



Chester Metropolitan District
Regular Commission Meeting
May 9, 2018

The Chester Metropolitan District's Regular Commission meeting was held at 6:00 pm on Wednesday, May 9, 2018 at the CMD Office 155 Wylie Street, Chester, SC. Members attending were: Earl Thrailkill, Chairman; Jean H. Nichols, Secretary; 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; Becky Moon, Finance Manager; 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 April 11, 2018 meeting were approved. Motion to approve was made by Michael Brunson, Seconded by Jean Nichols, and unanimously approved.

Old Business:

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

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

Mr. Thrailkill asked how many meter readers we will have and how long reading will take. Mr. Litten stated that the meter reading will take roughly an hour and a half. The reading portion will not have much time involved.

Mr. Thrailkill asked about personnel savings and if they will be routed into something else, how many meter readers there are at the present time, and if they can be moved to other slots. Mr. Litten stated that we currently have 4 positions, but only 2 filled. Drive-by reading has greatly improved efficiency. It's not likely the number of personnel will change. Mr. Castles added that we are currently looking for 1 more meter reader and repurposing the other vacant position for another need. When we go to Flexnet, it will not eliminate another employee because there will be maintenance programs in place which will keep the readers busy.

Mr. Wilmore asked where the FlexNet towers will be installed. Mr. Litten stated that when we did our analysis, the vendor only looked at locations where we own property. For the most part they will be set on our water tanks. There are a few locations where we will have to install a radio antenna – up to 180

feet tall. There are a couple of smaller 50' units which can be located on existing structures. We will have to investigate where they go and who we can get permission from to install them.

Mr. Wilmore asked if there would be a permit from zoning or DHEC? Mr. Litten stated that we are not 100% clear on that. They did look at the ordinances today, and towers are allowable at the heights we're proposing. So far it is the only investigation. We don't know about building permits or other permitting.

Mr. Wilmore asked if the Commission would be involved. Mr. Litten stated that the Commission is only involved while approving the project. The permitting would all be done through the contractor.

A question was asked about the meter van and what happens when it needs to be serviced. Mr. Litten stated that the setup is mobile and can be moved to another vehicle if necessary.

Mr. Simpson asked if the towers read from satellite. Mr. Litten stated that it's an RF line-of-sight system, base-mounted to towers. It doesn't go directly to satellites – it reads line of sight similar to a CB radio system. It will have cellular data connectors to transfer on the internet. This does not require going through the FCC – we currently have a license.

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

Capital Recovery- Mr. Castles stated that the ad for the Public Hearing is in the newspaper and on our website. A copy of the ad is attached to the minutes.

At this time, a member of the public entered the meeting. She introduced herself as Shantay.

Rate Study – Raftelis is performing a base rate study. We received an update this week and we will have a base rate for water service that covers admin and maintenance fees for operating a water system, and then an assessment per thousand gallons. This will be a uniform rate – no longer a declining rate block structure. Everyone will pay the same no matter what. *[At this time, the customer attempted to ask a question about water service. Mr. Castles stated that this is not time for public comment. Chairman Thrailkill added that they will allow her to speak later in the meeting.]* We should expect to meet with Raftelis early next week for the preliminary report. That rate structure will be used to prepare revenue projections for the budget.

Job Classification Survey– For the board's edification – back in 2015, the Board commissioned a Salary and Compensation Survey – evaluated the job descriptions and compared the salary bands. Did increase the salaries a bit, making them more competitive. *[Commissioner Raymond Douglas entered the meeting at this time]*. It was approved, but the board did not sign it at the time. Mr. Castles stated that he wanted to put it on the agenda and add a signature to the completed document.

Mr. Wilmore asked if the increases for job titles and salary will go on the next budget. Mr. Castles stated that this increase structure was implemented two years ago – it adjusted the starting pay and may have changed the upper end on a few of employees. A few employees received a mid-year raise to bring them to where they needed to be.

Meter Tampering – Over the last month, CMD has had several incidents of customers breaking into meter boxes and turning on meters which were off, or straight-piping lines. He felt it is time to take a tough stance on water theft. It is illegal in the state of South Carolina to steal service from any utility. Arthur Gaston already had a policy in place which has been presented.

Attorney Gaston described the policy. A copy is attached to the minutes. Attorney Gaston also suggested re-adopting the policy and running an article in the newspaper.

Motion to readopt the Meter Tampering Policy as written and presented by Attorney Gaston was made by James Simpson, Seconded by George Wilmore, and unanimously approved.

New Business:

Director's Update–

- Tuesday before last, THE Finance Committee met TO discuss the 2019 budget. We have a few revisions to make, and are in a holding pattern until we get the rate study information for revenue projections and balance the budget. More information will be forthcoming.
- Raftelis – Work is going well on both the rate study and capital recovery.
- Software Upgrade – We are on schedule and making progress with Tyler personnel. We are also working on payroll and HR databases.
- Lime Machine – Sso far as I know, the machine will be delivered to the water plant on 5/14. This upgrade should provide some savings on chemicals by moving to liquid lime.

Non-Payment Fee Policy– Mr. Castles deferred to Becky Moon. Mrs. Moon stated that this is a proposal to migrate the Reconnect Fee to a Customer Non-Payment Fee Policy. The Cutoff list is currently very labor intensive. What happens is that when the trucks roll, customers are required to come in and pay fees before service is restored, but they will come to the window or come inside and staff has to call field personnel to find out if the service has been disconnected prior to the fee charge. We have discussed a better way with the software vendor and created the attached policy – if a bill is not paid by 5:00 PM on day 25 of the billing cycle (25 days from the Bill Date), the Non-Payment fee will be added to all past-due accounts in that cycle. If approved, we will wait to begin until the billing cycle in July starts. This will give us time to notify customers of the change.

Mr. Wilmore asked about the statement where customers continue to receive a minimum bill if disconnected for non-payment. Mrs. Moon stated that this is not a change. This has been in our existing policy, and does not affect rental customers who move in after a delinquent renter.

There was discussion about rental property and responsibility for bills left by previous tenants. Mrs. Moon explained that account balances are linked to customer accounts, not meters and locations. If a customer leaves a rental property, the bill he or she leaves will continue to be his or her responsibility and will have to be paid before *that customer* can establish service again. The new tenant will not be responsible for the previous tenant's bill and will not be subject to disconnection due to the previous tenant's failure to pay his or her bill.

A motion to adopt the non-payment fee policy was made by Mike Brunson, Seconded by Jean Nichols, and unanimously approved.

Customer Gate Valve Policy – Mr. Litten stated that we have revised the Water Responsibility Policy. We wrote the policy to clarify what we had been doing for the past 60 years. It was approved back in the fall, and in the initial policy was to list the Customer Cutoff Valve as the responsibility of the customers. However, that portion of the policy was never implemented, and with further discussion regarding our policies and practices, we have decided that we will continue to install and maintain them as needed. The District will be responsible for the valve, which is on the customer's side of the meter box under the green plastic lid. We have also added the statement about how repairs are made, it may be the customer's responsibility to reconnect their service to the gate valve.

Motion to approve the updated Water Service Responsibility Policy was made by Jean Nichols, Seconded by George Wilmore, and unanimously approved.

Engineering Budget Amendment – In this current year's budget under capital items, we have a trailer-mounted attenuator with a line item of \$35,000. It was purchased last month and the actual cost was \$25,000. Mr. Litten is asking to reallocate the savings (approximately \$10,000) for the purchase of a forklift. It is an item that is needed on the premises (we currently use a backhoe with forks attached to the bucket), and it ties in with the office renovation. We will be installing pallet racks behind the shop once we move the cage out, which will give us additional inventory space. Mrs. Moon stated that with respect to the Capital Budget – when we purchase the capital items, sometimes those items may have future consequences. This is why the budget overage wasn't used with respect to transparency. We are bringing it to the board for transparency purposes.

Motion to Amend the FY 2018 Budget to reallocate the funds savings on the Attenuator to a line item for the purchase of a forklift was made by Jean Nichols, Seconded by Raymond Douglas, and unanimously approved.

Tuition Reimbursement – Mr. Castles stated that he wanted to remind the Board that CMD has approved tuition assistance for employees seeking education in their job-related fields. We have a final request from Terri Ford in the amount of \$510.40. Mrs. Ford has received her Associate's Degree in Accounting.

Since the money is already allocated, the Board nodded in unanimous consent to allow the reimbursement. No action was taken.

Public Comment:

The member of the public introduced herself as Shantay and gave her address as 5611 Shirley Road in Fort Lawn. She asked why she was required to pay three bills in one month, then explained that she paid \$75 to get her service on, then a minimum bill, then a second bill for 4,000 gallons.

Mrs. Moon referred her to Tiffany Ford, our Customer Service Representative, for assistance with this matter. Because the Board does not have immediate access to customer account information, Mrs. Moon stated that better assistance would be available through Customer Service. The information was recorded and copies of the bill made to give to Mrs. Ford to review.

At this time, Shantay left the meeting.

Reports:

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

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

Financial Report- Mr. Castles read the Financial Report for April. 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 James Simpson, Seconded by Raymond Douglas, and unanimously approved.

Approved:

Respectfully Submitted:

Date: June 12, 2018

By: Susan H. Roddey

Chester Metropolitan District

Agenda

May 9, 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 |
| E. | Rate Study | - Fred Castles |
| F. | Job Classification Survey | |
| G. | Meter Tampering | |

IV. New Business

- | | | |
|----|------------------------------|----------------|
| A. | Director's Update | - Fred Castles |
| B. | Non-Payment Fee Policy | |
| C. | Customer Gate Valve Policy | |
| D. | Engineering Budget Amendment | |
| E. | Tuition Reimbursement | |

V. Reports

- | | | |
|----|-------------------|----------------|
| A. | Director's Report | - Fred Castles |
| B. | Hydrant Report | - Fred Castles |
| C. | Financial Report | - Becky Moon |

VI. Adjourn

This agenda is subject to change up to 24 hours in advance of the meeting.

Chester Metropolitan District

Water Filtration Plant

Monthly Report

April 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 1.86 mg/l.
- • Replaced #1 Flocculator gear box with a spare unit.
- Replaced the bearings in the flocculator gear box removed from #3 flocculator.
- Adjusted air pressure on the pump discharge dampener for the East Basin Caustic discharge.
- Made repairs on a laboratory stirrer machine.
- Catoe Plumbing replaced the flush valve, rubber seals on the water lines and wax seal on the women's toilet along with replacing the flush valve on men's urinal.
- Howard's Septic Service pumped out the septic tank beside the laboratory.
- Replaced 2 vent screens on the clearwell with Stainless Steel screen.
- Changed bulbs in 4 halogen lights on the sedimentation basins.
- Made repairs to the 6" portable pump that belongs to the sewer crew. The pump had been stored without being drained. Due to freezing the impellor inspection housing cracked.
- Instrumentation Services Inc. came and made repairs to the #1 filter controller.
- Purchased and spread 2 loads of crusher run stone in the back yard and driveway area of the plant.

CHESTER METROPOLITAN DISTRICT FILTRATION PLANT MONTHLY REPORT

MONTH: April 2018

| QUANTITIES (million gallons) | | PREVIOUS YEAR | | PRESENT YEAR | |
|------------------------------|-----------------------|---------------|--|--------------|--|
| Raw Water | | 95.639 | | 98.995 | |
| Finished Water | | 90.978 | | 101.381 | |
| Peak Day | Raw | 3.774 | | 3.895 | |
| | Finished | 3.331 | | 4.350 | |
| Minimum Day | Raw | 2.558 | | 2.684 | |
| | Finished | 2.409 | | 2.852 | |
| Average Day | Raw | 3.085 | | 3.300 | |
| | Finished | 2.935 | | 3.379 | |
| Total Hours Operated | | 739.500 | | 720.000 | |
| 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 | 105707.74 | 0.30 | \$31,712.32 | 320.343 | |
| Chlorine | 3373.00 | 0.30 | \$1,011.90 | 10.222 | |
| Flouride | 500.00 | 0.48 | \$240.00 | 2.424 | |
| Corrosion Inhibitor | 2398.00 | 0.62 | \$1,486.76 | 15.019 | |
| Caustic Soda | 78277.44 | 0.28 | \$21,917.68 | 221.402 | |
| NACLO2 | 6141.00 | 0.57 | \$3,500.37 | 35.359 | |
| Polymer (press) | 150.00 | 2.20 | \$330.00 | 3.334 | |
| Polymer (plant) | 0.00 | 2.00 | \$0.00 | 0.000 | |
| AMMONIA | 867.00 | 0.80 | \$693.60 | 7.006 | |
| SUB-TOTAL CHEMICALS | 197414.18 | 7.55 | \$60,892.64 | 615.108 | |

| 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) | \$60,892.64 | 615.108 |
|--------------------------------------|-------------|---------|

CMD Engineering Department's Engineering Project Progress Report May 2018

Development Project Reviews

Dollar General – Chester: The project is complete.

Lincolnvile Hydrant: We are working with Bill Marion to review property information and determine if a path forward for construction is feasible.

Sleep Inn – Richburg: We have the hydraulic calculations under review.

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

Roseburg: Comments on the plans and calculations have been returned to the Engineer.

Cross-Connection Control Program

We're working with the backflow software vendor to get the software functional and website running so that all future test results will be submitted through the website.

Lime Tank Installation at the Filter Plant

The concrete slab is ready for installation of the lime tank. The tank and equipment will be installed in approximately 2 weeks.

In-House Projects

The Lawndale project is underway. The pipe has been installed and is currently being chlorinated and pressure tested.

GIS Mapping

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

Water Meter Replacement Project

We met with meter vendor to discuss Flexnet. We have a two year plan to get the system installed and operational. Phase 1 of the project will cover Chester and Great Falls. This will allow remote reading of approximately 90% of our customers.

New Administration Building

We sent the signed proposal to the Architect. They are coming to the office 5/10/18 to do some additional measuring and site review. We are also working on the other aspects that need coordination to perform the building renovation.

Unmetered Lines

GAF is finishing up the installation of their fire line meter.

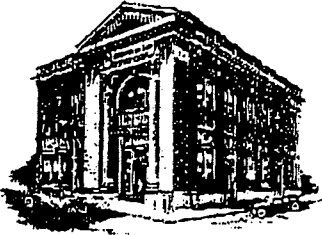
Omnova is having internal discussions on how best to get the unmetered connection issue resolved. They may connect to the internal fire protection loop or install a small meter.

We sent a letter to the City of Chester to install a meter on the service line feeding the old fairgrounds.

Haddon House is in the process of getting quotes to install a meter on their fire line.

We are also in the process of sending a second letter to Footprint for them to install a fire line/process water meter.

*CMD - Legal Research file
meter tampering*



GASTON, MARION & STUBBS, P. A.

ATTORNEYS AT LAW
124 GADSDEN STREET
P. O. DRAWER 608
CHESTER, S.C. 29706-0608
FEID NO. 57-0693053

Everett

FYI

A

Located in the Commercial Bank Building Since 1912

DAVID A. GASTON(1903-1988)
ARTHUR LEE GASTON
W.L.D. (BTL) MARION
EVERETT B. STUBBS, III

TELEPHONE (803) 385-2114
FACSIMILE (803) 385-2131
ggmatty@truvista.net
everettstubbs@gmail.com

September 29, 2017

Fred Castles, III, PE
Executive Director
Chester Metropolitan District
155 Wylie Street
Chester, SC 29706

By Fax Only To: 803-385-2066

total pages: 5

Re: Altering, Tempering with or by-passing Water Meters of Chester Metropolitan District
SC Code Sec. 16-13-385

Dear Fred:

You have requesting that we advise you concerning how to handle the problem of meter tampering within the area serviced by Chester Metropolitan District. As you are aware, the legislation forming CMD provides for a fine if a person is found guilty of this offense. Also, there is a general state criminal statute (SC Sec. 16-13-385, attached) addressing this same subject. The penalty would appear to be up to a maximum of \$5,000 for a third offense, as a felony, or five years in jail, or both.

We suggest you handle this problem as follows:

1. Alert all CMD personnel to be on the lookout for meter tampering.
2. When suspected meter tampering is found, the CMD employee should not alter any of the physical evidence, and the employee should contact his/her supervisor.
3. The supervisor should go to the scene and document everything by photographs. I suggest CMD obtain or maintain a camera for this purpose.
4. If the supervisor is satisfied that a case of meter tampering exists, then he/she should contact the Sheriff of Chester County and request an officer to come to the scene.
5. Once an officer has been called to the scene and investigated the matter, if it appears that the crime of meter tampering is being committed in the officer's presence, then the

Sheriff or his officer can swear out a warrant for the arrest of the perpetrator without it being necessary for CMD to do so. Note: CMD will only report the offense, and not take out the warrant.

6. We should make it known to the Sheriff that we want a warrant to be taken out for the offender involved.

7. Personnel of CMD will be expected to attend Court and testify on behalf of the State in the criminal prosecution.

8. A press release should be given to the news media informing everyone at this time what the attitude of CMD will be toward anyone found tampering with, altering, or by-passing a water meter. Also, the press release should mention what the specified penalty for this offense is.

9. This policy was adopted by a Commission of CMD about thirty years ago. It will not hurt for this policy to be put on the agenda, adopted, and publicised again.

Attached is an item that I thought you might find interesting regarding meter-tampering.

If we can supply you with any additional information, please contact us.

Yours truly,

Arthur

Arthur Lee Gaston

ALG:nb

cc: Earl Thrailkill, Chrm.
CMD Commission

FORGERY, LARCENY, CHEATS, ETC.

§ 16-13-385

§ 16-13-385. Altering, tampering with or bypassing electric, gas or water meters; penalties.

(A) It is unlawful for an unauthorized person to alter, tamper with, or bypass a meter which has been installed for the purpose of measuring the use of electricity, gas, or water.

A meter found in a condition which would cause electricity, gas, or water to be diverted from the recording apparatus of the meter or to cause the meter to inaccurately measure the use of electricity, gas, or water or the attachment to a meter or distribution wire of any device, mechanism, or wire which would permit the use of unmetered electricity, gas, or water or would cause a meter to inaccurately measure the use is prima facie evidence that the person in whose name the meter was installed or the person for whose benefit electricity, gas, or water was diverted caused the electricity, gas, or water to be diverted from going through the meter or the meter to inaccurately measure the use of the electricity, gas, or water.

(B) A person who violates the provisions of this section for a:

(1) first offense, is guilty of a misdemeanor and, upon conviction, must be fined not more than five hundred dollars or imprisoned not more than thirty days;

(2) second offense, is guilty of a misdemeanor and, upon conviction, must be fined not more than ten thousand dollars or imprisoned not more than three years, or both; and

(3) third or subsequent offense, is guilty of a felony and, upon conviction, must be fined not more than fifteen thousand dollars or imprisoned not more than five years, or both.

(C) A person who violates the provisions of this section for profit or income on behalf of a person in whose name the meter was installed or a person for whose benefit electricity, gas, or water was diverted for a:

(1) first offense, is guilty of a misdemeanor and, upon conviction, must be fined not more than one thousand dollars or imprisoned for not more than one year, or both;

(2) second offense, is guilty of misdemeanor and, upon conviction, must be fined not more than three thousand dollars or imprisoned for not more than three years or both; and

(3) third or subsequent offense, is guilty of a felony and, upon conviction, must be fined not more than five thousand dollars or imprisoned for not more than five years, or both.

(D) A person who violates the provisions of this section and the violation results in property damage in excess of five thousand dollars or results in the risk of great bodily injury or death from fire, explosion, or electrocution for a:

(1) first offense, is guilty of a misdemeanor and, upon conviction, must be fined not more than one thousand dollars or imprisoned for not more than one year, or both;

(2) second offense, is guilty of misdemeanor and, upon conviction, must be fined not more than three thousand dollars or imprisoned for not more than three years or both; and

(3) third or subsequent offense, is guilty of a felony and, upon conviction, must be fined not more than five thousand dollars or imprisoned for not more than five years, or both.

(E) A person who violates the provisions of this section and the violation results in:

(1) great bodily injury to another person is guilty of a felony and, upon conviction, must be fined not more than fifteen thousand dollars or imprisoned not more than fifteen years, or both. For purposes of this item, "great bodily injury" means bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ; and

(2) the death of another person is guilty of a felony and, upon conviction, must be imprisoned not more than thirty years.

(F) This section does not apply to licensed and certified contractors while performing usual and ordinary service in accordance with recognized standards.

(G) A person who violates the provisions of this section for the purpose of growing or manufacturing controlled substances listed, or to be listed, in the schedules in Sections 44-53-190, 44-53-210, 44-53-230, 44-53-250, and 44-53-270 is guilty of a felony and, upon conviction, must be fined not more than fifteen thousand dollars or imprisoned for not more than ten years, or both.

HISTORY: 1962 Code 16-400; 1976 Act No. 650; 1993 Act No. 184, § 176; 1995 Act No. 7, Part I § 7; 2013 Act No. 23, § 1, eff May 3, 2013.

Library References

Electricity Ⓒ21.

Gas Ⓒ23.

Water Law Ⓒ2272.

Weslaw Topic Nos. 143, 190, 403.

C.J.S. Electricity §§ 136 to 137.

C.J.S. Gas § 4.

Attorney General's Opinions

The theft of water from a municipality mon law SC Op.Atty.Gen. (March 30, 2003) 2003 WL 774131.

§ 16-13-390. Cheating producers of electricity.

Any person who (a) has a contract, agreement, license or permission, oral or written, with or from any person authorized to manufacture, sell or use electricity for the purpose of light, heat or power or with or from any authorized agent of such person for the use of the electrical current belonging to or produced or furnished by any such person, for certain specified purposes and (b) shall wilfully and intentionally withdraw or cause to be withdrawn, in any manner, and appropriate to his own use or to the use of any other person electrical current for

Case leads CMD to 'get tough' on tampering

By Tommy Grant
Managing Editor

The Chester Metropolitan (water) District's \$1 million meter replacement program, which officials say will promise accurate readings and reduction in reading and billing time, has resulted in the district adopting a "get tough" policy on meter tampering.

The policy came to the forefront last week when the CMD prosecuted a member of its commission chairman on a meter tampering charge.

Nearly 4,000 of the 5,200 meters in the system have already been replaced in the project, which is expected to be completed in April.

While there hasn't been a long enough period to see how the new meters will affect customer charges, CMD Executive Director Richard Coleman said it is cutting reading time. "One route that use to take 2 hours to read and put in the book now takes 35 minutes. Another that was 3 1/2 hours is only 2 hours now."

Meters are read using an electronic device placed on a sensor on top of each meter. The stored information is then fed directly into the CMD billing computer, eliminating the task of transferring the written information into the billing system manually.

The district hopes the new meter system will pay for itself through cost savings in less than three years, and have an \$11 million positive impact over 20 years.

The district's new attitude about

meter tampering came last week after an active unmetered line was found on property owned by CMD Commission Chairman Houston L. Hurst.

A district meter reader reportedly discovered the line serving a house trailer at 117A Carr Street. Hurst and his son, Sidney Hurst, paid back water usage costs and fines totalling \$357.04. In addition, Sidney Hurst, 62, was deemed guilty of meter tampering in Chester City Recorder's Court Friday and was ordered to pay \$118 in fine and court costs.

Houston Hurst also paid \$196 for a second unmetered line found on the property, although it only served an outdoor spigot. That line was discovered by the CMD meter change-out crew on Feb. 2, and Hurst said he did not know when the line had been run from the end of an existing line where a blow off valve should have been. He has owned the

property on Carr Street for nearly years.

He said he was "shocked and saddened" to learn of the offense by son and cooperated fully with City and law enforcement officials concerning the offense. Hurst pointed out that it was a serious offense which no one is exempt, and said a other violators uncovered also would be prosecuted in the future.

This was the first time the CMD has prospected a meter tamper case, according to Coleman. "It was handled exactly according to policy."

"It was discovered on Jan. 19, settled with Mr. Hurst on Jan. 21," he said. Hurst paid \$92.04 estimated water usage from Oct 1987, a \$55 deposit, and \$210 tap for the new meter.

Coleman said policy is to charge the minimum water bill for period unmetered service was (See Meters, Page 8)

Meters

(CONTINUED FROM PAGE 1)
vided, or for 12 months if that time period cannot be established.

The district in the past has discovered unmetered service, but Coleman said those were cases where the old lines had been installed by Springs Industries and the city, and were allowable at the time they were installed.

All services except fire protection

water are now metered, and Coleman said the new meters promise 100 percent accuracy.

"We did a random test of the old meters and the average was only 83 percent accurate. They wear over the years and lose some metering capacity."

"Some people had 100 percent meters because they were newer, although we had a change-out in

1975-78."

The new meters being installed include a shut-off valve at each service, and also a check valve that Coleman said may cause some problems with hot water heaters. "As the water heats it expands and before was allowed to back up into our lines. The check valves prevent that, and if the water doesn't have anywhere to go it may blow the pop-off valve on the hot water heater."

He said customers with that problem may need to have installed an expansion column, a short piece of pipe pointing up and capped at the top to create an air space.

TO: Chester News & Reporter

FROM: Fred W. Castles, III, Executive Director

DATE: April 25, 2018

SUBJECT: Notice of Public Hearing

Please run the following notice on April 27, 2018, and May 2, 9, and 16, 2018. It must be at least two columns wide, with the border around it. Should you have any questions concerning the request, please call Susan at 385-5123.

NOTICE OF PUBLIC HEARING

Chester Metropolitan District

The Chester Metropolitan District will hold a public hearing at 6:00 PM on Thursday, May 31, 2018, at the Gateway Conference Center, 3200 Commerce Drive, Richburg, South Carolina. This public hearing will be for the purpose of collecting public input concerning the proposed Capital Recovery Program and Fee Schedule.

Listed below are the proposed fees:

Proposed Capital Recovery Fees

| | |
|------------------------------------|------------------------|
| Single ¾" Water Service Connection | \$ 1,045.00 (per each) |
| Single 1" Water Service Connection | \$ 1,740.00 (per each) |
| Single 2" Water Service Connection | \$ 5,575.00 (per each) |

Use the formula below to calculate the capital recovery fee (CRF) for water meter sizes 3" to 10" based on daily water demands requested by the owner/developer and detailed in Chester Metropolitan District's Willingness and Capability Letter to the owner/developer.

$$\text{CRF} = (\text{Water Demand, gal/day}) \times 1.4 \times 1.25 \times \$1.99$$

System Peaking Factor = 1.25

Water Loss Factor = 1.4

Proposed Collection of Capital Recovery Fees

Single ¾" Water Service Connection – Capital Recovery Fees will be paid at the time that the tap fees are paid.

Residential Subdivisions – 50% of the Capital Recovery Fees will be paid up front based on the number of lots on the approved plat and 50% paid at the time that the tap fees are paid.

Commercial/Industrial Water Connections – 100% of the Capital Recovery Fee will be paid at the time of the issuance of the Willingness and Capability Letter by Chester Metropolitan District. Fees will be based on daily water demands provided by the owner/developer's design engineer. If, after one year, the actual daily water demands are in excess of the design engineer's estimation which were used to determine CRF's, the owner/developer will be assessed additional CRF's to cover the excess water demand.

Fire Supply Line Connections – 100% of the Capital Recovery Fee will be paid at the time of the issuance of the Willingness and Capability Letter by Chester Metropolitan District. Fees will be based on the quantity of water required over the specified period of time necessary to meet fire code requirements.

To review a full copy of the Capital Recovery Study and to leave comments concerning the proposed Capital Recovery Fees, please visit our website at www.cmdcsd.com



Customer Non-Payment Fee Policy

Bills for water service are issued monthly by the District. The bill will be sent to the mailing address specified by the Customer at the time application for service is made, or at a new mailing address designated by the Customer in writing. If a customer does not receive the bill at the appropriate time of the month, he or she is encouraged to call the District office for assistance, or to enroll in automatic draft.

The District will make every reasonable effort to see that each Customer receives a monthly bill, however, the District is not responsible for mail delivery or the lack thereof. Customers are allowed fifteen (15) days from the Bill Date to remit payment.

Should a Customer fail to remit payment in a timely manner, he or she will be subject to the following:

1. Bills not paid within fifteen (15) days shall be considered late, and a penalty will be added to the Customer's account.
2. Accounts with bills not paid within twenty-five (25) days of the bill date will be charged a non-payment fee and will be scheduled for disconnection. Payment must be received by 5:00 PM on the twenty-fifth day to avoid the non-payment fee. *Example: The bill date is the 4th of the month. A late fee will be added at 5:00 PM on the 19th of the month. The non-payment fee will be added at 5:00 PM on the 29th of the month.*
3. When service to an address has been discontinued for non-payment, all charges for service to date become immediately due and payable, and service will not be restored until payment has been made in full, including any additional charges assessed by the District (including, but not limited to, meter/meter box/MXU damages, return-check fees, and/or additional deposit).
4. If a Customer is disconnected for non-payment, he or she will continue to receive a minimum monthly bill for availability of service until such time as the account is closed.

All late and non-payment fees are assessed based on the most current CMD Rate Schedule.

Approved By: _____ Date: _____



Chester Metropolitan District Water Service Responsibility Policy

Approval Date: August 8, 2017

Revised Date: May 9, 2018

This policy establishes the repair and maintenance limits of water service lines, private mains, and appurtenances, that are the responsibility of Chester Metropolitan District (District). Water service line is defined as the connection between the public distribution system and the Customer or end user (residential or commercial/government). Types of water service lines are domestic/potable service, irrigation service, process, agricultural, or fire service. All services shall be metered in accordance with the District's policies.

Private mains are privately owned and maintained water lines used to provide service to multiple service line connections on a single qualifying property. Private water mains may provide fire service, potable service, process, irrigation, agricultural, or any combination of services to properties such as apartment complexes, industrial/manufacturing complexes, schools, shopping centers, and town homes.

Residential Potable or Irrigation Service ($\frac{3}{4}$ " or 1")

- The District shall be responsible for the portion of the service line from the water main to the ~~water meter~~ *Customer cut-off valve*, including the water meter *and Customer cut-off valve*.
- The Customer shall be responsible for the service line from the ~~water meter~~ *Customer cut-off valve* to the building or end connection.

Commercial Potable, Irrigation, or Fire Service

- The District shall be responsible for the portion of the service line from the water main to the public right-of-way or water easement line.
- The Customer shall be responsible for the service line from the public right-of-way or water easement line to the building or end connection.

All meters shall be the responsibility of Chester Metropolitan District.

Materials and Construction Methods

All repairs, maintenance, or replacement shall be in accordance with the requirements of Chester Metropolitan District's Standard Specifications, latest edition.

If the District replaces the Customer cut-off valve and the Customer's service pipe material is not per the District's specifications, the Customer may be responsible for reconnecting their service line to the new cut-off valve.

Customer Repair Time Limits

Leaks on a Customer's water service line or private main must be repaired within ten days of the date the District notifies the Customer. If the District determines that the leak is causing substantial property damage or wasting a significant amount of water, the District will provide 72 hours written notice to the Customer that the leak must be repaired or the District will shut off the leaking water service line or private main and bill the property owner for costs incurred by the District. In cases where the leak is a safety risk or is causing extreme danger to public or private property, the District may elect to shut the water off immediately and, after providing written notice to the Customer, may repair the leak. The Customer will pay the District for all costs incurred to shut off the leaking water service line or private main as well as all costs of repair including, but not limited to traffic control, excavation, water service line repair, private main repair, landscape repair, street repair, and sidewalk repair. Notice pursuant to this section may be mailed to the service address or other such address the District has on-file. The notice shall be conclusively presumed to have been received by property owner forty-eight (48) hours after mailing. Notice pursuant to this section may also be personally delivered to the property owner and shall be effective upon delivery.

Temporary Service Shut-Off

When a new residential service is installed, the District installs a gate valve (Customer cut-off valve) immediately downstream of the water meter for the Customer's convenience to shut off the water supply to their property. The Customer District is responsible for the maintenance, repair, and replacement of the gate valve when necessary. If a Customer requests the District to temporarily shut-off service to a property, the Customer shall notify the District at least one business in advance unless it is an emergency. A trip charge (as listed in the fee schedule) will be charged to turn the water off. When the water service is ready to be turned back on, the Customer shall notify the District at least one business day in advance. A trip charge will be charged to turn the water on. The trip charges will be billed following the turn-on and appear on the next bill. No adjustment will be made to the charges for water as a result of temporary shut-off.

A licensed plumber may turn-off/turn-on the water service at the District's water meter, for repairs to a Customer's water system. Anyone opening the District's meter box other than District personnel or licensed plumbers will be charged with tampering and the applicable fee will be charged to the Customer. The District will not be responsible for damage due to defective materials on the Customer's service.

Only District personnel shall operate valves in the District's distribution system. Valves downstream (Owner's side) of the meter may be operated by the Owner or their representatives.

Approved By: _____ Date: _____

Chester Metropolitan District

Director's Report

FY 2017-2018

| | April 2018 | TOTAL L 12 MOS | AVERAGE L 12 MOS |
|--|---------------|-------------------|---------------------|
|--|---------------|-------------------|---------------------|

DISTRIBUTION NUMBER:

| | | | |
|-------|----|-----|------|
| Taps | 1 | 29 | 2.4 |
| Leaks | 11 | 300 | 25.0 |

DISTRIBUTION MANHOURS:

| | | | |
|-----------------------|---------|--------|---------|
| Taps | 12.00 | 652 | 54.3 |
| Leaks | 129.50 | 2,157 | 179.8 |
| Equipment | 0.00 | - | - |
| Shop | 275.50 | 3,540 | 295.0 |
| Dist. System | 545.50 | 10,492 | 874.3 |
| Asphalt | 0.00 | 552 | 46.0 |
| Meters | 354.25 | 2,018 | 168.2 |
| Filter Plant | 12.00 | 27 | 2.3 |
| Hydrants | 0.00 | 223 | 18.6 |
| Construction Projects | 213.00 | 859 | 71.6 |
| Main Break | 63.50 | 1,530 | 127.5 |
| Total Manhours | 1605.25 | 22,050 | 1,837.5 |
| Overtime Hours | | 2,168 | 197.1 |

METER CALLS:

| | | | |
|----------------|-----|-------|-------|
| Ons | 126 | 920 | 76.7 |
| Offs | 111 | 888 | 74.0 |
| Checks | 140 | 1,979 | 164.9 |
| Total Calls | 377 | 3,787 | 315.6 |
| Overtime Hours | | 369.3 | 33.6 |

BILLING INFORMATION:

| | | | |
|-----------------------------|-------------|--------------|-------------|
| Non-Leak Adjustments: | 6 | 116 | 9.7 |
| Leak Adjustments | 39 | 654 | 54.5 |
| \$\$\$ Adjusted | \$ 3,703.99 | \$ 48,065.80 | \$ 4,005.48 |
| Bills Mailed | 6,175 | 69,742.0 | 5,811.8 |
| Thousand Gallons Billed | 59,240.0 | 783,094.6 | 65,257.9 |
| Thousand Gallons Pumped | 98,995.0 | 1,217,044.0 | 101,420.3 |
| % Accounted For | 59.8% | | 64.6% |
| Other Gallons Accounted For | 2,582.7 | 44,885.3 | 3,740.4 |
| Estimated System Leakage | 19,799.0 | 243,408.8 | 20,284.1 |
| Adjusted % Accounted For | 82.5% | | 69.9% |

Chester Metropolitan District

Hydrant Report

May 9, 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 |
|------------|--------------------------|

| | |
|---------------------|-------------------------------|
| <u>5506</u> | Total Hydrants Worked to Date |
| <u>\$ 1,199,012</u> | Total Cost to Date |
| <u>- 0 -</u> | Local Match |
| <u>- 0 -</u> | Contract Services |
| <u>\$ 1,199,012</u> | Total Cost |



Chester Metropolitan District

Budget to Actual Comparison

April 30, 2018

unaudited

| | Month Ended April 30, 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 | \$242,440 | \$2,314,762 | \$2,854,024 | (\$539,262) |
| Industrial Meter Water Service | 155,020 | 1,629,608 | 2,277,051 | (647,443) |
| Residual Management Fees | 54,380 | 544,032 | 714,666 | (170,634) |
| Penalties | 8,466 | 62,125 | 48,000 | 14,125 |
| Taps/Exts./Inst. Fees | 704 | 29,423 | 23,000 | 6,423 |
| Billing/Collection/Admin Fees | 15,691 | 181,487 | 320,296 | (138,809) |
| Miscellaneous | 48,824 | 323,557 | 200,526 | 123,031 |
| TOTAL OPERATING REVENUE | \$525,525 | \$5,084,994 | \$6,437,563 | \$ (1,352,569) |
| OPERATING EXPENSES | | | | |
| Admin & General Exp | \$72,419 | \$806,515 | \$1,245,212 | \$438,697 |
| Filter Plant | 118,067 | 1,163,566 | 1,347,769 | 184,203 |
| Sludge Operations | 15,923 | 162,130 | 196,861 | 34,731 |
| Distribution - Chester | 74,632 | 749,359 | 827,211 | 77,852 |
| Distribution - Great Falls | 14,521 | 138,517 | 202,591 | 64,074 |
| Distribution - Hydrant | 9,694 | 11,427 | 15,200 | 3,773 |
| Meter Dept. | 13,600 | 184,462 | 268,051 | 83,589 |
| Engineering | 21,832 | 178,826 | 249,663 | 70,837 |
| MIS | 9,476 | 183,703 | 172,682 | (11,021) |
| Human Resources | 66,818 | 445,314 | 582,552 | 137,238 |
| TOTAL OPERATING EXPENSES | \$416,982 | \$4,023,819 | \$5,107,792 | \$1,083,973 |
| OPERATING INCOME | \$108,543 | \$1,061,175 | | |
| NON-OPERATING EXPENSES | | | | |
| Admin & General Exp | | \$47 | \$0 | (\$47) |
| Filter Plant | | 9,616 | 141,870 | 132,254 |
| Sludge Operations | | - | - | - |
| Distribution | 18,845 | 24,771 | 108,700 | 83,929 |
| Meter Dept. | | - | - | - |
| Engineering | | - | - | - |
| MIS | | 72,376 | 84,613 | 12,237 |
| Depreciation | | - | 327,072 | 327,072 |
| Capital Fee Funds (SRF) | 81 | 62,092 | 147,063 | 84,971 |
| Debt Service (DSF) | | 104,112 | 578,225 | 474,113 |
| Bond Proceeds (CPF) | 5,706 | 527,374 | | |
| TOTAL NON-OPERATING EXPENSES | \$24,632 | \$800,388 | \$1,387,543 | \$1,114,529 |
| NON-OPERATING REVENUE | | | | |
| Interest Income | \$2,514 | \$19,419 | \$0 | \$ 19,419 |
| Unrealized Gain / (Loss) | - | 2,172 | - | 2,172 |
| Appropriation of Debt Service Reserve | - | - | 57,772 | (57,772) |
| TOTAL NON-OPERATING REVENUE | \$2,514 | \$21,591 | \$57,772 | \$ (36,181) |
| INCREASE IN NET POSITION | \$86,425 | \$282,378 | \$0 | |

Chester Metropolitan District

Cash Balances

Per Month End Bank Statements

April 30, 2018

| | |
|-------------------------------|------------------------------|
| CMD Merchant Account | \$54,597 |
| CMD Gross Revenue GF | 54,597 |
| CMD Gross Revenue Chester | 2,124,532 |
| CMD Debit Card | 1,152 |
| CMD CPF | 895,083 |
| CMD Bond Funds | 968,467 |
| | <u>\$4,098,428</u> |
| SC Local Govt Investment Pool | 1,330,532 |
| Wells Fargo Drafts | \$1,710,529 |
| MBS Securities | 207,021 |
| | <u>3,248,082</u> |
| US Bank (for debt payment) | <u>\$388,288</u> |
| Grand Total | <u><u>\$7,734,798.00</u></u> |