews per submittal. Additional reviews, if required due to contractor resubmissions or revisions, may be considered an additional service.
- vi. Determining the amount owed to the CONTRACTOR based on CONSULTANT's and OWNER's observations and inspections at the site and the data comprising the Application for Payment, and the accompanying data and schedules, and recommend in writing payments to CONTRACTOR in such amounts. Such recommendations of payment will constitute a representation to the OWNER that the Work has progressed to the point indicated and that, to the best of the CONSULTANT's and OWNER's representative knowledge, information and belief, the quality of the Work is in accordance with the Contract Documents. The issuance of recommendation will further constitute a representation that the CONTRACTOR is entitled to payment in the amount certified. However, the issuance of a recommendation for payment will not be a representation that the CONSULTANT is responsible for construction means, methods, techniques, sequences or procedures or has ascertained how or for what purpose the CONTRACTOR has used money previously paid on account of the Contract Price. CONSULTANT has budgeted for review of up to four (4) payment applications, one being the final adjusting payment.
- vii. Making recommendations to OWNER concerning the disapproval or rejection of CONTRACTOR's Work while it is in progress if CONSULTANT believes that such Work does not produce a completed Project that conforms to the Contract Documents or that it will prejudice the integrity of the design concept of the Project as reflected in the Contract Documents. CONSULTANT shall have access to the Work at all times wherever it is in preparation or progress.
- viii. Clarifying and interpreting construction plans and specifications for the OWNER and the CONTRACTOR on an as needed basis during the course of the project. Such clarifications and interpretations will be consistent with the intent of and reasonably inferable from the Contract Documents. The CONSULTANT may issue Field Orders authorizing minor variations from

the requirements of the Contract Documents. Field Orders shall not involve change in Contract Price or Time.

6. Construction Observation – The CONSULTANT shall assign a OWNER’s representative (Construction Observer) to the project to provide part-time construction observation services during the construction period of 90 consecutive calendar days. Observation services can be provided beyond 90 days, if requested, as an additional service. The representative will call to the attention of the CONTRACTOR deficient work noted in the field and, through assistance of the Project Manager, interpret the contract documents when questions arise. It is assumed that construction will not exceed 90 consecutive calendar days or 60 Contractor work days, which excludes weekends, holidays. The part time Construction Observation includes up to 260 man-hours (approximately 20 man-hours per week) plus expenses for the Construction Observer. Observation services can be provided beyond this specified time, if requested as an additional service. The CONSULTANT will provide general consultation as may be necessary to achieve successful construction for the duration of the project, including:
 - i. Perform part-time observation of the project construction to verify conformance with Contract Documents;
 - ii. Call to the attention of the CONTRACTOR any deficient work noted in the field;
 - iii. Through the assistance of the Project Manager, will interpret Contract Document and Work Orders on behalf of the OWNER as questions arise;
 - iv. Document construction activities and photograph critical portions of the project;
 - v. Schedule and conduct a pre-final visit to establish initial punch list items; and,
 - vi. Perform final inspection to assure that all punch list items have been completed per the Contract Documents.
2. TIME OF PERFORMANCE. The timeline for completion of services is dependent on the progress of the overall project schedule, including timely reviews and approvals by others, bidding process, and receipt of successful bids, the contractor’s performance and any unforeseen conditions or delays.
3. BASIS OF COMPENSATION.
 - A. Basic Services. The OWNER shall pay the CONSULTANT for services set forth above, Scope of Services, a Lump Sum Fee of **One Hundred Fifty-Nine Thousand Dollars (\$159,000)**.

A percentage of the Lump Sum Fee will be billed on the last day of each month. The percentage billed will be the percentage of Scope of Services work estimated to be completed as of the day of billing.

- B. Additional Services. The OWNER shall pay the CONSULTANT for additional services which are not specifically called for in above, Scope of Services, on an hourly basis in accordance with the CONSULTANT’S standard rates.
- C. Reimbursable Expenses. Unless expressly included in the Lump Sum Fee, the OWNER shall compensate the CONSULTANT for incidental expenses incurred in connection with this Task Order, including travel expense, lodging and subsistence expense, printing and duplication expense, and other incidental out of pocket expenses at cost. For the purposes of reimbursement, travel expense shall be at the rate contained in the attached rate schedule.
- D. Premium Rate Adjustment. Should OWNER request an accelerated schedule requiring CONSULTANT to work overtime hours, then a 1.25 premium rate adjustment shall be applied to current hourly rates or lump sum fees as applicable. Accelerated schedule and premium rate adjustment shall be approved as part of compensation at time of contract execution or by written amendment

OWNER:

CONSULTANT:

**OCONEE JOINT REGIONAL SEWER
AUTHORITY**

ARDURRA GROUP, INC.

By: _____

By:  _____

Name: CHRIS ELEAZER

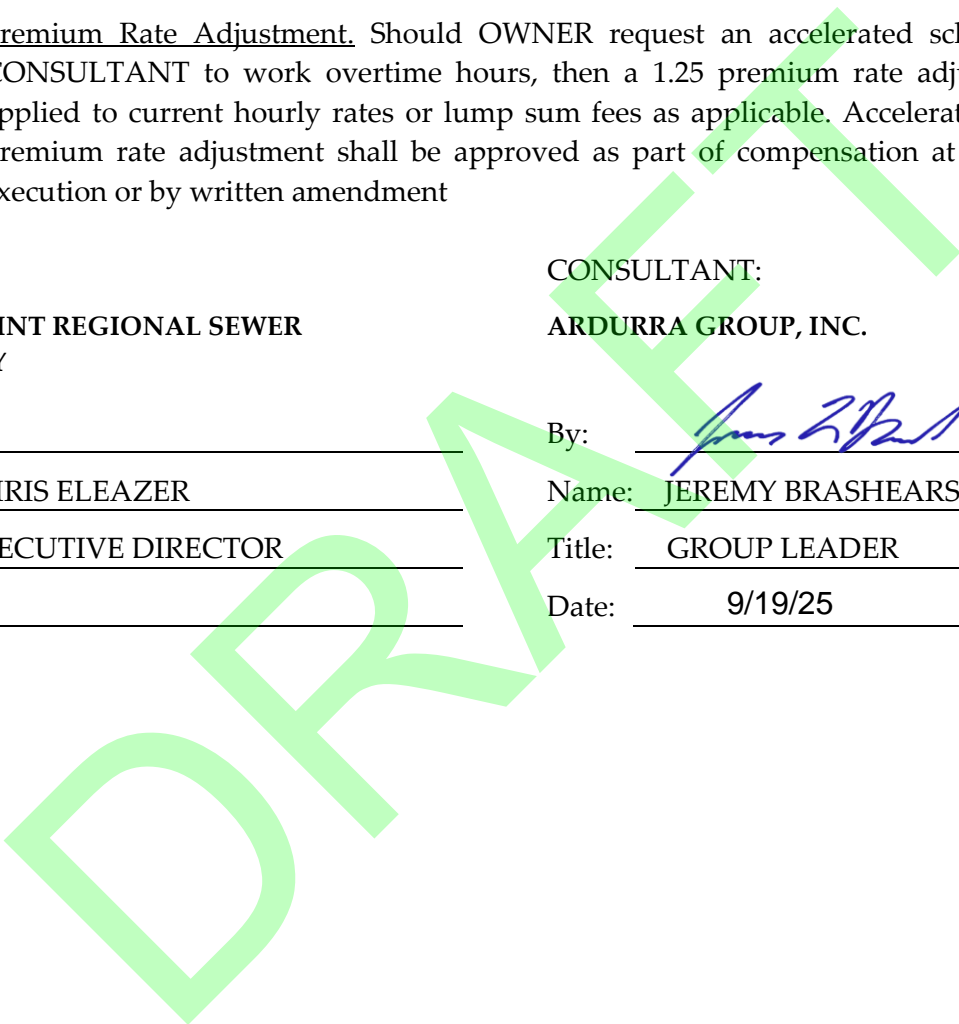
Name: JEREMY BRASHEARS, PE

Title: EXECUTIVE DIRECTOR

Title: GROUP LEADER

Date: _____

Date: 9/19/25



2024-08 Collection System Rehab Amendment

- **Assumptions:**
 - Amendment from 09/30/2025 – 12/11/2025 (additional 10 weeks)
 - Services include: continued Project Management (PM), SCIIP/RIA/ACOG coordination, Construction Administration (CA) (Weekly meetings, reviews, pay applications etc), Construction Observation (CO) (upto 20 hours a week, 10 weeks)

2024-08 Collection System Rehab – Additional MH Rehab Plan

- **Assumptions:**
 - **Tentative Timeline for Additional MH Rehab Plan (October 13, 2025 – May 18, 2026)**
 - Design Documents: October 13 – October 31, 2025
 - Bid Advertisement Start: November 4, 2025
 - Bid Advertisement End / Bid Opening: December 4, 2025 (30 calendar days)
 - Bids are publicly opened on this date.
 - Bid Evaluation and Recommendation: December 5 – December 19, 2025 (2 weeks)
 - RIA Review / Approval of Contract Documents: December 22 – January 9, 2026 (3 weeks)
 - Bid Recommendation Presented / Approval: January 12 – January 16, 2025
 - Bid Award Notification: January 20, 2026
 - Notice to Proceed (NTP): February 2, 2026
 - Substantial Completion: April 3, 2026
 - Final Completion: May 3, 2026
 - Closeout: May 18, 2026
 - Services include: Project Management, Design Documents for the additional MH Rehab work, Bidding, SCIIP coordination, Construction Administration (Meetings, reviews, pay applications etc), Construction Observation (upto 20 hours a week, 13 weeks)

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Presents*

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Fork and Flavor Catering

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6-9 PM
The F.A.R.M. Center
Seneca, SC



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