



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

March 26, 2021

GENERAL INFORMATION

Reminder to file SC State Ethics Commission Statements of Economic Interests (SEI)

A reminder to the City Council the deadline for completing updated SEI's is March 30, 2021. All reports must be completed electronically. Please use this link: <https://ethics.sc.gov/>. **Please be sure to file a 2021 report. The 2021 report is for activity that took place in 2020.**

OJRSA

Attached are the minutes from the March 24, 2021 OJRSA Ad-hoc Fee Program Review Committee Meeting.

Volleyball Invitational Tournament 12 and under girls

This Saturday Westminster Recreation will host a Volleyball Invitational Tournament for 12 and under girls. Games begin at 10:00 am, the championship game is schedule in the late afternoon around 4:00 pm. The schedule calls for 10 teams with approximately 100 athletes. Add to that count coaches, family and friends. Teams scheduled are from Westminster, Powdersville, Wren, Liberty and Pickens.

PMPA

The City Council's appointment of Councilmember Danny Duncan, a retired employee from Blue Ridge Electric Cooperative, as an Alternate Director to the PMPA Board necessitate the attached request to the PMPA Board to consider an amendment to its Bylaws at its April 22, 2021 Board Meeting. The current Bylaws (portion of inserted below) prohibit a Director or Alternate Director from serving on the Board if they are a retiree from an electric cooperative.

Water/Ways National Smithsonian Traveling Exhibit

The Water/Ways Exhibit from the National Smithsonian Traveling Exhibition Service As of today, there have been 239 visitors.

As a reminder those hours are: Saturday, March 6 through April 17, 2021 at the Westminster Train Depot, 8:00 am-5:00 pm, Monday through Friday, along with some Saturday hours, depending on the availability of volunteers. Access is free and open to all.

The greater the number of people that come to see and participate with the exhibit the stronger the case Westminster can build for future grant opportunities, especially those that are funded from tourism agencies.

Beacon Mill Sewer Project

Moorhead Construction continued work this week on the rehabilitation of the sewer lines in the Beacon Mill area. The project is approximately 25% complete. It is scheduled to be complete by September 1, 2021.

PLEASE MARK YOUR CALENDARS

March 6 – April 17 – Water/Ways National Smithsonian Traveling Exhibit at the Westminster Train Depot

April 5, 2021 at 4:00 pm – OJRSA Board Meeting at OJRSA

April 12, 2021 at 5:00 pm - Westminster Planning Commission at the Westminster Fire Department

April 19, 2021 at 4:00 pm - OJRSA Finance & Administration Committee Meeting at OJRSA

April 20, 2021 at 4:00 pm – FY2022 Budget Workshop at the Westminster Fire Department

April 20, 2021 - at 6:00 pm - Westminster City Council Meeting at the Westminster Fire Department

April 21, 2021 at 4:00 pm - OJRSA Operations & Planning Committee Meeting at OJRSA

April 22, 2021 at 10:00 am – PMPA Board Meeting at Spartanburg Marriott

April 23, 2021 at 10:30 am – Appalachian Council of Governments Board Meeting via Zoom the link is

<https://www.scacog.org/acog-board>

May 3, 2021 at 4:00 pm – OJRSA Board Meeting at OJRSA



OCONEE JOINT REGIONAL SEWER AUTHORITY

Ad-Hoc Impact Fee Program Review Committee

March 24, 2021

The Ad-Hoc Impact Fee Program Review Committee meeting was held at the Coneross Creek Wastewater Treatment Plant.

The following Commissioners were present: Committee Chair, Brian Ramey, and Committee members: Scott Parris and Bob Faires. All committee members attended the meeting.

Staff present were: Secretary/Treasurer to the Board and Office Manager, Lynn Stephens, and Executive Director, Chris Eleazer.

Others present were: None.

A) Call to Order – Mr. Ramey called the meeting to order at 3:37 p.m.

B) Presentation and Discussion Items:

1. Continue Discussion from Previous Meeting Regarding the Agency's Impact Fee Program and Policy – Mr. Eleazer distributed a handout of proposed changes to the impact fee program (*handout made part of the minutes*).

- OJRSA Attorney, Larry Brandt, informed Mr. Eleazer that the November 18, 2008 Intergovernmental Agreement requirements are no longer applicable, so the board is free to administer impact fees however they desire, including billing by water meter size.
- The committee members agreed that it would be best to change the fees based on water meter size.
- Mr. Eleazer stated that anyone on an existing water meter will be grandfathered effective the date of approval of the new policy. Any upsize in water meter size would require an impact fee.
- There was some discussion about the Member Cities collecting any permit fees and sending the funds to the OJRSA, and the OJRSA continuing to review plans and FOG requirements. It was agreed that the permitting process will be worked out in the near future outside of this committee.
- Mr. Eleazer asked how should a customer be charged for an upsize in water meter size: Should their existing meter size fee be grandfathered, and the customer only charged for the difference in cost? Mr. Faires said yes, they would pay the difference between the size meter they had and the new meter.
- Mr. Eleazer asked how often should this policy be revisited? Mr. Parris suggested every two (2) years. Mr. Faires suggested it be part of the budget process every year; however, Mr. Eleazer said he may not be able to do that due to timeframe constraints with the data he would have to collect.
- It was decided that there would be two (2) separate motions: one to handle the way the fee is calculated, and a second on the fee.
- Mr. Eleazer will write up a draft policy and email it out to the board for consideration at the April meeting.

Mr. Parris made a motion, seconded by Mr. Faires, to recommend to the board to approve changing the current structure of how impact fees are calculated to fees based on meter size as presented in the proposed changes handout. The motion carried.

- Mr. Ramey expressed concern about the rising building material costs and felt it would negatively impact development if the impact fee should rise to the 100% level as shown in the handout all at once.

Mr. Faires made a motion, seconded by Mr. Parris, to recommend to the board to change impact fee costs to the 50% rate as shown on the proposed changes handout for Fiscal Year 2022 and up to the 100% rate for Fiscal Year 2023. The motion carried.

2. **Determine Date for Next Committee Meeting** – The Committee decided it was not necessary to meet again.

C) **Policy and Action Items to Recommend to the Board** – None.

D) **Upcoming Meetings:**

1. **Board of Commissioners Meeting** – Monday, April 5, 2021 at 4:00 p.m.

E) **Adjourn** – The meeting adjourned at 3:55 p.m.

Notification of the meeting was distributed on March 5, 2021 to *Upstate Today*, *Anderson Independent-Mail*, *Westminster News*, *Keowee Courier*, WGOG Radio, WSNW Radio, City of Seneca Council, City of Walhalla Council, City of Westminster Council, Oconee County Council, SC DHEC, www.ojrsa.org, and posted at the OJRSA Administration Building.



Ad-hoc Impact Fee Program Review Committee

March 24, 2021 at 3:30 p.m.

OJRSA Board Room

Meeting attendees are required to wear face coverings that meet [CDC](#) and [DHEC](#) guidelines.

Agenda

- A) **Call to Order** – Brian Ramey, Committee Chair
- B) **Presentation and Discussion Items** – None
 - 1. Continue discussion from previous meeting regarding the agency's impact fee program and policy – Chris Eleazer, Director
 - 2. Determine date for next committee meeting – Chris Eleazer, Director
- C) **Policy and Action Items to Recommend to the Board**
 - 1. None
- D) **Upcoming Meetings** *All meetings to be held in the OJRSA Board Room unless noted otherwise.*
 - 1. Board of Commissioners – April 5, 2021 at 4:00 p.m.
- E) **Adjourn**

Proposed Changes to Impact Fee Program

January 28, 2021

The Oconee Joint Regional Sewer Authority (OJRSA) Ad-hoc Impact Fee Program Review Committee tasked the Executive Director with determining how two methods of calculating fees using water meter sizes would be if implemented in stages. The first assessment considered installing the fees over a two-year period by applying 50% of the total fee in Fiscal Year (“FY”) 2022 and the remaining 50% of the fee in FY 2023. The second evaluated an implementation of the fees at 100% in FY 2022.

~~INTERGOVERNMENTAL AGREEMENT REQUIREMENTS FOR IMPACT FEES~~

~~Since the Committee meeting on December 8, 2020, the Executive Director identified in the Intergovernmental Agreement (“Agreement”) executed by the OJRSA and the municipalities of Seneca, Walhalla, Westminster, and West Union, Oconee County, and the Oconee Joint Regional Sewer Authority on November 18, 2008 requires the OJRSA to charge impact fees “in accordance with Oconee County Ordinance 89-6 which references DHEC contributory guidelines” (SCDHEC Regulation 61-67 Appendix A). It will require the Agreement to be revised by all parties to allow the OJRSA to charge impact fees based on water meter size. Based on this finding, below are two means of calculating impact fees using both the DHEC Contributory Guidelines and water meter size.~~

No longer applicable per
Larry Brandt

METHOD 1: USING DHEC CONTRIBUTORY GUIDELINES

The is the method the OJRSA currently uses. It assigns a minimum value of 1 Equivalent Residential Unit (“ERU”) for 300 gallons per day (“GPD”) of flow generated by a facility. There can be fractions of an ERU but a location can never have less than 1 ERU. Impact fees are often complicated to calculate for complex facilities, like a hotel that has a bar, restaurant, hotel rooms, gym, pool, and laundry facilities, all of which have different wastewater contributory volumes.

The OJRSA consulting firm that was tasked with developing a recommendation, Gillespie Engineering of Greenville, South Carolina, determined the value of 1 ERU is equal to \$1,700 (Technical Memorandum May 19, 2020).

ERU	Current GPD/ERU	50% FY 2022	100% FY 2022 ¹
1	300	\$850	\$1,700

METHOD 2: USING WATER METER SIZE

The Committee and OJRSA Staff agreed that it would be much simpler to calculate impact fees based on water meter size. The May 19, 2019 Technical Memorandum from Gillespie Engineering identified the fees indicated below.

Meter Type	Meter Size (inch)	ADF (GPD)	50% FY 2022	100% FY 2022 ¹
Residential	5/8 or 3/4	150	\$850	\$1,700
	1	365	\$2,050	\$4,100
Commercial/Industrial	5/8 or 3/4	225	\$1,250	\$2,500
	1	625	\$3,500	\$7,000
	1 1/2	1,630	\$9,150	\$18,300
	2	3,305	\$18,600	\$37,200
	3	9,815	\$55,200	\$110,400
	4	12,340	\$69,400	\$138,800

¹ Or FY 2023 if 50% implementation is applied during FY 2022.

	6	23,630	\$132,900	\$265,800
	8	37,100	\$208,850	\$417,700

REVISITING FEES

Gillespie Engineering costs associated with adding capacity at an “average wastewater treatment plant” of \$9 per GPD and \$2.25 per GPD for the collection system (25% of the treatment construction costs) based on a Goodwyn, Mills & Cawood “rule of thumb” provided by Tyler Morgan to SL&W and OJRSA staff in 2018.²

It is recommended that the OJRSA revisit impact fees, as well as all other fees, no less frequent than November or December of every odd-numbered calendar year. This can be performed more frequently as necessary.

² This estimate provided by GMC is now three years old.



March 19, 2021

Mr. Andy Butcher
General Manager
Piedmont Municipal Power Agency
DELIVERED VIA EMAIL

Dear Mr. Butcher - Andy:

At the March 16, 2021 City Council Meeting, the Westminster City Council approved by attached Resolution Councilmember Danny Duncan as the Westminster Alternate Board Director. As you and I have discussed and as brought up by me for discussion to the PMPA Board at the March 18, 2021 Board Meeting during Board Member Discussion, Councilmember Duncan is a retiree of Blue Ridge Electric Cooperative.

Article III - Board of Directors - Section 1 - Power; Directors; Alternate Directors - of the Bylaws of the PMPA as amended through February 23, 2012 states, in part:

“However, to avoid any actual or potential conflict of interest, no person may be appointed or serve as a Director or Alternate Director who is an employee, director, or retiree of an electric supplier or electric system, including, but not limited to, an investor-owned utility, an electric cooperative, or other public or private entity engaged in the business of generation, transmission or distribution of electric power and energy.”

At the request of the Westminster City Council and to align with their actions to appoint Councilmember Duncan as an Alternate Director, I request the following amendment of the PMPA Board of Directors to its Bylaws at its April 22, 2021 Board Meeting:

“However, to avoid any actual or potential conflict of interest, no person may be appointed or serve as a Director or Alternate Director who is an employee, ~~or~~ director, ~~or~~ retiree of an electric supplier or electric system, including, but not limited to, an investor-owned utility, an electric cooperative, or other public or private entity engaged in the business of generation, transmission or distribution of electric power and energy.”

I am amenable to other text amendments you may suggest that achieve the same end.

Sincerely,

Kevin Bronson, City Administrator
PMPA Director