



Chester Metropolitan District
Regular Commission Meeting
February 20, 2018

The Chester Metropolitan District's Regular Commission meeting was held at 6:00 pm on Tuesday, February 20, 2018 at the Wagon Wheel Restaurant, 5724 Lancaster Highway, Fort Lawn, SC. Members attending were: Earl Thrailkill, Chairman; Jean H. Nichols, Secretary; Sharon Peterson; Michael Brunson; Raymond Douglas; and George Wilmore. Others in attendance were Fred Castles, Executive Director; Susan Roddey, Executive Assistant; Andy Litten, District Engineer; Bill Marion, Attorney; and Tommy McMinn of Richburg.

Secretary Jean Nichols called the meeting to order.

Commissioners stood for the Pledge of Allegiance, then Mr. Castles offered a short invocation for those interested in participating.

Minutes:

Secretary Nichols asked for corrections or additions to the minutes. The minutes of the January 10, 2018 meeting were approved. Motion to approve was made by Raymond Douglas, Seconded by Sharon Peterson, and unanimously approved.

Old Business:

- Filter Plant Report-*** Mr. Castles read the report for January. A copy of the report is attached to the minutes.
- Engineer's Report-*** Andy Litten read the report for January. A copy of the report is attached to the minutes.
- DMAG Report-*** Andy Litten read the report for January. A copy of the report is attached to the minutes.
- Capital Recovery-*** Mr. Castles stated a draft of the next article is ready for submission. After another review, it will go to Brian Garner and should run in the paper before the next meeting.

New Business:

- Director's Update-*** Mr. Castles reported the following:
- CMD Staff met with Raftelis to kick off the rate study project. We should have a draft of the proposed rate changes in March, to be effective July 1.
 - The updated proposal for the CMD building renovation is approximately \$1,000,000. There is money earmarked for this in the Bond, and construction should start later this year.

Tap Maintenance Policy- Mr. Castles stated that in response to the customer complaint taken by Commissioner Douglas, CMD Staff reviewed the current Water Tap policy.

Andy Litten presented an updated Tap Maintenance Policy. After reviewing current procedures and the old policies, CMD Staff discovered that the old policy of requiring customers to pay an additional tap fee on a long-term vacant property with a collapsed tap is unfair. The new policy states that CMD will no longer charge customers to re-tap an existing service.

Motion to approve the revised employee appraisal policy was made by Sharon Peterson, Seconded by Raymond Douglas, and unanimously approved.

Reports:

Director's Report- Mr. Castles read the Director's Report for January. A copy of this report is attached to the minutes.

Hydrant Report- Mr. Castles read the Hydrant Report for January. A copy of this report is attached to the minutes.

Financial Report- Mr. Castles read the Financial Report for January. A copy of this report is attached to the minutes.

With there being no further business to discuss, the meeting was adjourned. Motion to adjourn was made by Sharon Peterson, Seconded by George Wilmore, and unanimously approved.

Approved:

Respectfully Submitted:

Date: March 14, 2018

By: Susan H. Roddey

Chester Metropolitan District

Agenda

February 20, 2018

6:00 PM

- I. Call Meeting to Order
- II. Approval of Last Meeting Minutes
- III. Old Business
 - A. Filter Plant - Fred Castles
 - B. Engineer's Report - Andy Litten
 - C. DMAG Report - Andy Litten
 - D. Capital Recovery - Fred Castles
- IV. New Business
 - A. Director's Update - Fred Castles
 - B. Tap Maintenance Policy
- V. Reports
 - A. Director's Report - Fred Castles
 - B. Hydrant Report - Fred Castles
 - C. Financial Report - Becky Moon
- VI. Adjourn

Chester Metropolitan District

Hydrant Report

February 20, 2018

<u>0</u>	New Placement
<u>0</u>	Hydrants Replaced
<u>0</u>	Hydrants Repaired
<u>0</u>	Hydrants Removed

<u>\$0</u>	\$ Spent on Hydrant Work
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<u>5502</u>	Total Hydrants Worked to Date
<u>\$ 1,191,337</u>	Total Cost to Date
<u>- 0 -</u>	Local Match
<u>- 0 -</u>	Contract Services
<u>\$ 1,191,337</u>	Total Cost



Chester Metropolitan District
Cash Balances
Per Month End Bank Statements

January 31, 2018

CMD Merchant Account	\$826,113
CMD Gross Revenue GF	651,109
CMD Gross Revenue Chester	568,553
CMD Debit Card	6,508
CMD CPF	793,393
CMD Bond Funds	1,482,111
	<u>\$4,327,787</u>
SC Local Govt Investment Pool	\$1,324,835
Wells Fargo Drafts	1,541,017
MBS Securities	204,500
	<u>\$3,070,352</u>
US Bank (for debt payment)	<u>\$257,593</u>
Grand Total	<u><u>\$7,655,732.38</u></u>

Chester Metropolitan District

Budget to Actual Comparison

January 31, 2018

unaudited

	Month Ended January 31, 2018	Year-to-Date Income Statement	Annual Budget for Fiscal Year Ended June 30, 2018	Budget to Actual Variance Fav/(Unf)
OPERATING REVENUE				
Res. & Com. Water Service	\$272,821	\$1,597,129	\$2,854,024	(\$1,256,895)
Industrial Meter Water Service	117,179	1,116,728	2,277,051	(1,160,323)
Residual Management Fees	48,508	374,764	714,666	(339,902)
Penalties	6,282	41,944	48,000	(6,056)
Taps/Exts./Inst. Fees	4,214	25,658	23,000	2,658
Billing/Collection/Admin Fees	18,625	128,547	320,296	(191,749)
Miscellaneous	28,096	180,836	200,526	(19,690)
TOTAL OPERATING REVENUE	\$495,725	\$3,465,606	\$6,437,563	\$ (2,971,957)
OPERATING EXPENSES				
Admin & General Exp	\$86,837	\$575,891	\$1,324,237	\$748,346
Filter Plant	155,382	818,316	1,399,474	581,158
Sludge Operations	22,100	105,941	218,289	112,348
Distribution - Chester	91,879	529,921	902,666	372,745
Distribution - Great Falls	19,676	91,062	224,571	133,509
Distribution - Hydrant	-	1,527	15,200	13,673
Meter Dept.	20,423	138,601	295,088	156,487
Engineering	17,006	120,314	266,583	146,269
MIS	11,372	155,736	156,085	349
Human Resources	61,307	264,195	283,941	19,746
TOTAL OPERATING EXPENSES	\$485,982	\$2,801,504	\$5,086,134	\$2,284,630
OPERATING INCOME	\$9,743	\$664,102		
NON-OPERATING EXPENSES				
Admin & General Exp	\$0	\$47	\$0	(\$47)
Filter Plant	7,790	9,617	141,870	132,253
Sludge Operations	-	-	-	-
Distribution	-	5,926	108,700	102,774
Meter Dept.	0	-	-	-
Engineering	0	-	-	-
MIS	42,682	72,376	106,271	33,895
Depreciation	-	-	327,072	327,072
Capital Projects Fee	-	117	147,063	146,946
Debt Service	104,112	104,113	578,225	474,112
Special Revenue (Bond proceeds)	184,217	377,799		
TOTAL NON-OPERATING EXPENSES	\$338,801	\$569,995	\$1,409,201	\$1,217,005
NON-OPERATING REVENUE				
Interest Income	\$1,955	\$10,355	\$0	\$ 10,355
Unrealized Gain / (Loss)	1,212	4,174	-	4,174
Appropriation of Debt Service Reserve		-	57,772	(57,772)
TOTAL NON-OPERATING REVENUE	\$3,167	\$14,529	\$57,772	\$ (43,243)
INCREASE IN NET POSITION	-\$325,891	\$108,636	\$0	

Chester Metropolitan District

Agenda

February 20, 2018

6:00 PM

- I. Call Meeting to Order
- II. Approval of Last Meeting Minutes *- Douglas, Peterson*
- III. Old Business
 - A. Filter Plant *read* - Fred Castles
 - B. Engineer's Report - Andy Litten
 - C. DMAG Report - Andy Litten
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- IV. New Business
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CHESTER METROPOLITAN DISTRICT FILTRATION PLANT Monthly Report

January 2018

- Completed all reports.
- All Emergency generators were ran by Dell Hughes. The emergency diesel engines were also ran and were reported as operating fine.
- Collected 28 Distribution Samples and analyzed for the presences of Coliform Bacteria. All samples were within acceptable range.
- We are currently discharging a Total Chlorine Residual of 2.70 ppm and maintaining an average level throughout the distribution system this month at 1.43 mg/l.
- CWR crew brought the jet truck down and unstopped the West basin drain line.
- Partially drained the West basin to remove a broken flocculator chain. Replaced the flocculator chain and refilled the basin.
- Removed the piston oiler on the Plate and Frame pressure washer system. Cleared and removed obstruction in the oiler and re-installed unit.
- Found loose pipe hanger near the Plate and Frame press. Tightened and checked the rest of the hangers
- Cleaned caustic transfer pump and area. Repaired leaking valve gasket on discharge side of pump.
- Repaired drain on water fountain in the front lobby. Patched hole in the wall around the drain line.
- Stream and Current monitor sample pump motor started squealing. Removed motor, disassembled packed bearings and re-oiled felt.
- Fabricated a grinder mount/stand. Ordered new eye guards and fabricated new guard mounts.
- Replaced the belt and greased the motor on boiler fan servicing heat to the main building.

CMD Engineering Department's Engineering Project Progress Report January 2018

Development Project Reviews

Sam Donald Mobile Home Park: All testing passed. Waiting on SCDHEC Permit to Operate to activate the lines.

Dollar General – Chester: The project is currently under construction.

Holiday Inn Express – Richburg: Plans reviewed and we had a meeting with the Owner and Engineers. We're still working on their demands and usage to verify hydraulic calculations and proposed line sizes.

Sleep Inn – Richburg: We've reviewed the plans a third time but have not verified the hydraulic calculations. Still waiting on calculations to approve the plans.

Fort Lawn Community Center Fire Line: They are finishing up punch list items.

Rocky River Sewer Improvements: The Contractor has started construction on the project. We held a meeting on-site with the Sewer District and Contractor to express our concerns and let them know our expectations when working near our facilities.

Roseburg: The Owner's Engineer is working on the plans for the water line. We have not received plans for review yet.

LGI Subdivision – Richburg: We are still in conversations with the Engineer. We have not reviewed any plans yet.

Cross-Connection Control Program

We're actively notifying customers, as we find them, of the need to make repairs to get into compliance with the DHEC State Drinking Water Regulations.

Lime Tank Installation at the Filter Plant

A Contractor and Third-Party Inspector has been chosen to construct the slab. Work on the slab is projected to start the week of March 6th.

In-House Projects

Lawnsdale Project materials were delivered the week of February 12th. The project is anticipated to begin the week of February 26th.

GIS Mapping

We're reviewing maps and what has been located to ensure the GIS is up to date. All the paper maps have been scanned and the maps will be delivered back to us the week of February 19th.

Water Meter Replacement Project

The project is complete and the Contractor has left as of February 20th. We will now begin cleanup of abandoned meters.

New Administration Building

We have preliminary plans for the renovation of the existing building and the new maintenance building. We are prepared to begin the next phase of the design with the Board of Commissioners' approval.

Catawba – Wateree Drought Management Advisory Group (DMAG) Report

The Catawba-Wateree River Basin is in Stage 0 as of November 1, 2017.

- NOAA is forecasting above normal temperatures and below normal precipitation for the Spring.
- Duke Energy Internal Meteorologist is suggesting the same as NOAA with above normal temperatures and below normal precipitation through the spring.

Chester Metropolitan District

Director's Report

FY 2017-2018

	January 2018	TOTAL L 12 MOS	AVERAGE L 12 MOS
DISTRIBUTION NUMBER:			
Taps	2	21	1.8
Leaks	47	310	25.8
DISTRIBUTION MANHOURS:			
Taps	24.0	486	40.5
Leaks	237.5	2,004	167.0
Equipment	0.0	-	-
Shop	149.0	3,843	320.3
Dist. System	858.5	11,367	947.2
Asphalt	0.0	451	37.6
Meters	88.5	1,500	125.0
Filter Plant	0.0	111	9.2
Hydrants	0.0	308	25.7
Construction Projects	0.0	532	44.3
Main Break	601.2	1,611	134.3
Total Manhours	1,958.7	22,211	1,850.9
Overtime Hours	351.3	2,627	218.9
METER CALLS:			
Ons	58	928	77.3
Offs	90	852	71.0
Checks	146	1,863	155.3
Total Calls	294	3,643	303.6
Overtime Hours	46.5	309.0	25.8
BILLING INFORMATION:			
Non-Leak Adjustments:	8	83	6.9
Leak Adjustments	59	546	45.5
\$\$\$ Adjusted	\$ 3,432.15	\$ 29,398.54	\$ 2,449.88
Bills Mailed	6,143	68,879.0	5,739.9
Thousand Gallons Billed	69,008.6	768,947.4	64,079.0
Thousand Gallons Pumped	122,519.0	1,207,319.0	100,609.9
% Accounted For	56.3%		63.9%
Other Gallons Accounted For	5,892.4	43,796.0	3,649.7
Adjusted % Accounted For	61.1%		67.5%

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