



## **Chester Metropolitan District**

Regular Commission Meeting

March 14, 2018

The Chester Metropolitan District's Regular Commission meeting was held at 6:00 pm on Wednesday, March 14, 2018 at the CMD Water Filtration Plant, 6144 Lancaster Highway, Fort Lawn, SC. Members attending were: Earl Thrailkill, Chairman; Jean H. Nichols, Secretary; Sharon Peterson; Michael Brunson; Raymond Douglas; James Simpson; and George Wilmore. Others in attendance were Fred Castles, Executive Director; Susan Roddey, Executive Assistant; Andy Litten, District Engineer; Tiffany Ford, Customer Service Representative; David Sloan, WTP Superintendent; Arthur Gaston, Attorney; and Tommy McMinn of Richburg.

**Chairman Earl Thrailkill called the meeting to order.**

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

### **Minutes:**

Chairman Thrailkill asked for corrections or additions to the minutes. The minutes of the February 20, 2018 meeting were approved. Motion to approve was made by Jean Nichols, Seconded by Sharon Peterson, and unanimously approved.

### **Old Business:**

***Filter Plant Report-*** Mr. Castles read the report for February. A copy of the report is attached to the minutes.

***Engineer's Report-*** Andy Litten read the report for February. A copy of the report is attached to the minutes.

Mr. Simpson asked about the status of the new meters. Mr. Castles explained that the contractor has completed the installation, and Clay is working with Ferguson's Data department on the cleanup and import into the billing system.

***DMAG Report-*** Andy Litten read the report for February. A copy of the report is attached to the minutes.

***Capital Recovery-*** Mr. Castles stated a draft fee schedule is included in the packets. The next article has been submitted to Raftelis and will soon be ready for submission. Whatever comments the Board and Raftelis make will be included to take the project to Public Hearing

That is multiplied by \$1.99. The fees go into a restricted account designated for expanding capacity. Brunson – is this something we've never had before? No, this is new.

Comments or concerns, please call to discuss. The board for over the last year has wanted to get ahead of the growth And have these in place. We can be ready in the future for all of this new development coming to Chester.

Brunson – this is just for new buildings? This is for new any new tap going forward, including a new tap on a property with a current structure.

### **New Business:**

***Director's Update-*** Mr. Castles reported the following:

- There is a water loss/revenue was project going on as part of the DMAG – Phase II kicks off tomorrow with a webinar in the morning. At the end of the project, we will have a more detailed summary of where we could be losing water and revenue, and recommendations on how to close that gap. The project paid for by the WMG through the dues the members pay.
- The Capital Recovery Fee schedule has been presented to Raftelis for review and comment.
- The Lawndale water line project begins Monday with the installation of a new hydrant.

***ONLINE Utility Exchange-*** Mr. Castles stated that the Finance Department has been researching ways of streamlining our deposit process, and Clay Shannon and Tiffany Ford have attended to report their findings:

Tiffany explained that we currently collect deposits without any indication of how a customer will pay his or her bill, and that the current minimum deposit is not enough to cover a final bill. The arrears left behind after the deposit is applied is then sent to setoff debt, can take a year or longer to recover the money. Customers often question the reason for our deposits, and we do not have any rationale beyond our policy, which most people think is arbitrary.

Clay stated that the program will allow the District to receive a rating based on the customer's utility payment history, and will determine the amount of the deposit based on our deposit structure. It is an online service which will integrate with our new billing software, and participation is not mandatory for customers. However, any customer who refuses to participate will automatically be placed in the "high risk" category, and be required to pay the highest deposit. Existing customers would be exempt from the service. It would only apply to new service requests, or requests by former customers who no longer have a deposit in the system. It would not apply to service transfers.

Several of the local utilities already use this service, and the cost would be approximately \$196 a month to implement this. Tonight, the request is for CMD staff to have permission to move forward with exploring the service and the available options.

Motion to move forward with the ONLINE Utility Exchange was made by Jean Nichols, Seconded by Sharon Peterson, and unanimously approved.

### **Reports:**

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

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

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

At this time, Attorney Gaston stated that he will be moving his office to Richburg. The new address will be 224 North Main Street.

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

Approved:

Respectfully Submitted:

Date: April 11, 2018

By: Susan H. Roddey

# *Chester Metropolitan District*

## *Agenda*

*March 14, 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. ONLINE Utility Exchange
- V. Reports
  - A. Director's Report - Fred Castles
  - B. Hydrant Report - Fred Castles
  - C. Financial Report - Becky Moon
- VI. Adjourn

# **CHESTER METROPOLITAN DISTRICT**

## **WATER FILTRATION PLANT**

**February 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 1.38 mg/l.
- Replaced hand rail in boiler room and cleaned up the area.
- Replaced a section of 3" pipe in the Ammonia building.
- Replaced 3 bladders on the #3 Trac-Vac.
- Replaced the control thermometer on the Autoclave in the lab.
- Performed preventive maintenance on the Monyo pumps in the sludge building.
- Cato Plumbing certified all the backflow preventers in the plant. Installed 2 rebuild kits and ordered kit for one Watts 4" meter.
- Perkinson Co. representative came to the plant to evaluate an electric valve problem and offer a solution. Perkinson recommends having our instrumentation person and Perkinson on site together in order to determine the problem and correct it.
- Removed SCM pump/gear motor, cleaned bearings, greased and reinstalled. Replaced several screws, re-tapped screw holes and reinstalled discharge suction manifold.

# CHESTER METROPOLITAN DISTRICT FILTRATION PLANT

## MONTHLY REPORT

MONTH: February 2018

QUANTITIES (million gallons)		PREVIOUS YEAR	PRESENT YEAR
Raw Water		95.639	98.374
Finished Water		90.978	92.588
Peak Day	Raw	3.774	4.203
	Finished	3.331	3.962
Minimum Day	Raw	2.558	2.591
	Finished	2.409	2.857
Average Day	Raw	3.085	3.513
	Finished	2.935	3.307
Total Hours Operated		739.500	672.000
Monthly Load Factor (%)	(Avg. day Plant cap.)	0.990	99%

CHEMICAL COSTS	QTY USED (lb)	@COST PER lb.	TOTAL COST	UNIT COST (Per mil. gal)
	***	***		
Ferric Chloride	138284.04	0.30	\$41,485.21	421.709
Chlorine	4062.00	0.30	\$1,218.60	12.387
Flouride	200.00	0.48	\$96.00	0.976
Corrosion Inhibitor	1798.50	0.62	\$1,115.07	11.335
Caustic Soda	80009.68	0.36	\$28,803.48	292.796
NACLO2	6354.60	0.57	\$3,622.12	36.820
Polymer (press)	30.00	2.20	\$66.00	0.671
Polymer (plant)	0.00	2.00	\$0.00	0.000
AMMONIA	9.00	0.80	\$7.20	0.073
SUB-TOTAL CHEMICALS	230747.82	7.63	\$76,413.69	776.767

ELECTRICAL COSTS	KILOWATT HRS	TOTAL COST	UNIT COST (Per mil. gal)
Filtration Plant			0.000
Booster Station			0.000
SUB-TOTAL ELECTRICAL		\$0.00	0.000

GRAND TOTAL (Chemicals & Electrical)	\$76,413.69	776.767
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# **CMD Engineering Department's Engineering Project Progress Report March 2018**

## **Development Project Reviews**

**Sam Donald Mobile Home Park:** Tests have expired. Owner's Engineer is causing delays.

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

**Holiday Inn Express – Richburg:** Plans and calculations reviewed and resubmitted to Engineer.

**Sleep Inn – Richburg:** We've reviewed the plans a 4<sup>th</sup> time and submitted comments to the Engineer and Owner. Hydraulic calculations have still not been provided for approval.

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

**Rocky River Sewer Improvements:** The project is under construction. We are monitoring activities as they relate to our water lines.

**Roseburg:** We have the entrance road plans and have completed the review of that part but have not submitted comments yet. We still need hydraulic calculations and on-site plans for review and approval.

**LGI Subdivision – Richburg:** No change this month.

## **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**

The slab was constructed. We're waiting on the concrete to cure and for laboratory concrete strength tests so that we can have the lime tank installed.

## **In-House Projects**

The project is anticipated to begin the week of March 19<sup>th</sup>. Interruption of service notices were delivered March 14<sup>th</sup>.

## **GIS Mapping**

We're reviewing maps and what has been located to ensure the GIS is up to date.

## **Water Meter Replacement Project**

We are checking and replacing missed meters or meters that were not completed by the Contactor.

## **New Administration Building**

We have preliminary plans for the renovation of the existing building and the new maintenance building. We are working with Architect to get them all necessary information to start the construction plans.

## **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.

## **ONLINE Utility Exchange**

### Customer Credit Checking Access

**With the ONLINE Utility Exchange we will be able to:**

- > Prevent Fraud by identifying the misuse of Social Security Numbers.

The SSN Verification section is designed to identify fraud and potential identity theft at the point of application. The following SSN verification messages are returned with applicable reports based on what identification information applicants submit with their application:

- Good match
- Match to another name, i.e. maiden name
- Deceased
- Name not associated with a SSN

- > Collect a Deposit that accurately reflects our risk associated with the Applicant.

The ONLINE Utility Exchange report displays a deposit decision which allows us to set more equitable customer deposit amounts.

- Applicant poses little to no delinquency risk.
- Applicant poses medium delinquency risk.
- Applicant poses high delinquency risk.

- > Know who has NOT paid their previous utilities.
- > Know who has a history of Bad Debt.

### **Vendor Partner Interfaces**

- > ONLINE Information Services, Inc. has partnered with Tyler Technologies to allow seamless access to the ONLINE UEX Report through your CIS platform.
- > ONLINE Utility Exchange can be used as a stand alone service until we integrate with Tyler Technologies.

### ***ONLINE Utility Exchange charges for this service***

- > \$2.85 per applicant screened.
- > \$30.00 monthly access fee.
- > Based on a 12 month average of water deposits collected, our monthly charge would be approximately \$196.00.



Company	City	State	Zip
AIKEN ELECTRIC COOPERATIVE	AIKEN	SC	29802
BAMBERG BPW	BAMBERG	SC	29003
BEAUFORT JASPER WATER SEWER	OKATIE	SC	29909
BERKELEY ELECTRIC COOP	MONCK'S CORNER	SC	29461
BLACK RIVER ELECTRIC COOP	SUMTER	SC	29151
BLUE RIDGE ELECTRIC COOPERATIVE	PICKENS	SC	29671
BLUEWAVE COMMUNICATIONS	CONWAY	SC	29528
BROAD RIVER ELECTRIC CO-OP	GAFFNEY	SC	29342-2269
CHESTER NATURAL GAS AUTHORITY	CHESTER	SC	29706
CITY OF ABBEVILLE	ABBEVILLE	SC	29620
CITY OF BENNETTSVILLE	BENNETTSVILLE	SC	29512
CITY OF CLINTON	CLINTON	SC	29325
CITY OF FOUNTAIN INN	FOUNTAIN INN	SC	29644
CITY OF SENECA	SENECA	SC	29678
CITY OF UNION	UNION	SC	29379
CITY OF WESTMINSTER	WESTMINSTER	SC	29693
COASTAL ELECTRIC CO-OP	WALTERBORO	SC	29488
COASTAL ENERGY	CONWAY	SC	29527
COASTAL ENERGY 2 MURRELLS INLET	MURRELLS INLET	SC	29756
DEPARTMENT OF PUBLIC UTILITIES	ORANGEBURG	SC	29116
EASLEY COMBINED UTILITIES	EASLEY	SC	29641
EDISTO ELECTRIC COOP	BAMBERG	SC	29003
ENERGYUNITED PROPANE 10	AIKEN	SC	29805
ENERGYUNITED PROPANE 20	BARNWELL	SC	29812
FAIRFIELD ELECTRIC COOPERATIVE	BLYTHEWOOD	SC	29016
FORT HILL NATURAL GAS	EASLEY	SC	29640
FTC	KINGSTREE	SC	29556
FTC WIRELESS	KINGSTREE	SC	29556
GREER COMMISSION OF PUBLIC WORK	GREER	SC	29652
GREER CPW HR	GREER	SC	29652
HOME TELEPHONE	MONCK'S CORNER	SC	29461
HORRY ELECTRIC CO-OP, INC	CONWAY	SC	29528
JOINT MUNICIPAL WATER & SEWER	LEXINGTON	SC	29071
LANCASTER COUNTY NATURAL GAS	LANCASTER	SC	29721
LAURENS CPW	LAURENS	SC	29360
LAURENS ELECTRIC	LAURENS	SC	29360
LITTLE RIVER ELECTRIC	ABBEVILLE	SC	29620
LOCKHART POWER COMPANY	LOCKHART	SC	29364
LYNCHES RIVER ELECTRIC COOP	PAGELAND	SC	29728
MARLBORO ELECTRIC COOPERATIVE	BENNETTSVILLE	SC	29512
PALMETTO ELECTRIC COOPERATIVE	HARDEEVILLE	SC	29927
PBT TELECOM	GILBERT	SC	29054
PEE DEE ELECTRIC COOP	DARLINGTON	SC	29540
PRTC	LAURENS	SC	29360
SANDHILL CONNEXTIONS	JEFFERSON	SC	29718
SANDHILL TELEPHONE COOP	JEFFERSON	SC	29718

SANTEE COOPER	MONCKS CORNER	SC	29461
SANTEE ELECTRIC COOPERATIVE	KINGSTREE	SC	29556
SPARTANBURG WATER SYSTEM	SPARTANBURG	SC	29304
TOWN OF FORT MILL	FORT MILL	SC	29716
TRI-COUNTY EC SC	ST MATTHEWS	SC	29135
WEST CAROLINA RURAL TELEPHONE	ABBEVILLE	SC	29620
YORK COUNTY NATURAL GAS AUTH	ROCK HILL	SC	29731
YORK ELECTRIC COOPERATIVE	YORK	SC	29745

## Chester Metropolitan District

### Director's Report

FY 2017-2018

	February 2018	TOTAL L 12 MOS	AVERAGE L 12 MOS
<b>DISTRIBUTION NUMBER:</b>			
Taps	3	24	2.0
Leaks	24	316	26.3
<b>DISTRIBUTION MANHOURS:</b>			
Taps	64.5	550	45.8
Leaks	316.5	2,226	185.5
Equipment	0.0	-	-
Shop	240.0	3,776	314.7
Dist. System	792.0	11,275	939.6
Asphalt	130.3	581	48.4
Meters	87.0	1,487	123.9
Filter Plant	0.0	63	5.3
Hydrants	21.0	293	24.4
Construction Projects	21.0	553	46.1
Main Break	39.0	1,592	132.6
Total Manhours	1,711.3	22,395	1,866.2
Overtime Hours	137.3	2,566	213.8
<b>METER CALLS:</b>			
Ons	58	912	76.0
Offs	64	840	70.0
Checks	182	1,948	162.3
Total Calls	304	3,700	308.3
Overtime Hours	49.8	346.3	28.9
<b>BILLING INFORMATION:</b>			
Non-Leak Adjustments:	10	92	7.7
Leak Adjustments	98	589	49.1
\$\$\$ Adjusted	\$ 13,414.62	\$ 38,098.63	\$ 3,174.89
Bills Mailed	6,132	69,788.0	5,815.7
Thousand Gallons Billed	65,990.0	776,991.3	64,749.3
Thousand Gallons Pumped	92,588.0	1,212,020.0	101,001.7
% Accounted For	71.3%		64.3%
Other Gallons Accounted For	2,944.7	44,827.7	3,735.6
Adjusted % Accounted For	74.5%		68.0%

## Chester Metropolitan District

### Hydrant Report

March 14, 2018

<u>0</u>	New Placement
<u>0</u>	Hydrants Replaced
<u>2</u>	Hydrants Repaired
<u>0</u>	Hydrants Removed

<u>\$415</u>	\$ Spent on Hydrant Work
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<u>5504</u>	Total Hydrants Worked to Date
<u>\$ 1,191,752</u>	Total Cost to Date
<u>- 0 -</u>	Local Match
<u>- 0 -</u>	Contract Services
<u>\$ 1,191,752</u>	Total Cost

\* Starnes & Sterling - 2 repairs

- 1 foot kit replaced
- 1 gasket replaced





# Chester Metropolitan District

## Budget to Actual Comparison

February 28, 2018

unaudited

	Month Ended February 28, 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	\$210,820	\$1,807,949	\$2,854,024	(\$1,046,075)
Industrial Meter Water Service	189,951	1,306,679	2,277,051	(970,372)
Residual Management Fees	54,850	429,614	714,666	(285,052)
Penalties	5,607	47,551	48,000	(449)
Taps/Exts./Inst. Fees	1,427	27,086	23,000	4,086
Billing/Collection/Admin Fees	18,625	147,171	320,296	(173,125)
Miscellaneous	24,997	205,834	200,526	5,308
TOTAL OPERATING REVENUE	\$506,277	\$3,971,884	\$6,437,563	\$ (2,465,679)
OPERATING EXPENSES				
Admin & General Exp	\$78,787	\$655,516	\$1,324,237	\$668,721
Filter Plant	141,318	959,634	1,399,474	439,840
Sludge Operations	16,357	122,298	218,289	95,991
Distribution - Chester	80,659	610,580	902,666	292,086
Distribution - Great Falls	16,990	108,050	224,571	116,521
Distribution - Hydrant	-	1,527	15,200	13,673
Meter Dept.	18,968	157,570	295,088	137,518
Engineering	16,705	137,019	266,583	129,564
MIS	8,941	164,732	156,085	(8,647)
Human Resources	20,836	284,853	283,941	(912)
TOTAL OPERATING EXPENSES	\$399,561	\$3,201,779	\$5,086,134	\$1,884,355
OPERATING INCOME	\$106,716	\$770,105		
NON-OPERATING EXPENSES				
Admin & General Exp	\$0	\$47	\$0	(\$47)
Filter Plant	-	9,616	141,870	132,254
Sludge Operations	-	-	-	-
Distribution	-	5,926	108,700	102,774
Meter Dept.	0	-	-	-
Engineering	0	-	-	-
MIS	0	72,376	106,271	33,895
Depreciation	-	-	327,072	327,072
Capital Projects Fee	14,713	14,830	147,063	132,233
Debt Service	-	104,113	578,225	474,112
Special Revenue ( Bond proceeds )	1,529	379,328		
TOTAL NON-OPERATING EXPENSES	\$16,242	\$586,236	\$1,409,201	\$1,202,293
NON-OPERATING REVENUE				
Interest Income	\$4,301	\$14,656	\$0	\$ 14,656
Unrealized Gain / (Loss)	(1,050)	3,124	-	3,124
Appropriation of Debt Service Reserve	0	-	57,772	(57,772)
TOTAL NON-OPERATING REVENUE	\$3,251	\$17,780	\$57,772	\$ (39,992)
INCREASE IN NET POSITION	\$93,725	\$201,649	\$0	

Chester Metropolitan District  
Cash Balances  
Per Month End Bank Statements

February 28, 2018

CMD Merchant Account	\$858,503
CMD Gross Revenue GF	691,614
CMD Gross Revenue Chester	444,292
CMD Debit Card	2,157
CMD CPF	793,393
CMD Bond Funds	1,482,111
	<u>\$4,272,070</u>
SC Local Govt Investment Pool	\$1,326,387
Wells Fargo Drafts	1,593,465
MBS Securities	207,021
	<u>\$3,126,873</u>
US Bank ( for debt payment)	<u>\$301,113</u>
Grand Total	<u><u>\$7,700,055.83</u></u>