



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

Agenda

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

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

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

L. Commissioners' Discussion – Brian Ramey, Board Chair

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

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

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

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

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

O. Adjourn



Secretary/Treasurer’s Report for Board of Commissioners

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

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

UNRESTRICTED FUNDS CASH AND INVESTMENTS SUMMARY

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

RESTRICTED FUNDS CASH AND INVESTMENTS SUMMARY

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

Combined Total for All Funds

Cash Investments Combined

See additional sheets for investment information

Account Notes:

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

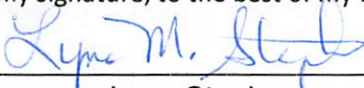
INDEPENDENT RECONCILIATION OF ACCOUNTS

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

See attached document from independent accountant.

Reconciliation Notes:

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



 Lynn Stephens
 OJRSA Secretary/Treasurer

INVESTMENTS UPDATE

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

See additional sheets, if necessary

Investment Notes:

Next CDs maturing on 4/26/24.

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

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

Hey Lynn,

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

Thank you,

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



STANCIL
COOLEY ESTEP
& STAMEY, LLP

*Certified Public
Accountants*

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Seneca, SC 29679

(864) 882-3048
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602-5 College Avenue
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Fax 654-9476

www.scscpa.com

February 27, 2024

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

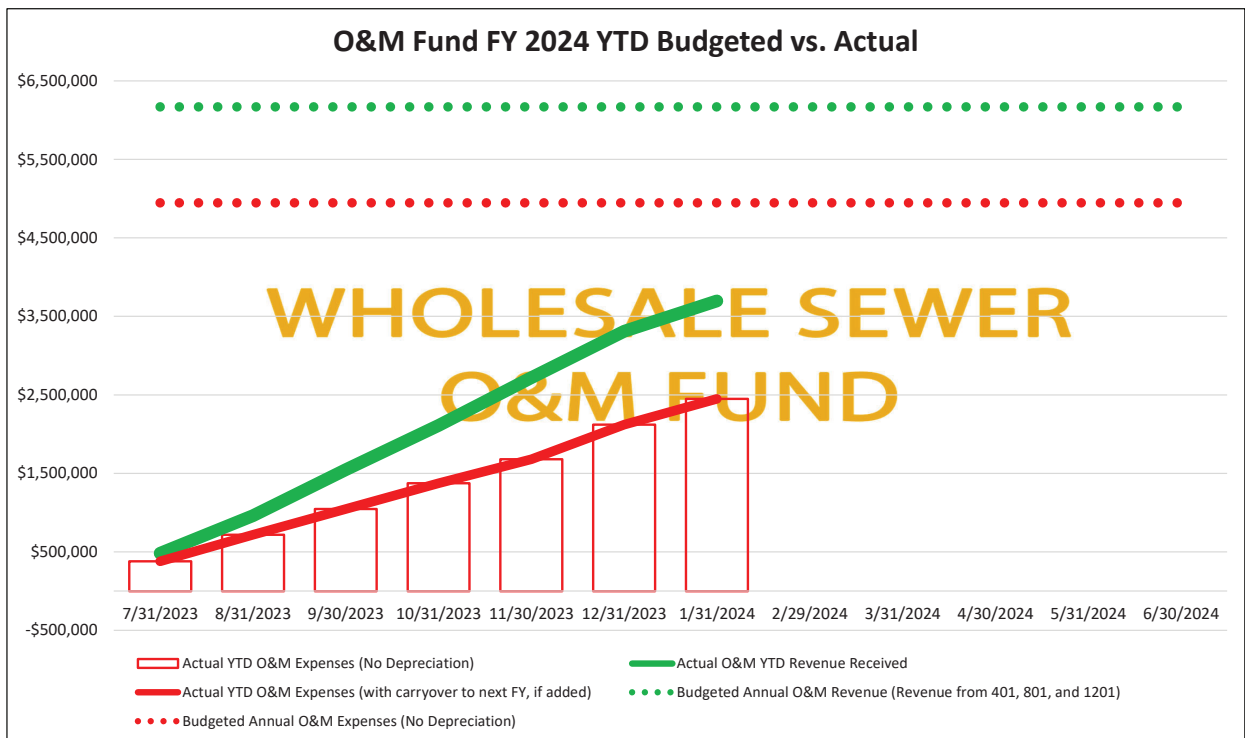
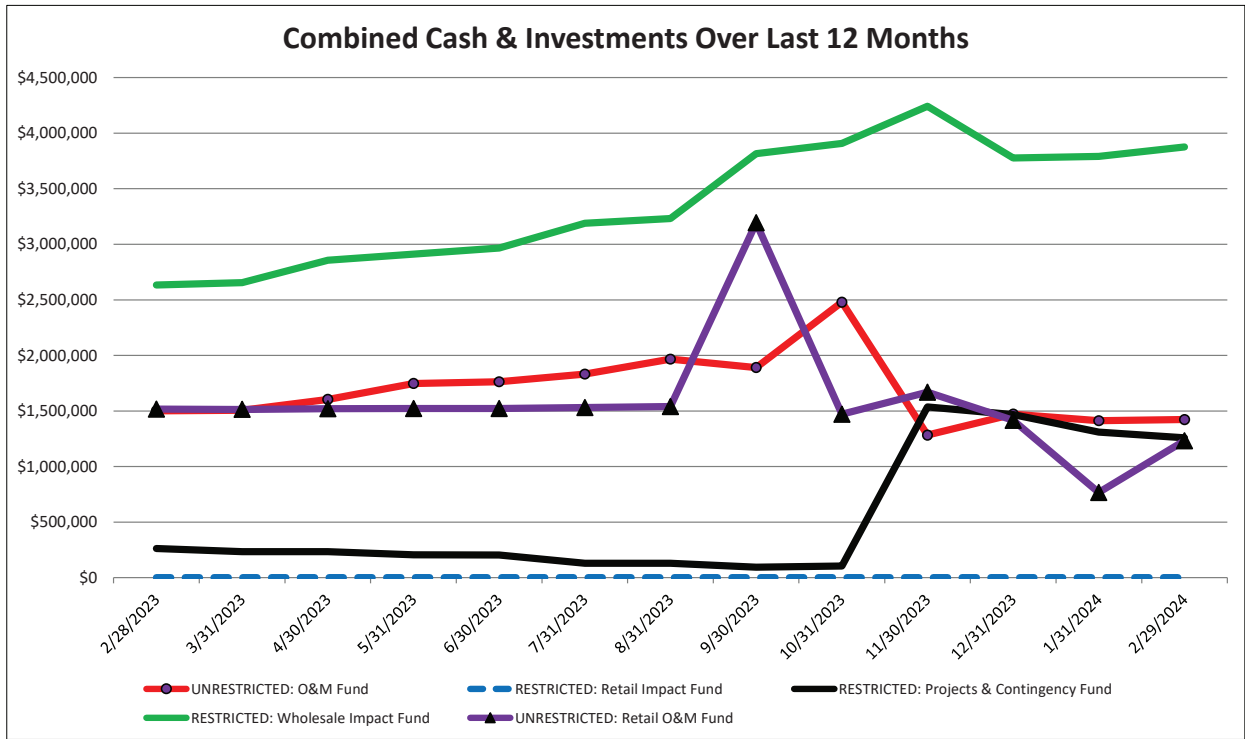
RE: Bank Reconciliations for OJRSA January 2024

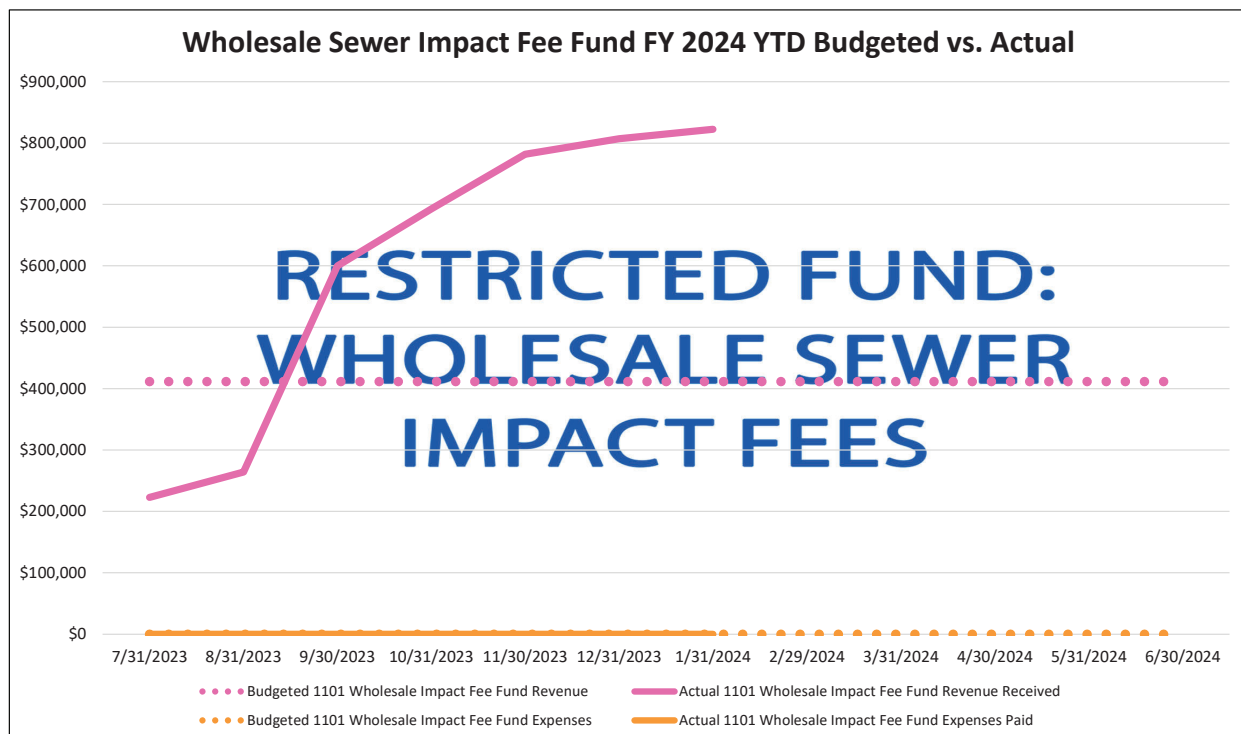
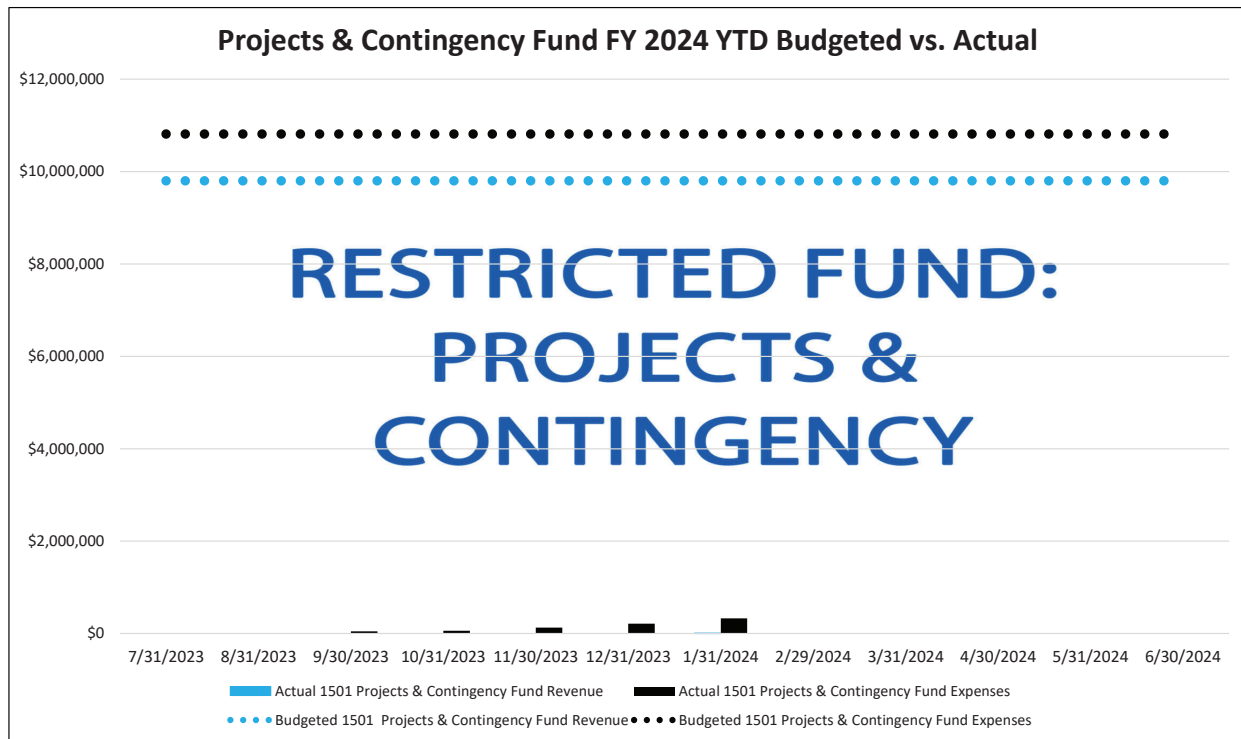
Dear Lynn,

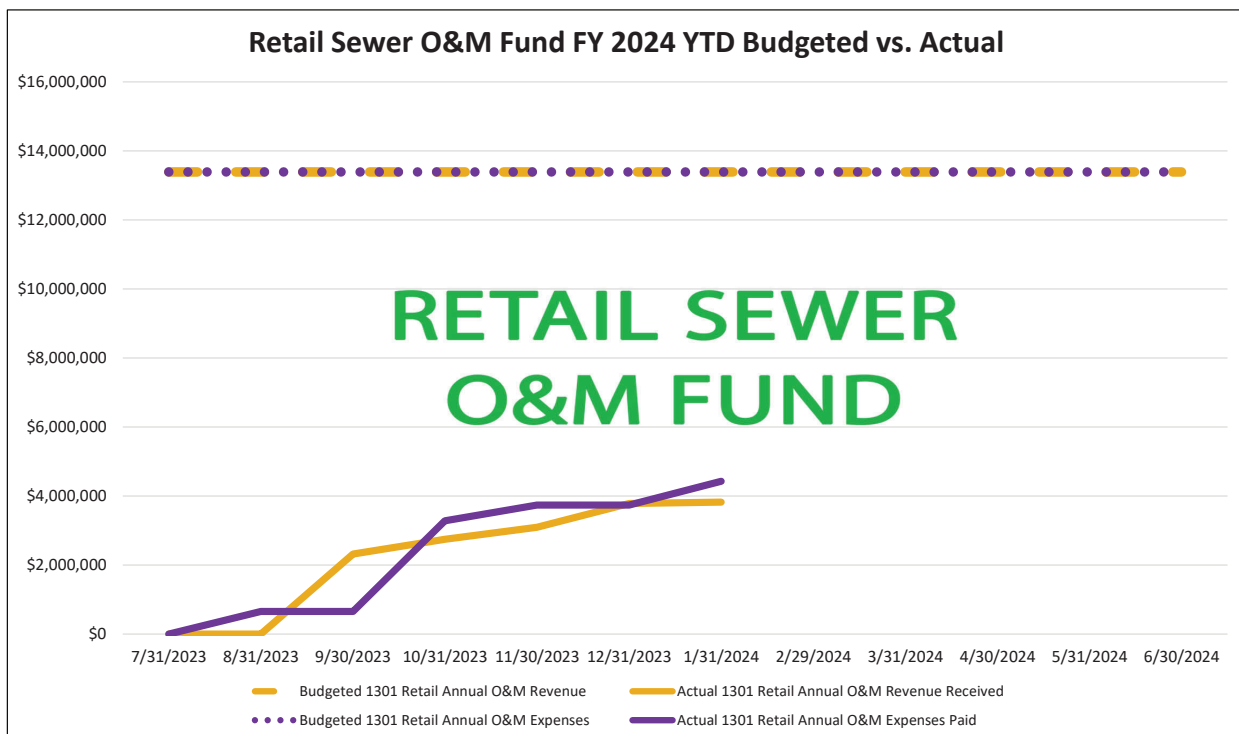
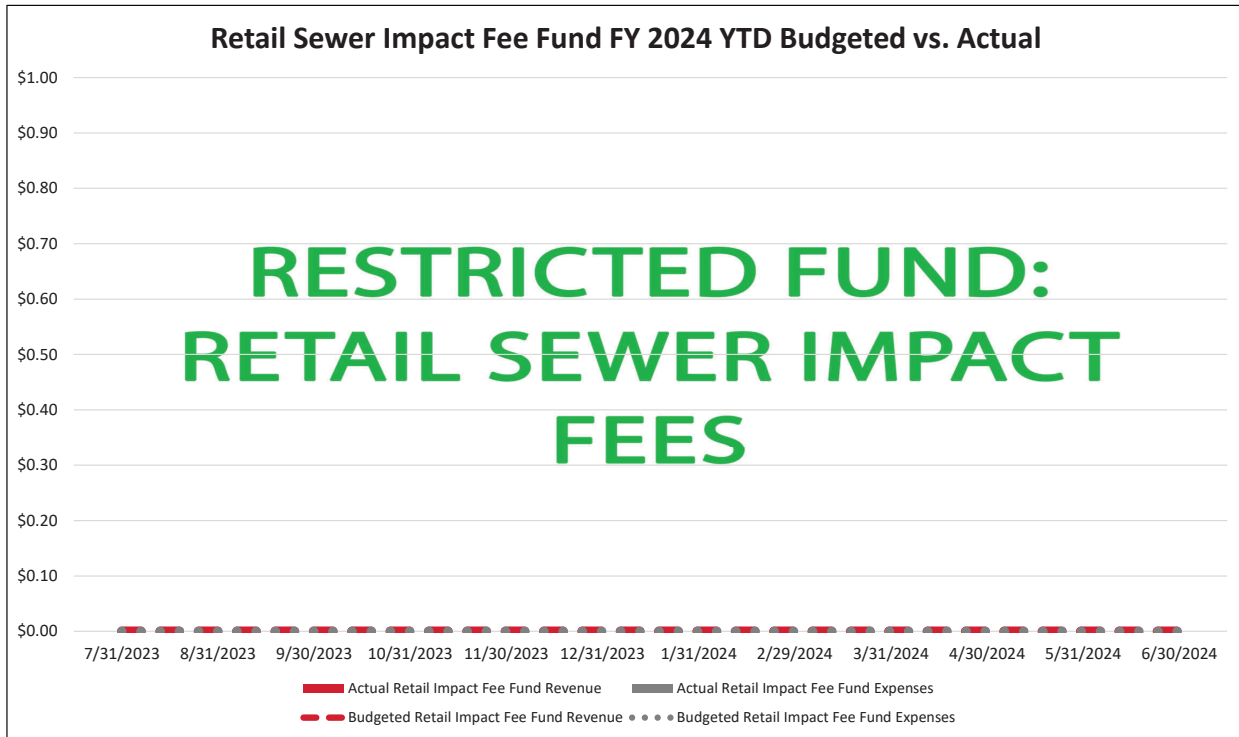
We have completed the bank reconciliations for the Oconee Joint Regional Sewer Authority for the month ending January 31, 2024. Copies of the bank reconciliations are attached for your review. Please contact me if you have any questions.

Sincerely,

**Susan M. Stamey, CPA
Enclosures**







Monthly Retail Wastewater Rates Effective January 1, 2024

Description	Meter Factor	Amount
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Monthly Base Charge by Water

Meter Size:

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

Monthly Customer/Admin Charge \$ 4.00

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

Volumetric Rate/1,000 Gallons \$ 6.38

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

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

EXAMPLE

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

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



RESOLUTION 2024-08

Adoption of Board and Committee Meeting Policy

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

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

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

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

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

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

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

Brian Ramey, Chair
 OJRSA Board of Commissioners

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

Approved as to form:

Larry Brandt, OJRSA Attorney

Date: _____

Exhibit A

Attached beginning on following page

DRAFT
For Consideration
by OJRSA Board

Board and Committee Meeting Policy
March 4, 2024

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DEFINITIONS, ACRONYMS, AND FORMAT

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

DEFINITIONS

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

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

Board means the OJRSA Board of Commissioners.

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

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

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

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

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

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

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

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

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

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

ACRONYMS AND ABBREVIATIONS

FOIA: Freedom of Information Act

SC: South Carolina

OJRSA: Oconee Joint Regional Sewer Authority

US: United States

DOCUMENT FORMAT

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

Italics

Title of books, manuals, and other documents

MIX-SIZED CAPITAL LETTERS

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

SECTION 1 – ADOPTION

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

SECTION 2 – POLICY

2.1 GENERAL MEETING POLICIES

- A. The following conditions apply to all public meeting types held by OJRSA regardless of the format the meeting is held in as described in SECTION 2 of this Policy.
1. Non-Verbal Communications, as described in the Definitions section, is strongly discouraged during Meetings as such communications are outside the spirit of open discussion of topics under the Freedom of Information Act. If, however, a Commissioner participates in non-verbal communication, then the following applies:
 - a. The documents are to be copied by the OJRSA Secretary/Treasurer and must be maintained with the Meeting minutes as part of the record.
 - b. The Non-Verbal Communications are to be made available to the public upon request under the FOIA unless they are determined by the OJRSA Attorney to be exempt from public disclosure. The *OJRSA Freedom of Information Act Policy* applies to such requests.

Board and Committee Meeting Policy

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- c. Any deviation from this requirement must be made by a majority vote of the Board on a case-by-case basis.
- 2. Notes made for personal use during the Meetings by Commissioners are allowed and are not required to be submitted for the record.
- B. Other conditions for Meetings as stated in the current version of the *OJRSA Bylaws* apply to all Meetings contained within this Policy.
- C. All motions of the Board must pass by a majority vote of Board members present at a Meeting. If there is an Abstention Vote, there is no vote to be counted, yet the Board member's presence is considered for the purpose of determining a majority. If a Board member is disallowed from voting due to a conflict of interest the presence of the Board member is not considered for the purpose of determining a majority. Board members are strongly encouraged to participate in the decision-making process unless there is a documented conflict of interest.
- D. Board members may attend any regular, special, or Emergency Meeting of the Board by telephonic or other electronic means, and shall be considered present for all purposes, if the Meeting has been properly noticed, and all Board members and members of the public can reasonably hear the public proceedings and be heard, if and as applicable. Any number of There must be a Quorum of Board members physically present to conduct any regular or special Meeting of the Board.
- E. Board members in attendance by telephonic or other electronic means shall have all rights, including, but not limited to, the right to make motions, second motions, and discuss and vote on all matters under consideration by the Board.
- F. No member of the Board may leave the Meeting (or the electronic forum, as applicable) while in public session without permission of the presiding officer.
- G. Public remarks received during Public Comment must be related to agenda items. Public Comment is not mandatory and its conduct is subject to the inclusion of a Public Comment period on the agenda.
- H. Individuals wishing to provide comments during a Public Hearing or a Public Comment period must be customers of the OJRSA or demonstrate how the matter subject to discussion impacts them individually.
- I. Written comments will only be received for Public Hearings and are subject to the limitations set forth in SECTION 2.1(G). Individuals wishing to provide written comments may email comments to the Secretary/Treasurer no later than one (1) hour prior to the scheduled time for such Public Hearing, and the Board Chair (or other presiding official) shall read such comments aloud during the Public Hearing.

2.2 EMERGENCY MEETINGS

- A. Emergency Meetings only apply to the Board or the Executive Committee as defined in the *OJRSA Bylaws*.
- B. In the event of an Emergency Board Meeting, the Board Chair may determine waive the condition set forth at SECTION 2.1(D) of this Policy requiring that a quorum be physically present at the Emergency Meeting. If such condition is waived, any number of Board members, including all, may attend telephonically or by other electronic means
- C. To have an Emergency Meeting, the Board Chair or Executive Director must determine if a Meeting is necessary due to a matter of public health or safety and that the emergency is so time-sensitive that the Board cannot reasonably provide at least 24 hours' notice of the Meeting to the public and media.
- D. Rules requiring a Quorum apply to Emergency Meetings; however, if there are not enough members of the Board to constitute a Quorum, then an Executive Committee meeting shall be conducted and its decisions shall carry the weight as if considered and voted on by the Board.
- E. Emergency Meetings do not have a requirement for advance public notice per FOIA; however, OJRSA shall make every attempt to provide at least 24 hours' notice of the Emergency Meeting to the public and media if possible and if not, as much notice as possible taking into account how immediately time sensitive the issue is.
- F. The only items eligible for consideration are those that are directly associated with the emergency.
- G. Emergency Meetings conducted via electronic means shall not take place via social media, text messages, email, private phone conversations or any other method that violates the spirit of the FOIA. Such participation could be considered illegal and subject to penalties enforced by the State of South Carolina.
- H. Emergency Meetings conducted via electronic means shall be recorded and preserved as required by the FOIA

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

- I. Minutes of all Emergency Meetings conducted via electronic means shall be made available to the public as required by the Freedom of Information Act with matters exempt from disclosure pursuant to FOIA redacted.
- J. Board members will receive a per diem for participating in Emergency Meetings via electronic means.
- K. Emergency Meeting agendas do not have to provide a time for Public Comment and it is at the discretion of the Board Chair to determine if a Public Comment period will be allowed prior or following the discussion and action items as listed on the agenda.
- L. To the extent Public Comment is included on the agenda of an Emergency Meeting conducted via electronic means, individuals wishing to provide written comments may email comments to the Secretary/Treasurer no later than one (1) hour prior to the scheduled time for such Emergency Meeting, and the Board Chair (or other presiding official) shall read such comments aloud during the Emergency Meeting.

2.3 ELECTRONIC MEETINGS

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

2.4 RESCHEDULING OF MEETINGS

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

2.5 CANCELATION OF MEETINGS

- A. Meetings may be canceled for any the following reasons:
 - 1. Vote or request by Board or Committee,
 - 2. Lack of Quorum,
 - 3. Lack of response from members regarding their attendance; thus, it is not known whether a Quorum will be present,
 - 4. Lack of agenda items (as presented by either the Board/Committee members or the Executive Director),
 - 5. Conflict with OJRSA staff schedules that cannot be postponed,
 - 6. Actuality of potential impact caused by severe weather (other than thunderstorms, which are frequent occurrences to the area),
 - 7. A Declared Emergency, or

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8. At the request of the Governor or General Assembly of the State of South Carolina
- B. If a Meeting is canceled for reasons identified in SECTION 2 parts 2.5.A.1, 2.5.A.2, or 2.5.A.3 of this Policy, then per diem shall not be paid to any members of the Board or Committee for the canceled Meeting.
- C. The Board or Committee members shall receive their per diem if a Meeting is canceled for any other reason.

REVISION HISTORY

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

Table 1: Board and Committee Meeting Policy history

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

DRAFT
For Consideration
by OJRSA Board