



## **Finance & Administration Committee Meeting**

OJRSA Operations & Administration Building

Lamar Bailes Board Room

February 20, 2024 at 9:00 a.m.

### **Agenda**

- A. Call to Order** – Celia Myers, Committee Chair
- B. Public Session** – Receive comments relating to topics on this agenda. Session is limited to a maximum of 30 minutes with no more than 5 minutes per speaker.
- C. Presentation and Discussion Items** *[May include Vote and/or Action on matters brought up for discussion]*
1. Update on current projects (Exhibit A) – Chris Eleazer, Director
  2. Committee to consider 2024 organizational goals for discussion at the March 4, 2024 Board of Commissioners meeting – Celia Myers, Committee Chair
- D. Committee Action Items**
- Review January and Fiscal Year-to-Date Financial Reports (Exhibit B) – Chris Eleazer, Director and Lynn Stephens, OJRSA Secretary/Treasurer and Office Manager
- E. Action Items to Recommend to the Board**
- Consider Board and Committee Meeting Policy revision (Exhibit C) – Chris Eleazer, Director
- F. Executive Director's Report and Discussion** – Chris Eleazer, Director
1. Electronic meeting equipment
  2. Capital contribution in lieu of payment of impact fees (Exhibit D)
  3. Miscellaneous *(if any)*
- G. Committee Members' Discussion** – Committee Chair  
Discussion can be related to matters addressed in this meeting or for future consideration by this Committee. Voting is not permitted during this session.
- H. Upcoming Meetings** *All meetings to be held in the Lamar Bailes Board Room unless noted otherwise.*
- Board of Commissioners – March 4, 2024 at 4:00 p.m.
  - Operations & Planning Committee – March 20, 2024 at 8:30 a.m.
  - Finance & Administration Committee – March 26, 2024 at 9:00 a.m.
- I. Adjourn**

FY2024 O&M Fund Projects

2/15/2024 08:57

|                                                                             | O&M PROJECT MILESTONES                                                                                                          |            |                        |                         |                                       |                        |                     |                     |                       |                             |                                       |                                       |  |
|-----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|------------|------------------------|-------------------------|---------------------------------------|------------------------|---------------------|---------------------|-----------------------|-----------------------------|---------------------------------------|---------------------------------------|--|
|                                                                             | O&M Project (Project Number (if applicable); PM)<br><b><u>CANNOT CARRY OVER TO NEXT FISCAL YEAR WITHOUT BUDGET APPROVAL</u></b> | % Complete | Anticipated Completion | PO/Contract Amount (\$) | Bids/RFQ/etc. Issue/Advertised        | Req/Contract Signed    | Started Work        | Completed           | Obligated/ Spent (\$) | Budget Remaining (\$)       | GL Code (XXXXX = get from Office Mgr) | Comp. Performing (and Project Mgr)    |  |
| FY 2023 O&M Fund Projects<br>Consent Order Engineering and Assessment Tasks | Consent Order 21-025-W Project: Sewer Use Regulation Revision and Adoption (CE)                                                 | 100%       | 6/30/2023              | N/A                     | N/A                                   | N/A                    | 1/26/2022           | 9/11/2023           | 0                     | 0                           | N/A                                   | Michael Traynham<br>OJRSA Counsel     |  |
|                                                                             | Consent Order 21-025-W Project: Biannual Report (CE)                                                                            | 0%         | 5/9/2024               | 0                       | N/A                                   | N/A                    | 11/3/2023           | 11/9/2023           | 0                     | 0                           | N/A                                   | Chris Eleazer<br>OJRSA                |  |
|                                                                             | CCTV for CMOM/Consent Order YEAR 2 (#2024-04; KL)                                                                               | 100%       | 12/15/2023             | 117,010                 | 7/31/2023                             | 10/11/2023             | 10/11/2023          | 12/4/2023           | 0                     | 117,010                     | ConSys: Prof Svcs<br>601-02430        | David Blizzard<br>Blizzard Consulting |  |
|                                                                             | Engineering Projects WKD TO#10 (PS Evals: CON/PERK/MART/CHOE) (KL, CE)                                                          | 100%       | 8/30/2023              | 5,106                   | 9/28/2022                             | 12/19/2022             | 1/17/2023           | 10/6/2023           | 5,106                 | 0                           | ConSys: Prof Svcs<br>601-02430        | WK Dickson<br>Joe Swaim               |  |
|                                                                             | Engineering Projects WKD TO#11 (COLSYS Eval of FY 2023 CCTV/SSES) (KL, CE)                                                      | 100%       | 8/30/2023              | 4,580                   | 9/28/2022                             | 1/3/2023               | 1/17/2023           | 8/11/2023           | 4,580                 | 0                           | ConSys: Prof Svcs<br>601-02430        | WK Dickson<br>Joe Swaim               |  |
|                                                                             | Engineering Projects WKD TO#9 (COLSYS Inspect Report/Recommend) (KL, CE)                                                        | 100%       | 8/30/2023              | 18,590                  | 9/28/2022                             | 1/3/2023               | 1/17/2023           | 8/1/2023            | 8,555                 | 10,035                      | ConSys: Prof Svcs<br>601-02430        | WK Dickson<br>Joe Swaim               |  |
|                                                                             | GIS Improvements -- Easement Importation (CE)                                                                                   | 80%        | 12/1/2023              | 13,200                  | N/A                                   | 9/12/2023              | 10/3/2023           |                     | 3,468                 | 9,732                       | Admin: Admin Svcs<br>501-02420        | Weston & Sampson<br>Jason Gillespie   |  |
|                                                                             | Hydraulic Model Update (CE)                                                                                                     | 100%       | 1/30/2023              | 45,000                  | 2017 Project Continued                | 2017 Project Continued | 8/1/2022            | 7/14/2023           | 31,600                | 13,400                      | ConSys: Prof Svcs<br>601-02430        | Will Nading<br>GMC                    |  |
|                                                                             | Install Fence and Gate at GCCP PS (MD)                                                                                          | 100%       | N/A                    | N/A                     | N/A                                   | N/A                    | N/A                 | N/A                 | 0                     | 0                           | Contr Svcs: Bldg Grnd<br>1201-02550   | Jamie Gilbert<br>OEA                  |  |
|                                                                             | Install Radar Level Indicators and Repair Pipes on Digesters (MD)                                                               | 100%       | 2/1/2024               | 5,680                   | 1/3/2024                              | 1/3/2024               | 1/3/2024            | 1/10/2024           | 5,680                 | 0                           | WRF: R&M<br>701-03000                 | Mark Dain<br>OJRSA                    |  |
|                                                                             | NPDES Permit Renewal Phase 2 (JM, KL)                                                                                           | 100%       | 6/30/2024              | 17,350                  | 4/19/2022                             | 8/22/2022              | 7/1/2022            | 1/29/2024           | 17,350                | 0                           | WRF: Prof Svcs<br>701-02430           | Goldie Associates<br>Amy Anderson     |  |
|                                                                             | PAA Study Phase 3 (30 day full scale test) (KL, JM)                                                                             | 100%       | 2/30/2023              | 20,750                  | 4/1/2022                              | 8/2/2023               | 8/2/2023            | 12/15/2023          | 8,000                 | 12,750                      | WRF: Prof Svcs<br>701-02430           | Goldie Associates<br>Bob Schmitt      |  |
|                                                                             | Paving Around Solids Pad and Dewatering Building (JM)                                                                           | 0%         | TBD                    | TBD                     | ON HOLD - HIGH BIDS                   | ON HOLD - HIGH BIDS    | ON HOLD - HIGH BIDS | ON HOLD - HIGH BIDS | 0                     | 0                           | WRF: Bldgs Grnds<br>701-02550         | TBD                                   |  |
|                                                                             | Install Bypass Replace 3-way Valve at Millbrook PS (MD)                                                                         | 100%       | 2/2/2024               | 14,745                  | 9/29/2023                             | 10/5/2023              | 1/22/2024           | 1/23/2024           | 14,745                | 0                           | ConSys: Millbrook PS<br>601-05110     | Cove Utilities<br>Jeff Caffary        |  |
|                                                                             | Replace/Paint Walkway Handrails (JM)                                                                                            | 0%         | 5/31/2024              | 12,500                  | N/A                                   | N/A                    |                     |                     | 371                   | 12,129                      | WRF: Bldgs Grnds<br>701-02550         | Johnny McCall<br>OJRSA                |  |
|                                                                             | Seneca Creek Pump Station and Force Main Replacement Design (#2023-05; CE, KL)                                                  | 95%        | 6/1/2023               | 339,400                 | Took over from SL&W                   | 8/17/2022              | 8/16/2022           |                     | 306,075               | 33,325                      | O&M CIP: ConSys<br>1401-06071         | GMC<br>Will Nading                    |  |
|                                                                             | Streambank & Easement Repairs (KL)                                                                                              | 65%        | 6/30/2024              | 40,000                  | N/A                                   | N/A                    | 7/3/2023            |                     | 23,239                | 16,761                      | Consys: Grav & FM<br>601-05230        | OJRSA ConSys<br>Michael McClain       |  |
|                                                                             | Transformer/Switchgear Cleaning and Inspection at Pump Stations (MD)                                                            | 100%       | 12/15/2023             | 0                       | N/A                                   | N/A                    | N/A                 | N/A                 | 0                     | 0                           | ConSys: Prof Svcs<br>601-02430        | Instel<br>Stewart Reynolds            |  |
|                                                                             | Transformer/Switchgear Cleaning and Inspection at WRF (MD)                                                                      | 100%       | 12/15/2023             | 8,000                   | N/A                                   | N/A                    | 12/6/2023           | 12/6/2023           | 8,500                 | (500)                       | WRF: Prof Svcs<br>701-02430           | Instel<br>Stewart Reynolds            |  |
|                                                                             | H2S Control Investigation at Martin Creek PS/FM (KL)                                                                            | 5%         | 6/30/2024              | TBD                     | TBD                                   | TBD                    | 2/14/2024           |                     | 0                     | 0                           | TBD                                   | TBD                                   |  |
| Utility Water Engineering Assessment (JM, KL)                               | 6%                                                                                                                              | 5/31/2024  | 21,000                 | 11/17/2023              | 1/22/2024                             |                        |                     | 0                   | 21,000                | WRF: Prof Svcs<br>701-02430 | Weston & Sampson<br>Jason Gillespie   |                                       |  |
|                                                                             |                                                                                                                                 |            |                        | 682,911                 | TOTAL FUNDS OBLIGATED/ACTUAL TO DATE: |                        |                     |                     | 437,269               | -245,642                    | TOTAL AWARDED BUDGET REMAINING        |                                       |  |

FY2024 O&amp;M Fund Projects

2/15/2024 08:57

| <b>O&amp;M Project</b> <i>(Project Number (if applicable); PM)</i><br><b><u>CANNOT CARRY OVER TO NEXT FISCAL YEAR WITHOUT BUDGET APPROVAL</u></b> | <b>Notes</b>                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Consent Order 21-025-W Project: Sewer Use Regulation Revision and Adoption</b> <i>(CE)</i>                                                     | 7/10: Presented to OJRSA Board for consideration. Plan to approve for public notice at 8/7 Board meeting. 8/7: Board approved for public notice. Hearing scheduled for 9/11. 9/11: Board approved after receiving no public comments. <b>COMPLETE</b> .                |
| <b>Consent Order 21-025-W Project: Biannual Report</b> <i>(CE)</i>                                                                                | <b>DUE TO DHEC EVERY SIX MONTHS.</b> Reports submitted: 11/14/2021, 5/9/2022, 11/10/2022, 5/9/2023, 11/9/2023. <b>Next due 5/10/2024.</b>                                                                                                                              |
| <b>CCTV for CMOM/Consent Order YEAR 2</b> <i>(#2024-04; KL)</i>                                                                                   | 10/11: Mobilized and began work. 10/16: Has completed 4 line segments, very little sediment and issues found so far. 11/13: Have 2 segments left to CCTV then finished. 11/17: Completed field work, still owes evaluation and CCTV footage. 12/15: <b>COMPLETE</b> .  |
| <b>Engineering Projects WKD TO#10 (PS Evals: CON/PERK/MART/CHOE)</b> <i>(KL, CE)</i>                                                              | <b>For SCIIP Match. CONTINUATION OF FY 2023 PROJECT (Spent FY 2023: \$64,894 of \$70,000).</b> 9/5: KL and MD reviewing. 9/15: KL sent comments to WK Dickson. 10/6: Received report. KL confirmed it is complete. <b>COMPLETE</b> .                                   |
| <b>Engineering Projects WKD TO#11 (COLSYS Eval of FY 2023 CCTV/SSES)</b> <i>(KL, CE)</i>                                                          | <b>For SCIIP Match. CONTINUATION OF FY 2023 PROJECT (Spent FY 2023: \$36,920 of \$41,500).</b> 8/11: <b>COMPLETE</b> .                                                                                                                                                 |
| <b>Engineering Projects WKD TO#9 (COLSYS Inspect Report/Recommend)</b> <i>(KL, CE)</i>                                                            | <b>For SCIIP Match. CONTINUATION OF FY 2023 PROJECT (Spent FY 2023: \$30,410 OF \$49,000).</b> 9/5: <b>COMPLETE</b> . This was used to go out for bid that was awarded to Tugaloo.                                                                                     |
| <b>GIS Improvements -- Easement Importation</b> <i>(CE)</i>                                                                                       | 12/15: Working with L Brandt's office to locate missing easements (if they are indeed missing, otherwise no easements exist for several sewers within system)                                                                                                          |
| <b>Hydraulic Model Update</b> <i>(CE)</i>                                                                                                         | FY 2023 project that was finalized in early FY 2024. 6/8: Received draft report. 7/14: <b>COMPLETE</b>                                                                                                                                                                 |
| <b>Install Fence and Gate at GCCP PS</b> <i>(MD)</i>                                                                                              | 9/29: J Gilbert mentioned at OEA meeting they will be installing. 10/3: Emailed J Gilbert and Kyle. JG responded and said they're taking care of it and no assistance is needed from OJRSA. Considered <b>COMPLETE</b> .                                               |
| <b>Install Radar Level Indicators and Repair Pipes on Digesters</b> <i>(MD)</i>                                                                   | 11/13: Still waiting. Have repaired pipes. 12/15: Negotiating prices, expect to order next week. 1/2: Got quote today. 1/16: Equipment has arrived from Clearwater. <b>COMPLETE</b>                                                                                    |
| <b>NPDES Permit Renewal Phase 2</b> <i>(JM, KL)</i>                                                                                               | <u>Continued from Phase 1 FY 2023.</u> 1/16: KL going over to Goldie to enter info into ePermitting once OJRSA approves of draft. 1/29: Application submitted to DHEC. <b>COMPLETE</b>                                                                                 |
| <b>PAA Study Phase 3 (30 day full scale test)</b> <i>(KL, JM)</i>                                                                                 | <b>CONTINUATION OF FY 2023 PROJECT (Spent FY 2023: \$29,250).</b> 11/13: Goldie having to now do toxicity. Should be finished by end of month. 12/15: <b>COMPLETE</b> . Passed all criteria. Goal is to have it included in next NPDES permit.                         |
| <b>Paving Around Solids Pad and Dewatering Building</b> <i>(JM)</i>                                                                               | 10/16: Spoke with King, waiting to hear from Doug. 11/13: King finally showed up. Came in substantially over budget. <b>ON HOLD</b> . 2/15: KL talking with another paving company to see what their price will be.                                                    |
| <b>Install Bypass Replace 3-way Valve at Millbrook PS</b> <i>(MD)</i>                                                                             | 10/3: Got back quote, it's within budget. Now will work on scheduling. MD gathering parts. 10/5: Authorized Cove to perform work. 10/16: Waiting on parts. 11/13: Still waiting on parts. 12/15: Scheduled for 1/24/2024. 1/24: <b>COMPLETE</b> . Waiting on invoice.  |
| <b>Replace/Paint Walkway Handrails</b> <i>(JM)</i>                                                                                                | 10/16: Buying paint this week and Sherwin Williams rep coming out to train on prep and mixing epoxy. 11/13: Scheduling person to come out. We have all paint. 1/2: Sherwin Williams said we will have to wait until temps are above 60.                                |
| <b>Seneca Creek Pump Station and Force Main Replacement Design</b> <i>(#2023-05; CE, KL)</i>                                                      | Continued from FY 2023. <u>FY 2024: \$120,000.</u> 1/26: A Brock said it will require 3 readings to get easement for Seneca Rail Park. County may request compensation for easement. 2/8: Received stormwater permit. Only need easements for force main construction. |
| <b>Streambank &amp; Easement Repairs</b> <i>(KL)</i>                                                                                              | 11/13: Repaired 3 more creek crossings (8 total) 12/15: Purchased pipe and rock for crossings. 1/16: Repaired at MH 451 (9 total). 2/8: Had to perform emergency repair related to 2/6 SSO.                                                                            |
| <b>Transformer/Switchgear Cleaning and Inspection at Pump Stations</b> <i>(MD)</i>                                                                | 8/17: Need to schedule. 9/5: MD called Instel to set up schedule 10/3: Scheduled for 12/6-7. 12/15: Not needed because all transformers are owned by Blue Ridge Electric Co-op and it is their responsibility to maintain these, not ours. <b>COMPLETE</b>             |
| <b>Transformer/Switchgear Cleaning and Inspection at WRF</b> <i>(MD)</i>                                                                          | 8/17: Need to schedule. 9/5: MD called Instel to set up schedule 10/3: Scheduled for 12/6-7. 12/6: <b>COMPLETE</b> . Will need to budget to correct deficiencies found during inspection.                                                                              |
| <b>H2S Control Investigation at Martin Creek PS/FM</b> <i>(KL)</i>                                                                                | Added 2/14/2024 to address H2S and odors associated with Martin Creek PS/FM in the Friendship Rd/Wells Hwy area. 2/15: Developed SOP for NaClO feed and trained staff. Next milestone is consult with qualified professional to determine issue(s) by 4/30.            |
| <b>Utility Water Engineering Assessment</b> <i>(JM, KL)</i>                                                                                       | 1/2: Received 5 submittals. Will have a recommendation to O&P this month and to Board in Feb. 1/16: KL said his review team selected Weston & Sampson. 2/15: Meeting with PM on 2/29.                                                                                  |

|                                                                            |                                                                                    | RESTRICTED FUND PROJECT MILESTONES           |                        |                         |                                |                    |                  |           |                       |                       |                                       |                                      |                                  |
|----------------------------------------------------------------------------|------------------------------------------------------------------------------------|----------------------------------------------|------------------------|-------------------------|--------------------------------|--------------------|------------------|-----------|-----------------------|-----------------------|---------------------------------------|--------------------------------------|----------------------------------|
| Restricted Fund Projects (Project Number (if applicable); Project Manager) |                                                                                    | % Complete                                   | Anticipated Completion | PO/Contract Amount (\$) | Bids/RFQ/etc. Issue/Advertised | PO/Contract Signed | Started Work     | Completed | Obligated/ Spent (\$) | Budget Remaining (\$) | GL Code (XXXXX = get from Office Mgr) | Comp. Performing (and Project Mgr)   |                                  |
| FY 2024 Restricted Funds Capital Projects                                  | Projects may carry across budget years                                             | Central Oconee County Sewer Basin Study (CE) | 15%                    | 6/3/2024                | 317,800                        | N/A                | 8/9/2023         | 9/12/2023 |                       | 82,610                | 235,190                               | PROJ & CONT 1501-09007               | Weston & Sampson<br>Kip Gearhart |
|                                                                            | Consent Order Projects 2022 CONSTRUCTION SCIIP MATCH (#2024-02; CE, KL)            | 60%                                          | 2/28/2024              | 351,291                 | 7/28/2023                      | 10/17/2023         | 12/4/2023        |           | 95,438                | 255,853               | PROJ & CONT 1501-09008                | Tugaloo Pipeline<br>Ed Hare          |                                  |
|                                                                            | Consent Order Projects 2023 ENGINEERING (WKD TO#13) SCIIP MATCH (#2021-01; CE, KL) | 20%                                          | 8/31/2025              | 398,000                 | N/A                            | 9/15/2023          | 10/3/2023        |           | 81,119                | 316,881               | PROJ & CONT 1501-09009                | WK Dickson<br>Joe Swaim              |                                  |
|                                                                            | Consent Order Projects 2023 CONSTRUCTION SCIIP PROJECT (#20XX-XX; CE, KL)          | 0%                                           | 8/31/2025              | TBD                     | TBD                            |                    |                  |           | 0                     | 0                     | PROJ & CONT 1501-TBD                  | TBD                                  |                                  |
|                                                                            | Dewatering Equipment Replacement ENGINEERING SCIIP MATCH (#2024-06; KL)            | 8%                                           | PHASE I 5/31/2024      | 73,200                  | 9/15/2023                      | 12/19/2023         | 1/11/2024        |           | 17,340                | 55,860                | PROJ & CONT 1501-09011                | KCI Technologies<br>Tom Vollmar      |                                  |
|                                                                            | Dewatering Equipment Replacement CONSTRUCTION SCIIP PROJECT (#2024-XX; KL)         | 0%                                           | TBD                    | TBD                     | MUST                           | COMPLETE           | ENGINEERING      | FIRST     | 0                     | 0                     | PROJ & CONT 1501-TBD                  | TBD                                  |                                  |
|                                                                            | Exit 4/Oconee Manufacturing Park PS/Sewer ENGINEERING (Oconee County #TBD; CE)     | 90%                                          | TBD                    | N/A OCONEE CO PROJ      | N/A OCONEE CO PROJ             | N/A OCONEE CO PROJ | Sometime in 2022 |           | 0                     | 0                     | TBD                                   | Thomas & Hutton<br>Lee Brackett      |                                  |
|                                                                            | Flat Rock PS Replacement ENGINEERING/ CONST SVCS SCIIP MATCH (#2022-03; CE)        | 60%                                          | 9/30/2024              | 177,800                 | 2/14/2022                      | 7/5/2025           | 7/1/2022         |           | 110,137               | 67,663                | PROJ & CONT 1501-09005                | KCI Technologies<br>Tom Vollmar      |                                  |
|                                                                            | Flat Rock PS Replacement CONSTRUCTION (#2024-03; CE) SCIIP PROJECT                 | 3%                                           | 9/30/2024              | 1,293,500               | 6/7/2023                       | 8/29/2023          |                  |           | 34,200                | 1,259,300             | PROJ & CONT 1501-09005                | Cove Utilities<br>Jeff Caffery       |                                  |
|                                                                            | Regional Sewer Feasibility Study RIA GRANT (#2024-01; CE)                          | 30%                                          | 11/29/2024             | 100,000                 | 5/26/2023                      | 10/10/2023         | 11/8/2023        |           | 29,830                | 70,170                | PROJ & CONT 1501-09010                | WK Dickson<br>Angie Mettlen          |                                  |
|                                                                            | Sewer South Phase II ENGINEERING/ CONSTRUCTION/INSPECT SVCS (CE)                   | 50%                                          | 6/30/2024              | 480,850                 | N/A                            | 5/4/2023           | 5/4/2023         |           | 208,769               | 272,081               | SSF: CIP 1401-06050                   | Davis & Floyd<br>John Reynolds       |                                  |
|                                                                            | Sewer South Phase II CONSTRUCTION (CE)                                             | 50%                                          | 6/30/2024              | 11,843,452              | 9/27/2022                      | 3/23/2023          | 6/1/2023         |           | 4,858,714             | 6,984,738             | SSF: CIP 1401-06050                   | Kevin Moorhead<br>Moorhead Construct |                                  |
|                                                                            | Thickener Sludge Pump (P-113), Including Install (MD)                              | 100%                                         | 5/30/2023              | 29,571                  | 8/1/2022                       | 12/13/2023         | 6/29/2023        | 8/4/2023  | 37,949                | (8,378)               | PROJ & CONT 1501-09002                | Greenstone<br>Drew Goldie            |                                  |
|                                                                            |                                                                                    | 0%                                           |                        |                         |                                |                    |                  |           | 0                     | 0                     |                                       |                                      |                                  |
|                                                                            | 0%                                                                                 |                                              |                        |                         |                                |                    |                  | 0         | 0                     |                       |                                       |                                      |                                  |

15,065,464

TOTAL RESTRICTED FUNDS OBLIGATED/ACTUAL TO DATE: 5,556,105

-9,509,360

TOTAL AWARDED BUDGET REMAINING

| Restricted Fund Projects (Project Number (if applicable); Project Manager)                | Notes                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Central Oconee County Sewer Basin Study (CE)</b>                                       | To continue under #2022-01 (Southern Oconee/Western Anderson Sewer Master Plan). 11/8: Stakeholder meeting today. 12/15: Consultant working to schedule stakeholder meetings for 2024 Q1. 2/8: Began public workshops. Others to be held 2/15 and 2/22.               |
| <b>Consent Order Projects 2022 CONSTRUCTION SCIIP MATCH (#2024-02; CE, KL)</b>            | Carryover from FY 2023. 1/16: Still working on east side of system. Weather has impacted project. 1/23: Extension granted to 2/28 due to weather (was 2/1). 2/15: All eastern side repairs are complete and tested. Preparing for pipe replacement + 2 point repairs. |
| <b>Consent Order Projects 2023 ENGINEERING (WKD TO#13) SCIIP MATCH (#2021-01; CE, KL)</b> | 10/3: Kickoff meeting held. 12/8: Received plans from WK Dickson. CE, KL, MM need to review these. 1/2: Still need to review. 1/12: Provided comments to J Swaim.                                                                                                     |
| <b>Consent Order Projects 2023 CONSTRUCTION SCIIP PROJECT (#20XX-XX; CE, KL)</b>          | 8/17: To be bid upon design (WKD TO#13). 10/3: Anticipated bidding to begin 5/2024 and construction to begin around 8/2024.                                                                                                                                           |
| <b>Dewatering Equipment Replacement ENGINEERING SCIIP MATCH (#2024-06; KL)</b>            | 1/11: Kickoff meeting held. Gathering data. 1/16: Letter to RIA sent requesting CMAR approval. 2/12: Revised and resubmitted CMAR letter to RIA based on their feedback. 2/15: Completed review of CMAR RFP, returned to KCI for further review.                      |
| <b>Dewatering Equipment Replacement CONSTRUCTION SCIIP PROJECT (#2024-XX; KL)</b>         | <b>FY 2024 O&amp;P Fund project "Dewatering Equipment Assessment FOR EVENTUAL SCIIP PROJECT" must be completed first.</b>                                                                                                                                             |
| <b>Exit 4/Oconee Manufacturing Park PS/Sewer ENGINEERING (Oconee County #TBD; CE)</b>     | 9/19: Sent comments back to T&H. Revisions necessary. 11/27: Spoke with L Brackett about changes and he had a few questions for M Dain. 12/19: Received updated drawings w/ request for letter to go to DHEC. Responded that I will need Board approval for this.     |
| <b>Flat Rock PS Replacement ENGINEERING/ CONST SVCS SCIIP MATCH (#2022-03; CE)</b>        | 6/2: Received approval from Nate Foutch (SC RIA) to advertise. KCI plans to have pre-bid 6/27. 6/7: Advertised w/ SCBO, put on OJRSA website. Bid opening 7/18. 8/29: Pre-con mtg held with Cove Utilities.                                                           |
| <b>Flat Rock PS Replacement CONSTRUCTION (#2024-03; CE) SCIIP PROJECT</b>                 | 8/15: Received approval to proceed from RIA. 8/29: Signed contract, Notice to Proceed, conducted pre-con meeting. 9/19: Construction not to start until 1/2024. 11/13: Scheduled to begin construction in 3/2024 due to electrical/genset.                            |
| <b>Regional Sewer Feasibility Study RIA GRANT (#2024-01; CE)</b>                          | 11/8: Stakeholder meetings today. 12/15: RFI to cities, county, OJRSA due today. 1/2: Meetings set up for later this month. 2/14: AM said all meetings with cities, county complete. On schedule.                                                                     |
| <b>Sewer South Phase II ENGINEERING/ CONSTRUCTION/INSPECT SVCS (CE)</b>                   | <i>Also see Sewer South Phase II Construction for additional information.</i> 10/6: County approved additional \$6,350 to survey access road. Contract total increased by this amount.                                                                                |
| <b>Sewer South Phase II CONSTRUCTION (CE)</b>                                             | 1/11: Met with two property owners where additional easement acquisition is necessary. 1/17: Beginning to pull pipe under lake. 1/31: Pipe underneath lake complete and started work on pump stations.                                                                |
| <b>Thickener Sludge Pump (P-113), Including Install (MD)</b>                              | <i>Carryover from FY 2023. Some costs may have been paid during previous FY.</i> 9/15: <b>COMPLETE.</b>                                                                                                                                                               |
|                                                                                           |                                                                                                                                                                                                                                                                       |
|                                                                                           |                                                                                                                                                                                                                                                                       |

010 OJRSA FUND  
 004 REVENUE  
 00401 REVENUE

### Revenue Report

Oconee Joint Rsa  
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#### Level 4 Summary for January 2024

| Accounts                         | Budget Appropriation   | Supplemental Appropriation | Adjusted Budget        | Current Pd Revenue  | Curr Pct  | Year To Date Revenue  | YTD Pct    | Budget Balance         |
|----------------------------------|------------------------|----------------------------|------------------------|---------------------|-----------|-----------------------|------------|------------------------|
| 010 OJRSA FUND                   |                        |                            |                        |                     |           |                       |            |                        |
| 004 REVENUE                      |                        |                            |                        |                     |           |                       |            |                        |
| 00401 REVENUE                    |                        |                            |                        |                     |           |                       |            |                        |
| 01770 CONNECTION FEES            | \$0.00                 | \$0.00                     | \$0.00                 | \$0.00              | 0         | \$2,025.41            | 0          | (\$2,025.41)           |
| 01790 UNRESTRICTED INTEREST      | \$2,500.00             | \$0.00                     | \$2,500.00             | \$1,650.39          | 66        | \$58,305.54           | 2332       | (\$55,805.54)          |
| 01800 SALE OF ASSETS             | \$0.00                 | \$0.00                     | \$0.00                 | \$0.00              | 0         | \$13,275.00           | 0          | (\$13,275.00)          |
| 01830 HAULED WASTE SVCES         | \$273,159.00           | \$0.00                     | \$273,159.00           | \$13,011.00         | 5         | \$119,948.10          | 44         | \$153,210.90           |
| 01840 OTHER REVENUE              | \$16,750.00            | \$0.00                     | \$16,750.00            | \$0.00              | 0         | \$23,849.28           | 142        | (\$7,099.28)           |
| 01880 CAPACITY FEES              | \$0.00                 | \$0.00                     | \$0.00                 | \$0.00              | 0         | \$4,500.00            | 0          | (\$4,500.00)           |
| 01910 USER FEES                  | \$5,662,336.00         | \$0.00                     | \$5,662,336.00         | \$357,417.59        | 6         | \$3,358,714.13        | 59         | \$2,303,621.87         |
| <b>Total Revenue</b>             | <b>\$5,954,745.00</b>  | <b>\$0.00</b>              | <b>\$5,954,745.00</b>  | <b>\$372,078.98</b> | <b>6</b>  | <b>\$3,580,617.46</b> | <b>60</b>  | <b>\$2,374,127.54</b>  |
| 00801 PRETREATMENT               |                        |                            |                        |                     |           |                       |            |                        |
| 01850 INDUSTRIES                 | \$175,932.00           | \$0.00                     | \$175,932.00           | \$6,959.61          | 4         | \$95,958.24           | 55         | \$79,973.76            |
| <b>Total Pretreatment</b>        | <b>\$175,932.00</b>    | <b>\$0.00</b>              | <b>\$175,932.00</b>    | <b>\$6,959.61</b>   | <b>4</b>  | <b>\$95,958.24</b>    | <b>55</b>  | <b>\$79,973.76</b>     |
| 01101 IMPACT FEES                |                        |                            |                        |                     |           |                       |            |                        |
| 01780 RESTRICTED INTEREST        | \$1,400.00             | \$0.00                     | \$1,400.00             | \$2,534.14          | 181       | \$60,762.14           | 4340       | (\$59,362.14)          |
| 01880 CAPACITY FEES              | \$290,000.00           | \$0.00                     | \$290,000.00           | (\$51,917.25)       | (18)      | \$697,300.00          | 240        | (\$407,300.00)         |
| 01930 UNUSED CAPACITY FEES       | \$120,000.00           | \$0.00                     | \$120,000.00           | \$64,627.35         | 54        | \$64,627.35           | 54         | \$55,372.65            |
| <b>Total Impact Fees</b>         | <b>\$411,400.00</b>    | <b>\$0.00</b>              | <b>\$411,400.00</b>    | <b>\$15,244.24</b>  | <b>4</b>  | <b>\$822,689.49</b>   | <b>200</b> | <b>(\$411,289.49)</b>  |
| 01201 CONTRACT OPERATIONS        |                        |                            |                        |                     |           |                       |            |                        |
| 01900 INTERGOV. REIMBURSEMENT    | \$39,616.00            | \$0.00                     | \$39,616.00            | \$5,327.88          | 13        | \$18,988.12           | 48         | \$20,627.88            |
| <b>Total Contract Operations</b> | <b>\$39,616.00</b>     | <b>\$0.00</b>              | <b>\$39,616.00</b>     | <b>\$5,327.88</b>   | <b>13</b> | <b>\$18,988.12</b>    | <b>48</b>  | <b>\$20,627.88</b>     |
| 01301 RETAIL SERVICES            |                        |                            |                        |                     |           |                       |            |                        |
| 01780 RESTRICTED INTEREST        | \$0.00                 | \$0.00                     | \$0.00                 | \$5,923.29          | 0         | \$19,151.36           | 0          | (\$19,151.36)          |
| 01821 GRANTS - SEWER SOUTH       | \$6,659,875.00         | \$0.00                     | \$6,659,875.00         | \$7,831.25          | 0         | \$3,651,148.24        | 55         | \$3,008,726.76         |
| 01900 INTERGOV. REIMBURSEMENT    | \$6,730,302.00         | \$0.00                     | \$6,730,302.00         | \$24,849.88         | 0         | \$151,224.51          | 2          | \$6,579,077.49         |
| <b>Total Retail Services</b>     | <b>\$13,390,177.00</b> | <b>\$0.00</b>              | <b>\$13,390,177.00</b> | <b>\$38,604.42</b>  | <b>0</b>  | <b>\$3,821,524.11</b> | <b>29</b>  | <b>\$9,568,652.89</b>  |
| 01501 CONTINGENCY FUND           |                        |                            |                        |                     |           |                       |            |                        |
| 01780 RESTRICTED INTEREST        | \$300.00               | \$0.00                     | \$300.00               | \$1,019.60          | 340       | \$1,019.60            | 340        | (\$719.60)             |
| 01840 OTHER REVENUE              | \$9,799,975.00         | \$0.00                     | \$9,799,975.00         | \$0.00              | 0         | \$0.00                | 0          | \$9,799,975.00         |
| <b>Total Contingency Fund</b>    | <b>\$9,800,275.00</b>  | <b>\$0.00</b>              | <b>\$9,800,275.00</b>  | <b>\$1,019.60</b>   | <b>0</b>  | <b>\$1,019.60</b>     | <b>0</b>   | <b>\$9,799,255.40</b>  |
| <b>Total REVENUE</b>             | <b>\$29,772,145.00</b> | <b>\$0.00</b>              | <b>\$29,772,145.00</b> | <b>\$439,234.73</b> | <b>1</b>  | <b>\$8,340,797.02</b> | <b>28</b>  | <b>\$21,431,347.98</b> |
| <b>Total OJRSA FUND</b>          | <b>\$29,772,145.00</b> | <b>\$0.00</b>              | <b>\$29,772,145.00</b> | <b>\$439,234.73</b> | <b>1</b>  | <b>\$8,340,797.02</b> | <b>28</b>  | <b>\$21,431,347.98</b> |
| <b>TOTAL ALL FUNDS</b>           | <b>\$29,772,145.00</b> | <b>\$0.00</b>              | <b>\$29,772,145.00</b> | <b>\$439,234.73</b> | <b>1</b>  | <b>\$8,340,797.02</b> | <b>28</b>  | <b>\$21,431,347.98</b> |

010 OJRSA FUND  
 005 EXPENSES  
 00501 ADMINISTRATION

### Expenditure Report

Ocone Joint Rsa  
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#### Level 4 Summary for January 2024

| Accounts                             | Budget<br>Appropriation | Supplemental<br>Appropriation | Adjusted<br>Budget    | Curr<br>Pct | Year To Date<br>Expenditures | YTD<br>Pct | Encumbered<br>Balance | Unencumbered<br>Balance | Une<br>Pct |
|--------------------------------------|-------------------------|-------------------------------|-----------------------|-------------|------------------------------|------------|-----------------------|-------------------------|------------|
| 010 OJRSA FUND                       |                         |                               |                       |             |                              |            |                       |                         |            |
| 005 EXPENSES                         |                         |                               |                       |             |                              |            |                       |                         |            |
| 00501 ADMINISTRATION                 |                         |                               |                       |             |                              |            |                       |                         |            |
| 01140 100% DEPRECIATION EXPENSE      | \$1,178,823.00          | \$0.00                        | \$1,178,823.00        | 8           | \$687,646.75                 | 58         | \$0.00                | \$491,176.25            | 42         |
| 01300 PAYROLL: SALARIES              | \$1,110,027.00          | \$0.00                        | \$1,110,027.00        | 7           | \$556,751.99                 | 50         | \$0.00                | \$553,275.01            | 50         |
| 01310 OVERTIME                       | \$33,582.00             | \$0.00                        | \$33,582.00           | 13          | \$13,757.14                  | 41         | \$0.00                | \$19,824.86             | 59         |
| 01350 PAYROLL: FICA/MEDICARE WH      | \$93,139.00             | \$0.00                        | \$93,139.00           | 7           | \$45,835.73                  | 49         | \$0.00                | \$47,303.27             | 51         |
| 01380 PAYROLL: RETIREMENT            | \$212,254.00            | \$0.00                        | \$212,254.00          | 7           | \$101,450.65                 | 48         | \$0.00                | \$110,803.35            | 52         |
| 02200 COMMISSIONER EXPENSES          | \$13,680.00             | \$0.00                        | \$13,680.00           | 9           | \$7,380.00                   | 54         | \$0.00                | \$6,300.00              | 46         |
| 02220 GROUP INSURANCE                | \$189,671.00            | \$0.00                        | \$189,671.00          | 0           | \$99,499.73                  | 52         | \$0.00                | \$90,171.27             | 48         |
| 02240 WORKERS' COMPENSATION          | \$23,400.00             | \$0.00                        | \$23,400.00           | 0           | \$17,954.00                  | 77         | \$0.00                | \$5,446.00              | 23         |
| 02250 INSURANCE-PROPERTY/GENERAL     | \$73,065.00             | \$0.00                        | \$73,065.00           | 91          | \$67,701.57                  | 93         | \$0.00                | \$5,363.43              | 7          |
| 02260 EMPLOYEE WELLNESS              | \$2,400.00              | \$0.00                        | \$2,400.00            | 7           | \$1,679.61                   | 70         | \$0.00                | \$720.39                | 30         |
| 02270 UNIFORMS                       | \$28,130.00             | \$0.00                        | \$28,130.00           | 5           | \$12,720.97                  | 45         | \$0.00                | \$15,409.03             | 55         |
| 02280 TRAVEL & POV MILEAGE           | \$250.00                | \$0.00                        | \$250.00              | 0           | \$165.00                     | 66         | \$0.00                | \$85.00                 | 34         |
| 02290 AGENCY MEMBERSHIPS             | \$11,665.00             | \$0.00                        | \$11,665.00           | 26          | \$3,850.00                   | 33         | \$0.00                | \$7,815.00              | 67         |
| 02300 LICENSES/CERTIFS/MEMBERSHIPS   | \$4,655.00              | \$0.00                        | \$4,655.00            | 1           | \$1,321.68                   | 28         | \$0.00                | \$3,333.32              | 72         |
| 02310 SEMINARS/WKSHOPS & TRAINING    | \$29,220.00             | \$0.00                        | \$29,220.00           | 0           | \$7,938.14                   | 27         | \$0.00                | \$21,281.86             | 73         |
| 02320 EVENTS & MEETING EXPENSES      | \$3,800.00              | \$0.00                        | \$3,800.00            | 23          | \$2,875.94                   | 76         | \$0.00                | \$924.06                | 24         |
| 02340 PUBLIC RELATIONS & ADVERTISING | \$9,600.00              | \$0.00                        | \$9,600.00            | 10          | \$7,045.93                   | 73         | \$0.00                | \$2,554.07              | 27         |
| 02360 MAILING/SHIPPING               | \$600.00                | \$0.00                        | \$600.00              | 0           | \$87.55                      | 15         | \$0.00                | \$512.45                | 85         |
| 02370 SAFETY EQUIPMENT               | \$32,060.00             | \$0.00                        | \$32,060.00           | 0           | \$20,267.48                  | 63         | \$214.76              | \$11,577.76             | 36         |
| 02380 OFFICE SUPPLIES                | \$69,242.00             | \$0.00                        | \$69,242.00           | 1           | \$19,078.17                  | 28         | \$0.00                | \$50,163.83             | 72         |
| 02390 JANITORIAL SUPPLIES            | \$0.00                  | \$0.00                        | \$0.00                | 0           | \$0.00                       | 0          | \$0.00                | \$0.00                  | 0          |
| 02410 TECHNOLOGY: PHONES/INTERNET/TV | \$17,724.00             | \$0.00                        | \$17,724.00           | 8           | \$8,275.02                   | 47         | \$0.00                | \$9,448.98              | 53         |
| 02420 ADMINISTRATION SERVICES        | \$186,070.00            | \$0.00                        | \$186,070.00          | 12          | \$133,008.12                 | 71         | \$0.00                | \$53,061.88             | 29         |
| 02440 O&M CONTINGENCY                | \$60,000.00             | \$0.00                        | \$60,000.00           | 0           | \$0.00                       | 0          | \$0.00                | \$60,000.00             | 100        |
| 02520 FUEL: VEHICLES & EQUIPMENT     | \$37,000.00             | \$0.00                        | \$37,000.00           | 6           | \$16,683.32                  | 45         | \$0.00                | \$20,316.68             | 55         |
| 02530 R&M: VEHICLES/TRAILERS/EQUIP   | \$34,500.00             | \$0.00                        | \$34,500.00           | 7           | \$19,257.83                  | 56         | \$522.56              | \$14,719.61             | 43         |
| 02560 FEES & PENALTIES               | \$7,685.00              | \$0.00                        | \$7,685.00            | 1           | \$3,641.98                   | 47         | \$0.00                | \$4,043.02              | 53         |
| 02590 ROLLING STOCK & EQUIPMENT      | \$36,750.00             | \$0.00                        | \$36,750.00           | 0           | \$29,441.00                  | 80         | \$0.00                | \$7,309.00              | 20         |
| <b>Total Administration</b>          | <b>\$3,498,992.00</b>   | <b>\$0.00</b>                 | <b>\$3,498,992.00</b> | <b>9</b>    | <b>\$1,885,315.30</b>        | <b>54</b>  | <b>\$737.32</b>       | <b>\$1,612,939.38</b>   | <b>46</b>  |
| 00601 CONVEYANCE SYSTEM              |                         |                               |                       |             |                              |            |                       |                         |            |
| 02400 SUPPLIES/TOOLS                 | \$17,000.00             | \$0.00                        | \$17,000.00           | 2           | \$3,288.69                   | 19         | \$241.72              | \$13,469.59             | 79         |
| 02401 MAINTENANCE TOOLS & SUPPLIES   | \$13,000.00             | \$0.00                        | \$13,000.00           | 1           | \$5,413.36                   | 42         | \$239.86              | \$7,346.78              | 57         |
| 02411 TECHNOLOGY: SCADA              | \$20,500.00             | \$0.00                        | \$20,500.00           | 0           | \$11,629.88                  | 57         | \$0.00                | \$8,870.12              | 43         |
| 02430 SERVICES: PROFESSIONAL/CONSULT | \$177,408.00            | \$0.00                        | \$177,408.00          | 1           | \$181,374.65                 | 102        | \$0.00                | (\$3,966.65)            | (2)        |
| 02450 CHEMICALS: SODIUM HYPOCHLORITE | \$20,593.00             | \$0.00                        | \$20,593.00           | 8           | \$12,934.12                  | 63         | \$0.00                | \$7,658.88              | 37         |
| 02455 CHEMICALS: HERBICIDE/PESTICIDE | \$1,500.00              | \$0.00                        | \$1,500.00            | 0           | \$731.22                     | 49         | \$0.00                | \$768.78                | 51         |
| 02490 ELECTRICITY                    | \$261,977.00            | \$0.00                        | \$261,977.00          | 10          | \$144,991.93                 | 55         | \$0.00                | \$116,985.07            | 45         |
| 02500 WATER                          | \$8,950.00              | \$0.00                        | \$8,950.00            | 7           | \$5,537.82                   | 62         | \$0.00                | \$3,412.18              | 38         |
| 02521 FUEL: GENERATORS               | \$6,500.00              | \$0.00                        | \$6,500.00            | 2           | \$127.83                     | 2          | \$3,560.95            | \$2,811.22              | 43         |
| 02540 EQUIPMENT RENTALS              | \$5,000.00              | \$0.00                        | \$5,000.00            | 17          | \$977.87                     | 20         | \$0.00                | \$4,022.13              | 80         |

**010 OJRSA FUND**  
**005 EXPENSES**  
**00601 CONVEYANCE SYSTEM**

**Oconee Joint Rsa**  
**Expenditure Report**  
**Level 4 Summary for January 2024**

| Accounts                             | Budget Appropriation  | Supplemental Appropriation | Adjusted Budget       | Curr Pct | Year To Date Expenditures | YTD Pct   | Encumbered Balance | Unencumbered Balance | Une Pct   |
|--------------------------------------|-----------------------|----------------------------|-----------------------|----------|---------------------------|-----------|--------------------|----------------------|-----------|
| 02550 BUILDINGS & GROUNDS            | \$16,500.00           | \$0.00                     | \$16,500.00           | 30       | \$5,624.43                | 34        | (\$4,956.00)       | \$15,831.57          | 96        |
| 02590 ROLLING STOCK & EQUIPMENT      | \$244,884.00          | \$0.00                     | \$244,884.00          | 9        | \$223,226.81              | 91        | \$0.00             | \$21,657.19          | 9         |
| 04000 FLOW MONITOR STAS              | \$600.00              | \$0.00                     | \$600.00              | 0        | \$0.00                    | 0         | \$0.00             | \$600.00             | 100       |
| 05000 PUMP STATIONS                  | \$178,600.00          | \$0.00                     | \$178,600.00          | 3        | \$20,936.74               | 12        | (\$4,663.96)       | \$162,327.22         | 91        |
| 05010 PUMP STATIONS: CANE PS         | \$0.00                | \$0.00                     | \$0.00                | 0        | \$214.63                  | 0         | \$0.00             | (\$214.63)           | 0         |
| 05020 PUMP STATIONS: CHOESTOE A PS   | \$0.00                | \$0.00                     | \$0.00                | 0        | \$0.00                    | 0         | \$0.00             | \$0.00               | 0         |
| 05030 PUMP STATIONS: CONEROSS PS     | \$0.00                | \$0.00                     | \$0.00                | 0        | \$73.83                   | 0         | \$37.14            | (\$110.97)           | 0         |
| 05050 PUMP STATIONS: DAVIS CRK 1 PS  | \$0.00                | \$0.00                     | \$0.00                | 0        | \$835.75                  | 0         | \$0.00             | (\$835.75)           | 0         |
| 05060 PUMP STATIONS: DAVIS CRK 2 PS  | \$0.00                | \$0.00                     | \$0.00                | 0        | (\$4,800.31)              | 0         | \$0.00             | \$4,800.31           | 0         |
| 05070 PUMP STATIONS: FLAT ROCK PS    | \$0.00                | \$0.00                     | \$0.00                | 0        | \$2,197.92                | 0         | \$0.00             | (\$2,197.92)         | 0         |
| 05090 PUMP STATIONS: ISS PS          | \$0.00                | \$0.00                     | \$0.00                | 0        | \$94.45                   | 0         | \$0.00             | (\$94.45)            | 0         |
| 05100 PUMP STATIONS: MARTIN CREEK PS | \$0.00                | \$0.00                     | \$0.00                | 0        | \$2,304.83                | 0         | \$0.00             | (\$2,304.83)         | 0         |
| 05110 PUMP STATIONS: MILLBROOK PS    | \$0.00                | \$0.00                     | \$0.00                | 0        | \$10,729.40               | 0         | \$14,745.00        | (\$25,474.40)        | 0         |
| 05120 PUMP STATIONS: PELHAM CREEK PS | \$0.00                | \$0.00                     | \$0.00                | 0        | \$510.24                  | 0         | \$0.00             | (\$510.24)           | 0         |
| 05130 PUMP STATIONS: PERKINS PS      | \$0.00                | \$0.00                     | \$0.00                | 0        | \$13,023.47               | 0         | \$0.00             | (\$13,023.47)        | 0         |
| 05150 PUMP STATIONS: SPEEDS PS       | \$0.00                | \$0.00                     | \$0.00                | 0        | \$8.46                    | 0         | \$0.00             | (\$8.46)             | 0         |
| 05230 GRAVITY SEWER & FORCE MAINS    | \$76,000.00           | \$0.00                     | \$76,000.00           | 15       | \$35,363.56               | 47        | \$0.00             | \$40,636.44          | 53        |
| <b>Total Conveyance System</b>       | <b>\$1,049,012.00</b> | <b>\$0.00</b>              | <b>\$1,049,012.00</b> | <b>7</b> | <b>\$677,351.58</b>       | <b>65</b> | <b>\$9,204.71</b>  | <b>\$362,455.71</b>  | <b>35</b> |
| 00701 WRF OPERATIONS                 |                       |                            |                       |          |                           |           |                    |                      |           |
| 02400 SUPPLIES/TOOLS                 | \$8,000.00            | \$0.00                     | \$8,000.00            | 0        | \$106.99                  | 1         | \$0.00             | \$7,893.01           | 99        |
| 02411 TECHNOLOGY: SCADA              | \$13,500.00           | \$0.00                     | \$13,500.00           | 81       | \$15,005.13               | 111       | \$0.00             | (\$1,505.13)         | (11)      |
| 02430 SERVICES: PROFESSIONAL/CONSULT | \$217,790.00          | \$0.00                     | \$217,790.00          | 2        | \$20,856.60               | 10        | \$0.00             | \$196,933.40         | 90        |
| 02451 CHEMICALS: CHLORINE            | \$60,242.00           | \$0.00                     | \$60,242.00           | 16       | \$19,623.47               | 33        | \$0.00             | \$40,618.53          | 67        |
| 02452 CHEMICALS: POLYMER             | \$66,450.00           | \$0.00                     | \$66,450.00           | 5        | \$27,793.16               | 42        | \$0.00             | \$38,656.84          | 58        |
| 02454 CHEMICALS: SODIUM BISULFITE    | \$21,474.00           | \$0.00                     | \$21,474.00           | 0        | \$11,462.84               | 53        | \$0.00             | \$10,011.16          | 47        |
| 02457 CHEMICALS: OTHER               | \$8,500.00            | \$0.00                     | \$8,500.00            | 0        | \$0.00                    | 0         | \$0.00             | \$8,500.00           | 100       |
| 02470 GARBAGE                        | \$2,024.00            | \$0.00                     | \$2,024.00            | 1        | \$173.25                  | 9         | \$0.00             | \$1,850.75           | 91        |
| 02480 NATURAL GAS                    | \$2,520.00            | \$0.00                     | \$2,520.00            | 0        | \$336.06                  | 13        | \$0.00             | \$2,183.94           | 87        |
| 02490 ELECTRICITY                    | \$336,000.00          | \$0.00                     | \$336,000.00          | 8        | \$175,200.31              | 52        | \$0.00             | \$160,799.69         | 48        |
| 02500 WATER                          | \$2,835.00            | \$0.00                     | \$2,835.00            | 7        | \$4,132.18                | 146       | \$0.00             | (\$1,297.18)         | (46)      |
| 02510 SLUDGE DISPOSAL                | \$344,658.00          | \$0.00                     | \$344,658.00          | 6        | \$116,267.25              | 34        | \$0.00             | \$228,390.75         | 66        |
| 02521 FUEL: GENERATORS               | \$4,000.00            | \$0.00                     | \$4,000.00            | 0        | \$0.00                    | 0         | \$0.00             | \$4,000.00           | 100       |
| 02540 EQUIPMENT RENTALS              | \$5,000.00            | \$0.00                     | \$5,000.00            | 0        | \$2,229.14                | 45        | \$0.00             | \$2,770.86           | 55        |
| 02550 BUILDINGS & GROUNDS            | \$51,900.00           | \$0.00                     | \$51,900.00           | 0        | \$5,056.29                | 10        | \$0.00             | \$46,843.71          | 90        |
| 03000 WATER RECLAMATION FACILITY     | \$90,800.00           | \$0.00                     | \$90,800.00           | 4        | \$53,637.28               | 59        | \$425.29           | \$36,737.43          | 40        |
| <b>Total Wrf Operations</b>          | <b>\$1,235,693.00</b> | <b>\$0.00</b>              | <b>\$1,235,693.00</b> | <b>6</b> | <b>\$451,879.95</b>       | <b>37</b> | <b>\$425.29</b>    | <b>\$783,387.76</b>  | <b>63</b> |
| 00801 PRETREATMENT                   |                       |                            |                       |          |                           |           |                    |                      |           |
| 01300 PAYROLL: SALARIES              | \$73,892.00           | \$0.00                     | \$73,892.00           | 8        | \$43,286.14               | 59        | \$0.00             | \$30,605.86          | 41        |
| 01380 PAYROLL: RETIREMENT            | \$13,714.00           | \$0.00                     | \$13,714.00           | 8        | \$7,924.39                | 58        | \$0.00             | \$5,789.61           | 42        |
| 02220 GROUP INSURANCE                | \$7,325.00            | \$0.00                     | \$7,325.00            | 0        | \$3,680.40                | 50        | \$0.00             | \$3,644.60           | 50        |
| 02300 LICENSES/CERTIFS/MEMBERSHIPS   | \$425.00              | \$0.00                     | \$425.00              | 0        | \$185.00                  | 44        | \$0.00             | \$240.00             | 56        |



**010 OJRSA FUND**  
**005 EXPENSES**  
**00801 PRETREATMENT**

**Oconee Joint Rsa**  
**Expenditure Report**  
**Level 4 Summary for January 2024**

| <b>Accounts</b>                      | <b>Budget Appropriation</b> | <b>Supplemental Appropriation</b> | <b>Adjusted Budget</b> | <b>Curr Pct</b> | <b>Year To Date Expenditures</b> | <b>YTD Pct</b> | <b>Encumbered Balance</b> | <b>Unencumbered Balance</b> | <b>Une Pct</b> |  |
|--------------------------------------|-----------------------------|-----------------------------------|------------------------|-----------------|----------------------------------|----------------|---------------------------|-----------------------------|----------------|--|
| 02310 SEMINARS/WKSHOPS & TRAINING    | \$1,660.00                  | \$0.00                            | \$1,660.00             | 0               | \$120.00                         | 7              | \$0.00                    | \$1,540.00                  | 93             |  |
| 02340 PUBLIC RELATIONS & ADVERTISING | \$0.00                      | \$0.00                            | \$0.00                 | 0               | \$0.00                           | 0              | \$0.00                    | \$0.00                      | 0              |  |
| 02380 OFFICE SUPPLIES                | \$4,920.00                  | \$0.00                            | \$4,920.00             | 48              | \$7,907.76                       | 161            | \$0.00                    | (\$2,987.76)                | (61)           |  |
| 02410 TECHNOLOGY: PHONES/INTERNET/TV | \$660.00                    | \$0.00                            | \$660.00               | 16              | \$374.04                         | 57             | \$0.00                    | \$285.96                    | 43             |  |
| 02430 SERVICES: PROFESSIONAL/CONSULT | \$44,014.00                 | \$0.00                            | \$44,014.00            | 12              | \$15,177.00                      | 34             | \$0.00                    | \$28,837.00                 | 66             |  |
| <b>Total Pretreatment</b>            | <b>\$146,610.00</b>         | <b>\$0.00</b>                     | <b>\$146,610.00</b>    | <b>10</b>       | <b>\$78,654.73</b>               | <b>54</b>      | <b>\$0.00</b>             | <b>\$67,955.27</b>          | <b>46</b>      |  |
| 00901 LABORATORY                     |                             |                                   |                        |                 |                                  |                |                           |                             |                |  |
| 02400 SUPPLIES/TOOLS                 | \$6,100.00                  | \$0.00                            | \$6,100.00             | 4               | \$4,747.35                       | 78             | \$0.00                    | \$1,352.65                  | 22             |  |
| 02430 SERVICES: PROFESSIONAL/CONSULT | \$35,110.00                 | \$0.00                            | \$35,110.00            | 7               | \$17,967.40                      | 51             | \$0.00                    | \$17,142.60                 | 49             |  |
| 02456 CHEMICALS: LABORATORY          | \$4,500.00                  | \$0.00                            | \$4,500.00             | 12              | \$3,582.37                       | 80             | \$0.00                    | \$917.63                    | 20             |  |
| <b>Total Laboratory</b>              | <b>\$45,710.00</b>          | <b>\$0.00</b>                     | <b>\$45,710.00</b>     | <b>7</b>        | <b>\$26,297.12</b>               | <b>58</b>      | <b>\$0.00</b>             | <b>\$19,412.88</b>          | <b>42</b>      |  |
| 01201 CONTRACT OPERATIONS            |                             |                                   |                        |                 |                                  |                |                           |                             |                |  |
| 02411 TECHNOLOGY: SCADA              | \$625.00                    | \$0.00                            | \$625.00               | 0               | \$623.40                         | 100            | \$0.00                    | \$1.60                      | 0              |  |
| 02430 SERVICES: PROFESSIONAL/CONSULT | \$12,095.00                 | \$0.00                            | \$12,095.00            | 1               | \$100.00                         | 1              | \$0.00                    | \$11,995.00                 | 99             |  |
| 02500 WATER                          | \$1,365.00                  | \$0.00                            | \$1,365.00             | 3               | \$404.54                         | 30             | \$0.00                    | \$960.46                    | 70             |  |
| 02521 FUEL: GENERATORS               | \$500.00                    | \$0.00                            | \$500.00               | 0               | \$0.00                           | 0              | \$0.00                    | \$500.00                    | 100            |  |
| 02550 BUILDINGS & GROUNDS            | \$5,500.00                  | \$0.00                            | \$5,500.00             | 0               | \$0.00                           | 0              | \$901.00                  | \$4,599.00                  | 84             |  |
| 05170 PUMP STATIONS: GCCP-PS         | \$10,500.00                 | \$0.00                            | \$10,500.00            | 0               | \$18.96                          | 0              | \$8.46                    | \$10,472.58                 | 100            |  |
| <b>Total Contract Operations</b>     | <b>\$30,585.00</b>          | <b>\$0.00</b>                     | <b>\$30,585.00</b>     | <b>1</b>        | <b>\$1,146.90</b>                | <b>4</b>       | <b>\$909.46</b>           | <b>\$28,528.64</b>          | <b>93</b>      |  |
| 01301 RETAIL SERVICES                |                             |                                   |                        |                 |                                  |                |                           |                             |                |  |
| 02411 TECHNOLOGY: SCADA              | \$1,230.00                  | \$0.00                            | \$1,230.00             | 0               | \$0.00                           | 0              | \$0.00                    | \$1,230.00                  | 100            |  |
| 02430 SERVICES: PROFESSIONAL/CONSULT | \$25,000.00                 | \$0.00                            | \$25,000.00            | 99              | \$25,347.38                      | 101            | \$0.00                    | (\$347.38)                  | (1)            |  |
| 02490 ELECTRICITY                    | \$2,000.00                  | \$0.00                            | \$2,000.00             | 0               | \$0.00                           | 0              | \$0.00                    | \$2,000.00                  | 100            |  |
| 02500 WATER                          | \$0.00                      | \$0.00                            | \$0.00                 | 0               | \$70.76                          | 0              | \$0.00                    | (\$70.76)                   | 0              |  |
| 05000 PUMP STATIONS                  | \$500.00                    | \$0.00                            | \$500.00               | 0               | \$0.00                           | 0              | \$0.00                    | \$500.00                    | 100            |  |
| 05240 OCONEE CO REIMBURSEMENT        | \$0.00                      | \$0.00                            | \$0.00                 | 0               | \$0.00                           | 0              | \$0.00                    | \$0.00                      | 0              |  |
| 06050 SEWER SOUTH PHASE II           | \$13,361,447.00             | \$0.00                            | \$13,361,447.00        | 5               | \$4,400,235.66                   | 33             | \$0.00                    | \$8,961,211.34              | 67             |  |
| <b>Total Retail Services</b>         | <b>\$13,390,177.00</b>      | <b>\$0.00</b>                     | <b>\$13,390,177.00</b> | <b>5</b>        | <b>\$4,425,653.80</b>            | <b>33</b>      | <b>\$0.00</b>             | <b>\$8,964,523.20</b>       | <b>67</b>      |  |
| 01401 CAPITAL PROJECTS               |                             |                                   |                        |                 |                                  |                |                           |                             |                |  |
| 06050 SEWER SOUTH PHASE II           | \$0.00                      | \$0.00                            | \$0.00                 | 0               | \$124,977.13                     | 0              | \$0.00                    | (\$124,977.13)              | 0              |  |
| 06060 CONVEYANCE SYSTEM              | \$120,000.00                | \$0.00                            | \$120,000.00           | 0               | \$0.00                           | 0              | \$0.00                    | \$120,000.00                | 100            |  |
| 06070 FLAT ROCK PS REPLACEMENT       | \$0.00                      | \$0.00                            | \$0.00                 | 0               | \$0.00                           | 0              | \$0.00                    | \$0.00                      | 0              |  |
| 06071 SENECA PS & FM UPGRADE/SPEEDS  | \$0.00                      | \$0.00                            | \$0.00                 | 0               | \$111,669.84                     | 0              | \$0.00                    | (\$111,669.84)              | 0              |  |
| <b>Total Capital Projects</b>        | <b>\$120,000.00</b>         | <b>\$0.00</b>                     | <b>\$120,000.00</b>    | <b>27</b>       | <b>\$236,646.97</b>              | <b>197</b>     | <b>\$0.00</b>             | <b>(\$116,646.97)</b>       | <b>(97)</b>    |  |
| 01501 CONTINGENCY FUND               |                             |                                   |                        |                 |                                  |                |                           |                             |                |  |
| 00002 CONTINGENCY EXPENSES           | \$10,810,825.00             | \$0.00                            | \$10,810,825.00        | 0               | \$0.00                           | 0              | \$0.00                    | \$10,810,825.00             | 100            |  |
| 06070 FLAT ROCK PS REPLACEMENT       | \$0.00                      | \$0.00                            | \$0.00                 | 0               | \$3,000.00                       | 0              | \$0.00                    | (\$3,000.00)                | 0              |  |
| 09002 P-113 SLUDGE PUMP REPLACEMENT  | \$0.00                      | \$0.00                            | \$0.00                 | 0               | \$8,375.00                       | 0              | \$0.00                    | (\$8,375.00)                | 0              |  |
| 09005 FLAT ROCK PS UPGRADE           | \$0.00                      | \$0.00                            | \$0.00                 | 0               | \$47,880.00                      | 0              | \$0.00                    | (\$47,880.00)               | 0              |  |
| 09007 CENTRAL OCONEE SWR MASTER PLAI | \$0.00                      | \$0.00                            | \$0.00                 | 0               | \$82,610.00                      | 0              | \$0.00                    | (\$82,610.00)               | 0              |  |
| 09008 CONSENT ORDER PROJECTS 2022 CO | \$0.00                      | \$0.00                            | \$0.00                 | 0               | \$95,437.62                      | 0              | \$0.00                    | (\$95,437.62)               | 0              |  |

010 OJRSA FUND  
 005 EXPENSES  
 01501 CONTINGENCY FUND

Oconee Joint Rsa  
 Expenditure Report  
 Level 4 Summary for January 2024

| Accounts                          | Budget Appropriation   | Supplemental Appropriation | Adjusted Budget        | Curr Pct | Year To Date Expenditures | YTD Pct   | Encumbered Balance | Unencumbered Balance   | Une Pct   |
|-----------------------------------|------------------------|----------------------------|------------------------|----------|---------------------------|-----------|--------------------|------------------------|-----------|
| 09009 COLLECTION SYSTEM REHAB     | \$0.00                 | \$0.00                     | \$0.00                 | 0        | \$75,546.06               | 0         | \$0.00             | (\$75,546.06)          | 0         |
| 09010 REG SEWER FEASIBILITY STUDY | \$0.00                 | \$0.00                     | \$0.00                 | 0        | \$14,016.50               | 0         | \$0.00             | (\$14,016.50)          | 0         |
| <b>Total Contingency Fund</b>     | <b>\$10,810,825.00</b> | <b>\$0.00</b>              | <b>\$10,810,825.00</b> | <b>1</b> | <b>\$326,865.18</b>       | <b>3</b>  | <b>\$0.00</b>      | <b>\$10,483,959.82</b> | <b>97</b> |
| <b>Total EXPENSES</b>             | <b>\$30,327,604.00</b> | <b>\$0.00</b>              | <b>\$30,327,604.00</b> | <b>4</b> | <b>\$8,109,811.53</b>     | <b>27</b> | <b>\$11,276.78</b> | <b>\$22,206,515.69</b> | <b>73</b> |
| <b>Total OJRSA FUND</b>           | <b>\$30,327,604.00</b> | <b>\$0.00</b>              | <b>\$30,327,604.00</b> | <b>4</b> | <b>\$8,109,811.53</b>     | <b>27</b> | <b>\$11,276.78</b> | <b>\$22,206,515.69</b> | <b>73</b> |
| <b>TOTAL ALL FUNDS</b>            | <b>\$30,327,604.00</b> | <b>\$0.00</b>              | <b>\$30,327,604.00</b> | <b>4</b> | <b>\$8,109,811.53</b>     | <b>27</b> | <b>\$11,276.78</b> | <b>\$22,206,515.69</b> | <b>73</b> |

Year To Date  
 Total

Grand Total

**\$16,450,608.55**

**Board and Committee Meeting Policy**  
**FOR F&A COMMITTEE CONSIDERATION February 20, 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:

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.

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.

**Board and Committee Meeting Policy**  
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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*.

|                           |                                                                     |
|---------------------------|---------------------------------------------------------------------|
| <i>Italics</i>            | 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.
    - 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. 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 Board members, including all, may attend telephonically or by other electronic means.
- D. 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.

**Board and Committee Meeting Policy**  
**FOR F&A COMMITTEE CONSIDERATION February 20, 2024**

- E. 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.

## **2.2 EMERGENCY MEETINGS**

- A. Emergency Meetings only apply to the Board or the Executive Committee as defined in the *OJRSA Bylaws*.
- B. 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.
- C. 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.
- D. 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.
- E. The only items eligible for consideration are those that are directly associated with the emergency.
- F. 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.

## **2.3 ELECTRONIC MEETINGS**

- A. Per the Freedom of Information Act, 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. Individuals wishing to provide written comments for any public hearing held during an electronic Meeting 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. Individuals wishing to speak at the public hearing shall sign up with the Secretary/Treasurer no later than one (1) hour prior to the scheduled time for the public hearing. The Secretary/Treasurer shall contact those who wish to speak at the public hearing by phone or other electronic means, in the order the requests were received, to admit them to the public hearing.
- C. 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.
- D. 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.
- E. 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.
- F. 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.
- G. 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.
- H. 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.

**Board and Committee Meeting Policy**  
**FOR F&A COMMITTEE CONSIDERATION February 20, 2024**

**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
  - 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> . |

**Board and Committee Meeting Policy**  
**FOR F&A COMMITTEE CONSIDERATION February 20, 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:

Board means the OJRSA Board of Commissioners.

Declared Emergency: ~~A 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: ~~Rare means rare~~ meetings that may occur due to a disaster or other activity which can impair public health or safety.

Executive Committee: ~~As 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 Code of Laws Title 30 Section 4-1976, 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: ~~The 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.

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

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.

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**

**1.12.1 GENERAL MEETING POLICIES**

- A. The following conditions apply to all public meeting types held by ~~the agency~~ OJRSA regardless of the format the meeting is held in as described in ~~Section 3~~ SECTION 2 of this Policy.
  - 1. ~~Non-verbal communications~~ Verbal Communications, as described in ~~Section 2.VIII~~ the Definitions section, is strongly discouraged during ~~meetings~~ Meetings as such communications are outside the spirit of open discussion of topics under the ~~South Carolina~~ Freedom of Information Act (FOIA). 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~~ Meeting minutes as part of the record.
    - b. The ~~non-verbal communications~~ 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.
    - 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~~ Meetings by ~~commissioners~~ Commissioners are allowed and are not required to be submitted for the record.
- B. Other conditions for ~~meetings~~ Meetings as stated in the current version of the *OJRSA Bylaws* ~~applies~~ apply to



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all ~~meetings~~Meetings contained within this Policy.

- C. 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 Board members, including all, may attend telephonically or by other electronic means.
- D. 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.
- E. 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.

## **2.2 EMERGENCY MEETINGS**

- A. Emergency Meetings ~~meetings~~ only apply to the Board or the Executive Committee as defined in the *OJRSA Bylaws*.
- B. To have an ~~emergency meeting~~Emergency Meeting, the Board Chair or Executive Director must determine if a ~~meeting~~Meeting is necessary due to a matter of public health or safety and that the emergency is so time-sensitive that the ~~board~~Board cannot reasonably provide at least 24 hours' notice of the ~~meeting~~Meeting to the public and media.
- C. Rules requiring a ~~quorum~~Quorum apply to ~~emergency meetings~~Emergency Meetings; however, if there are not enough members of the Board to constitute a ~~quorum~~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 ~~as was authorized by the Board of Commissioners at its April 2, 2018 meeting.~~
- D. Emergency ~~meetings~~Meetings do not have a requirement for advance public notice per ~~law~~FOIA; however, ~~the~~-OJRSA shall make every attempt to provide at least 24 hours' notice of the ~~meeting~~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.
  - A. ~~Meetings must be held in person and be open to the public unless it meets the exceptions as stated in the FOIA or qualifies for hosting as an electronic meeting as stated within this Policy.~~
- E. The only items eligible for consideration are those that are directly associated with the emergency.
- F. Emergency ~~meeting~~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.

## **2.3 ELECTRONIC MEETINGS**

- A. ~~The decision to host a meeting electronically shall be made by Per the Board Chair following consultation with the Executive Director during declared emergencies only as defined within this Policy.~~
- B. ~~This policy is not intended to allow for Commissioners to participate in or vote in any meetings due to vacation, illness, or other such means. If a Board member elects to participate a meeting under these terms, then the following applies:~~
  - 1. ~~Absent members are not considered to be present at the meeting and may not participate in any other manner than a member of the general public (i.e., they can only participate in discussion during public session portions of the meeting); and~~
  - 2. ~~They are not eligible to receive a per diem for attending any portion of the meeting and their attendance will be counted as a "visitor" and not as a Commissioner.~~
- A. ~~Per South Carolina Code of Laws Title 30 Chapter 4 (Freedom of Information Act),~~ public bodies such as ~~the~~ OJRSA may conduct ~~meetings~~Meetings via means of electronic communication. All laws contained within the Freedom of Information Act are to be strictly adhered to.
- B. Individuals wishing to provide written comments for any public hearing held during an electronic Meeting 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

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the public hearing. Individuals wishing to speak at the public hearing shall sign up with the Secretary/Treasurer no later than one (1) hour prior to the scheduled time for the public hearing. The Secretary/Treasurer shall contact those who wish to speak at the public hearing by phone or other electronic means, in the order the requests were received, to admit them to the public hearing.

- ~~B.C.~~ A special media release shall be sent out to the press and other contacts informing them about the electronic ~~meeting~~Meeting and how they can participate.
- ~~C.D.~~ The Board Chair will lead the electronic ~~meeting~~Meeting in the same manner as a regular ~~meeting~~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.E.~~ Electronic ~~meetings~~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.F.~~ All electronic ~~meetings~~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.G.~~ Minutes of all electronic ~~meetings~~Meetings of the Board shall be made available to the public as required by the FOIA with matters exempt from disclosure pursuant to ~~the Act~~FOIA redacted.
- ~~G.H.~~ Board members will receive a per diem for participating in electronic ~~meetings~~Meetings.

### 1.32.4 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~~Meeting him/herself without approval from the Board or Committee.
- B. If a ~~meeting~~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~~Meeting is rescheduled by the Board or Committee members, then those not attending the ~~meeting~~Meeting are not eligible for their per diem.

### 1.42.5 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~~Quorum.
  - 3. Lack of response from members regarding their attendance; thus, it is not known whether a ~~quorum~~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. ~~Actual~~Actuality of potential impact caused by severe weather (other than thunderstorms, which are frequent occurrences to the area).
  - ~~1. A declared emergency as defined in this Policy~~
  - ~~7. A Declared Emergency, or~~
  - ~~7.8.~~At the request of the Governor or General Assembly of the State of South Carolina
- B. If a ~~meeting~~Meeting is canceled for reasons identified in ~~Section 3~~SECTION 2 parts ~~V.A.1, V.A.2, 2.5.A.1, 2.5.A.2, or V.A.3 of the 2.5.A.3 of this~~ Policy, then a per diem shall not be paid to any members of the Board or Committee for the canceled ~~meeting~~Meeting.
- C. The Board or Committee members shall receive their per diem if a ~~meeting~~Meeting is canceled for any other reasonsreason.

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**FOR F&A COMMITTEE CONSIDERATION February 20, 2024**

## **REVISION HISTORY**

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

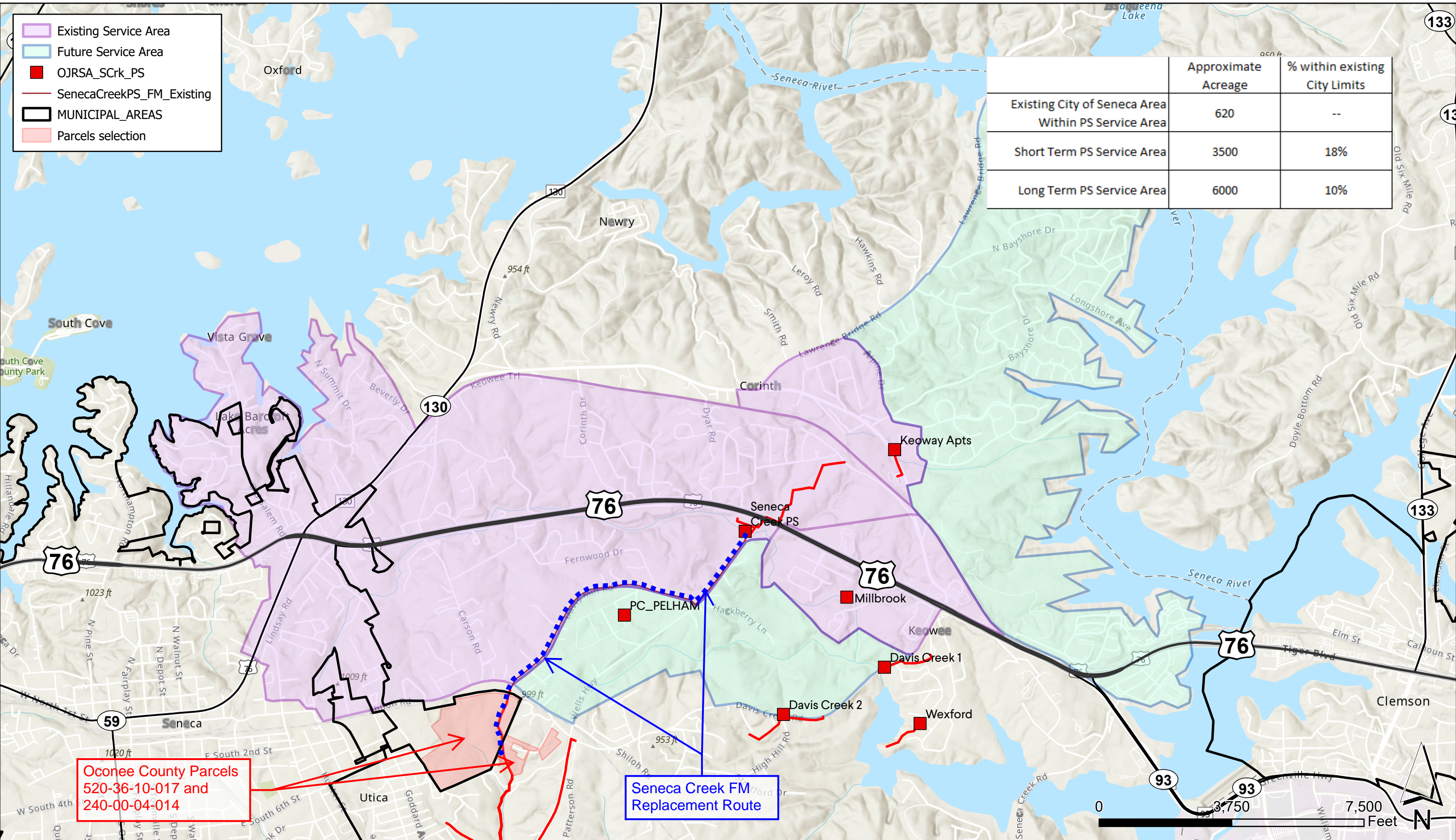
*Table 1: Board and Committee Meeting Policy history*

| <u>Revision Number</u> | <u>Attest:Date</u> | <u>Description of Changes</u>                                                                                                                                                                                         |
|------------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>0000</u>            | <u>07/06/2020</u>  | <u>Initial issue of comprehensive <i>Board and Committee Meeting Policy</i> by <i>OJRSA Resolution 2021-01</i></u>                                                                                                    |
| <u>0001</u>            | <u>03/04/2024</u>  | <u>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>.</u> |

DRAFT

- Existing Service Area
- Future Service Area
- OJRSA\_SCrk\_PS
- SenecaCreekPS\_FM\_Existing
- MUNICIPAL\_AREAS
- Parcels selection

|                                                     | Approximate Acreage | % within existing City Limits |
|-----------------------------------------------------|---------------------|-------------------------------|
| Existing City of Seneca Area Within PS Service Area | 620                 | --                            |
| Short Term PS Service Area                          | 3500                | 18%                           |
| Long Term PS Service Area                           | 6000                | 10%                           |



Oconee County Parcels  
520-36-10-017 and  
240-00-04-014

Seneca Creek FM  
Replacement Route

**Seneca Creek Service Area Map and Oconee County Easement Locations**

Oconee County, SC  
 GMC#: CGRE210102  
 DATE: 2/7/2024  
 DRAWN BY: JLM



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