



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

**GENERAL INFORMATION**

**City Senior Staff Meeting:**

I met with the senior staff of the departments on Tuesday, November 17, 2020. We had a productive meeting getting to know one another and discussing various operational and planning matters. I have attached a copy of my agenda for the meeting.

**FOLLOW UP**

**Beacon Hill Area Sewer Project:**

The area of improvement can be viewed on the attached pdf entitled "beacon hill." The project includes the installation of 2,952 LF of 8" gravity sewer main, (21) manholes and related appurtenances in order to replace a problematic gravity sewer main.

The \$522,033.00 bid for sanitary sewer system improvements was awarded to Don Moorhead Construction, Inc. of Belton, SC. This project was designed by the Rosier Group of Easley, SC. This project is funded by a grant from the South Carolina Rural Infrastructure Authority (RIA).

A pre-construction conference will be held the first week of December 2020.

**Planned electric outage last weekend** (Saturday, November 14, 2020 beginning at 11:00 pm until Sunday, November 15, 2020 at 5:00 am):

The completed outage was done to replace a bank at the substation that feeds power to the entire city. The power was turned off at 11pm on Saturday and returned power one circuit at a time until all were back by 3:45 am. The substation bank replacement work was completed by contractor IMA. They also replaced circuit block in 44kv breaker that night as well to correct that known issue.

The Electric team replaced two main line cross arms as well as pole while power was out to not have another outage. The crew also made repairs to jumpers in town and finished clearing overhang trees between substation and Anderson ST.

**PMPA**

On November 19, 2020 Mayor Ramey and I attend the November PMPA Board Meeting in Spartanburg. I was sworn in as the Westminster Board Director; the Mayor remains on the board as Westminster's Alternate Director. The meeting was routine as gauged by other Directors present. At The December Board Meeting, the 2021 Budget is set to be considered. Adoption of the 2021 budget may affect the city of Westminster by way of utility rates.

## OJRSA

In anticipation of joining the OJRSA Board I attended two OJRSA Committee meetings this week, the Finance and Administration (F&A) Committee meeting was held on Monday, November 16, 2020 and the Operation and Planning (O&P) Committee meeting was on Wednesday, November 18, 2020. The agenda's and supporting documents from both meetings are attached. On the 5th page of the pdf for the F&A agenda the following information is presented in greater context (the information is repeated on the 5th page of the O&P Committee report):

Seneca Actual Cost to Serve \$623,341 / 84.89%  
Current Pro Rata Method \$432,850 / 58.95%    \$190,491  
Wallaha Actual Cost to Serve \$83,677 / 11.40%  
Current Pro Rata Method \$180,336 / 24.56%    (\$96,658)  
Westminster Actual Cost to Serve \$27,247 / 3.71%  
Current Pro Rata Method \$121,080 / 16.49%    (\$93,833)

The difference between the Actual Cost To Serve and the Current Pro Rata Method is notable. It can be deduced from this information that the City of Westminster is paying approximately 16.49% of the operating costs of the facility while utilizing 3.71%.

I will attend the next planned board meeting [on December 7, 2020 at 3:30 pm.](#)

As a point of reminder and information, your appointment of me and Leigh Baker to the OJRSA Board requires a copy of the City of Westminster City Council Minutes. Once the City Council has adopted the minutes from the November 12, 2020 Council Meeting, we will present them to the Executive Director for Board seating.

## PLEASE MARK YOUR CALENDARS

November 26 and 27, 2020 – Thanksgiving Holiday, City Offices will be closed.

December 6, 2020 beginning at 6:30 PM, downtown Westminster: Christmas parade and tree lighting.