



ADMINISTRATOR'S REPORT

Kevin Bronson

OFFICE OF THE CITY ADMINISTRATOR
WESTMINSTER, SOUTH CAROLINA

May 27, 2022

GENERAL INFORMATION

UPDATE: Hall Street 6" Water Main Replacement

This week, Notice to Proceed was issued to Arrowood General Contracting, Inc. to commence work on June 1, 2022 with Substantial Completion by July 31, 2022 and final payment for August 15, 2022. **As of May 17, 2022 the contractor has requested an additional 30 days to start construction. Making the start date July 1, 2022 with Substantial Completion by September 29, 2022 and final payment October 14, 2022.**

This project will replace 3,005 linear feet of 6" water line on Hall Street. The project cost is \$356,070 and paid from the Capital Projects Fund.

UPDATE: Sidewalk Revitalization - C-Fund project

This week, Notice to Proceed was issued to HDH Construction Group, LLC of Seneca to commence work on June 1, 2022 with Substantial Completion on October 29, 2022 and the final payment for November 13, 2022. **As of May 17, 2022 the contractor has requested an additional 30 days to start construction. Making the start date July 1, 2022 with Substantial Completion by November 28, 2022 and final payment December 13, 2022.**

This project utilizes Oconee County C-Funds to revitalize various sidewalk segments throughout the city. The Oconee County C-Fund Committee graciously funded the project. The project cost is \$378,897.50.

Code Enforcement Report

The Code Enforcement Report is attached.

Keep Public Comment Periods Calm

The Municipal Association of South Carolina (MASC) recently published an article in its Uptown publication to give practical guidance for public comment periods at City Council meetings. Below is the first portion of the article. For the full article, go to: <https://www.masc.sc/Pages/newsroom/uptown/March%202022/Keep-Public-Comment-Periods-Calm.aspx>

Public comment sessions during city council meetings can be a useful way for residents to engage with their local government and elected leaders. But public comment can also easily become a source of conflict.

Those who participate in public comment sessions can run on too long, behave abusively or disrupt the business meetings of the council. Sometimes, councilmembers might respond angrily, or handle public comments in an inconsistent way, further eroding the civility of local government work.

Those who establish public comment sessions need to plan and conduct them carefully. Established rules of procedure should limit the time allowed, the conduct or the number of speakers. Some municipalities require speakers to sign up by a deadline set before the meeting.

Rural Infrastructure Authority (RIA) Grant Application for Dr. Johns Road

This week, the RIA notified the City it was not approved for the water system improvement grant submitted for a portion of Dr. Johns Road. Staff has scheduled a debriefing with the RIA staff. The next funding cycle for RIA grants is this fall.

Cost of the threatened lawsuit from the City of Seneca regarding OJRSA Board Representation

To date, legal bills to prepare for threaten litigation from the City of Seneca against the Cities of Westminster and Walhalla and the OJRSA total \$19,502.05. The City of Seneca is seeking to add to its Board Representation an additional seat, through litigation. Westminster, Walhalla and ORSA attorneys have opined the OJRSA Board Representation is as the Intergovernmental Agreements dictate. Mediation between the parties was Friday, May 27, 2022.

City of Westminster Water Treatment Plant

The South Carolina Department of Health and Environmental Control (SCDHEC) conducts annual reviews of the City's water treatment plant and water distribution lines – the review is entitled a "Sanitary Survey." The sanitary survey "provides an on-site review of the water sources, facilities, equipment, operation and maintenance of a water system for the purpose of evaluating its ability to produce and distribute safe drinking water," according to the 2022 Sanitary Survey Report.

This year as last year, which was the first in recent memory, the City received a "Satisfactory," report. This is the highest rank given.

Attached is the notification letter from the report along with the reviewer's checklist. The report concluded with the following.

The overall rating of the City of Westminster's public water system is Satisfactory. These ratings have been based mainly upon the condition of the water treatment plant and distribution system, plans for future upgrades and maintenance, and the hard work of the City of Westminster and the water treatment plant's staff. The Department commends the City on its commitment to improving its facilities and procedures.

The Department would like to thank each of the City of Westminster personnel who participated in this sanitary survey. Without their participation and experience, a proper inspection of the City of Westminster's water treatment plant and distribution system would not have been possible. As all individual items were rated satisfactory, a written response is not required. The Department looks forward to future surveys.

Westminster Planning Commission

No activity to report.

OJRSA

Nothing new to report.

PMPA

This week, city staff met with PMPA staff and Co-Chairs of the Supplemental Power Supply Committee (made up if PMPA Board members). The primary points of discussion centered about the components of the existing supplemental contract and Westminster's electric needs in the coming years. The current supplemental power contract expires December 31, 2028.

PLEASE MARK YOUR CALENDARS

May 30, 2022 – City Holiday - Memorial Day

June 2, 2022 4:00-5:00 pm City Council Workshop at the Depot

4:00-5:00 pm PMPA (Piedmont Municipal Power Agency) –PMPA General Manager Andy Butcher

June 6, 2022 at 4:00 pm OJRSA Board Meeting at OJRSA

June 8, 2022 4:00-6:00 pm City Council Workshop at the Depot

4:00-5:00 pm Water System CIP (Capital Improvement Plan) - water system engineer Troy Rosier

5:00-6:00 pm Electric System upgrades – presented by electrical engineering consultant Richard Tucker

June 16, 2022 - at 6:00 pm City Council Meeting at the Westminster Fire Department (reschedule from June 14, 2022)

June 20, 2022 at 4:00 pm OJRSA Finance & Administration Committee at OJRSA

June 22, 2022 at 4:00 pm OJRSA Operations & Planning Committee at OJRSA

June 23, 2022 at 10:00 am PMPA Board Meeting at PMPA

Special Events Calendar (events scheduled for downtown)

June 3, 2022 – 5:00 – 10:00 pm - First Friday Music in the Park – Retreat Street Park*

July 1, 2022 – 5:00 – 10:00 pm - First Friday Music in the Park - Retreat Street Park*

August 5, 2022 – 5:00 – 10:00 pm - First Friday Music in the Park - Retreat Street Park*

September 2, 2022 – 5:00 – 10:00 pm - First Friday Music in the Park - Retreat Street Park*

October 7, 2022 – 5:00 – 10:00 pm - First Friday Music in the Park - Retreat Street Park*

*First Friday Music in the Park - Retreat Street Park | organizer: Reggie Dion, The Upper District

City of Westminster Code Enforcement



Address	Owner Name/Address	Violation	Ordinance	Date Notified	Notification Procedure	Due Date	Done/Overdue?	Notes
200 N. Hampton St	Melissa Heaton	Trash/Junk in yard	City Code 151.101	Sent 4/5/22	Reg. mail	5/15/2022		Some progress, needs to remove motorcycle and wood pallets. In progress. He will be removing old double wide and putting in new one.
1118 E. Main St	Yousef Mefleh	Trash/Junk in yard	151.101	Sent 4/5/22	Reg. mail	5/15/2022		
406 S. Bibb St	Margie Burton	Trash/Junk front porch	151.101	Sent 4/5/22	Reg. mail	5/15/2022		Completed.
409 S. Pew St	Frank Certain	Trash/Junk in yard	151.101	Sent 4/5/22	Reg. mail	5/15/2022		No improvement. Will start next step.
302 N. Bibb St		Trash/Junk in yard	151.101	Sent 4/5/22	Reg. mail	5/15/2022		Should be 202, will send new letter to correct address
1005 E. North Ave	Leslie Stegall	Vacant/overgrowth	IMPC 302.4	Sent 4/5/22	Reg. mail	5/15/2022		No Change
D St/Dorn St Warehouse	Russ Sloan	Junk vehicles	151.101	Sent 4/5/22	Reg. mail	6/15/2022		No Change. Has put up No Trespassing signs.
305 Lakeside Dr	Cody Grant	Trash/Junk in yard	151.101	Sent 4/22/22	Cert. mail	5/15/2022		Some improvement
340 Hall Rd (Apartments)	Jeffrey Vistad	Overgrowth	IMPC 302.4	Sent 4/5/22	Reg. mail	5/15/2022		More improvement, needs old vehicle removed
106 Jenkins St	Long Creek Investments	Grass	IMPC 302.4	Sent 4/5/22	Reg. mail	5/15/2022		Grass has been cut, still looks good
405 Gaston Cir	Scherri Bolt	Vacant/overgrowth	IMPC 302.4	Sent 4/5/22	Reg. mail	5/15/2022		Still looks good.
505 S. Bibb St	Jarrold Brucke	Vacant/overgrowth	IMPC 302.4	Sent 4/5/22	Reg. mail	5/15/2022		Completed
210 Walhalla St	Mariann Holder	Trash/Junk in yard and porch	151.101	Sent 4/5/22	Reg. mail	5/15/2022		Completed
304 Mountain View St.	Emmanuel Trifillis	Vacant/overgrowth	IMPC 302.4	Sent 4/5/22	Reg. mail	5/15/2022		Some work done, still needs bushes cut back
315 W. King St.	Nine Lives LLC	No Light In stairwell	IPMC 402.2	Sent 4/5/22	Reg. mail	5/15/2022		Completed
500 E. Main St. Green House	Mary Perrett	Overgrown/Structure	IPMC 108.1	3/26/2022	Reg. mail	6/25/2022		Clean up of property completed
101 Riley St.	Tim Burton	Condemned Trailers	IPMC 108.1	4/5/2022	Reg. mail	Open		In contact with owner, working on paperwork
603 Highland Ave.	Myrtle Lyons/James Yonce	Roof needs repair	IPMC 304.1.1(8)	4/13/2022	Reg. mail			Contacted owner. He let it go for taxes.
225 Bryson St.	Bronson and Sonia Lynn	Tall Grass	IPMC 302.4	4/22/2022	Cert. mail	5/6/2022		Completed
216 Retreat St.	Stephen and Jordan Butts	Tall Grass/Junk in yard	IPMC 302.4/151.101	4/22/2022	Cert. mail	5/6/2022		Completed
210 and 208 B St.	Amy Lerado	Tall Grass/Junk in yard	IPMC 302.4	4/22/2022	Cert. mail	5/6/2022		Completed
205 Pruitt Dr.	Dovie Patterson	Vehicle and Junk	93.25/93.41	11/6/2021	Reg. mail	11/20/2021		Completed
205 Walhalla St.	Billy Wallace	Trash in yard	93.25	1/22/2022	Reg. mail	2/21/2022		Has cleaned up and removed trailer.
208-210 E. Main St.	Fred Bland	Roof needs repair	IPMC 304.1.1(8)	11/6/2021	Reg. mail	1/6/2022		Roof has been replaced
107 James St								Completed
610 Highland Ave.	Shelley Terrell	Overgrown and trash	IPMC 302.4	4/13/2022	Cert. mail	05/15/2022%		Cert. letter returned UNCLAIMED



BUREAU OF WATER

May 26, 2022

City of Westminster
Attn.: Mr. Kevin Bronson
City Administrator
Post Office Box 399
Westminster South Carolina 29693

Re: Sanitary Survey Report--City of Westminster
Public Water System # 3710003
Oconee County, SC

Dear Mr. Bronson:

On May 19, 2022, a sanitary survey of the City of Westminster's public water system was conducted by South Carolina Department of Health and Environmental Control personnel. The intent of a sanitary survey is to evaluate a public water system's ability to provide a continuous supply of safe drinking water to its customers.

The enclosed sanitary survey report consists of a system description, a list of any deficiencies that were noted during the survey and general comments or recommendations concerning the water system and its operation. This report should be promptly reviewed by persons responsible for the operation and maintenance of the water system. The overall rating of the water system is **Satisfactory (S)**. As all items were deemed satisfactory, **a written response is not required.**

In addition, please review the system description and note any errors and/or omissions. If you have any questions or comments concerning this report, please contact me at (803) 898-4202.

A handwritten signature in black ink, appearing to read "Duncan Wright", is written over a light blue horizontal line.

Duncan Wright
Environmental Engineering Associate
Drinking Water Compliance and Water Supply Permitting Section
Drinking Water Protection Division

cc: Diana Denny, City of Westminster
Leigh Baker, City of Westminster
Amy Towe, Anderson EA Office
Richard Welch, P.E., Drinking Water Protection Division

Site name: WESTMINSTER CITY OF

System number: 3710003

Last Survey: 3/24/21

Survey Date: 5/19/22

SOURCE:

- 1. Quantity S
- 2. Protection from Contam. S
- 3. Security S
- 4. Raw Water Pumping S
- 5. Raw Water Line S

WATER TREATMENT:

- 6. Flash mix. S
- 7. Flocculation S
- 8. Sedimentation/Clarification . . . S
- 9. Filtration. S
- 10. Equipment O & M. S
- 11. Chemical Storage. S
- 12. Chemical Feed Rooms. S
- 13. Chemical Inject Pt/Sampling . . . S

DISTRIBUTION:

- 14. Quality. S
- 15. Finished Water Pump Cap. . . . S
- 16. Adequate Pressure. S
- 17. Fire Flow. S
- 18. Cross Conn. Control. S
- 19. Valve/Hydrant Maintenance . . . S
- 20. Flushing Program. S
- 21. Leak Detection and Repair. . . S
- 22. System Map. S
- 23. Sample Siting Plan. S
- 24. Disinfectant Residual. S

STORAGE:

- 25. Capacity. S
- 26. Sanitary Protection. S
- 27. Security S
- 28. Bypass/Drain/Sample Tap. . . S
- 29. Maintenance. S

GENERAL O & M:

- 30. Plant Security. S
- 31. Facility Maintenance. S
- 32. Supplies/Spare Parts/Invent. . S
- 33. Waste Disposal. S
- 34. Procedures Manual. S

OPERATIONAL CONTROL:

- 35. Certified Operator. S
- 36. Testing Equipment. S
- 37. Monitor/Reporting/Records. . . S

EMERGENCY OPERATION:

- 38. Stand-by Power. S
- 39. Emergency Plan. S

MISCELLANEOUS:

- A. CCR (Y/N). Y
- B. RMP (Y/N). Y
- C. SWPP (Y/N). Y
- D. AWOP (Y/N). N
- E. Disinfection Profile Req? . . . N
Profile Completed? . . .
- F. Drought Response Plan* . . . Y

G. Plant Group (I - VII) IV

- H. Operator Grade
 - A. 2
 - B. 1
 - C. 1
 - D.
 - T.

I. Dist. Group (I - V) III

- J. Distribution Operator Grade
 - A.
 - B.
 - C. 1
 - D.
 - T. 2
 - G.

- K. Field Tests
 - Chlorine.
 - pH.
 - psi.
 - Other.

L. Type Inspection. SW Routine

M. Is system presently under order? N
If Yes, is system complying w/order?

N. Follow up scheduled? N
Date scheduled.

O. Overall Rating. **S**

*Applicable for part 1 and 2 systems only