



Chester Metropolitan District
Regular Commission Meeting
May 10, 2017

The Chester Metropolitan District's Regular Commission meeting was held at 6:00 pm on Wednesday, May 10, 2017 at the CMD office in Chester, SC. Members attending were: L.B. Cannon, Chairman; Jean H. Nichols, Secretary; Sharon Peterson; Tawana Davis; Michael Brunson; and James Cloud. Others in attendance were Fred Castles, Executive Director; Susan Roddey, Executive Assistant; Andy Litten, District Engineer; Becky Moon, Finance Manager; Arthur Gaston, Attorney; Darla Wynne of Great Falls; and Tommy McMinn of Richburg.

Chairman LB Cannon called the meeting to order.

The minutes of the April 12, 2017 meeting were approved. Motion to approve was made by James Cloud, Seconded by Jean Nichols, and unanimously approved.

Public Comment:

At this time, Chairman LB Cannon gave Ms. Darla Wynne of Great Falls five minutes to speak.

Ms. Wynne stated that she is not asking for special accommodations or special privileges, but is requesting the same rights as every other business person. She states that she has an in-home occupancy business license issued by Chester County. According to Julie Blackwell, a business owner does not need a second license. The Town ordinance states that she has the right to choose her garbage service. Ms. Wynne stated that she has not used their service almost 2 years, but is still being forced to pay the \$14.50 monthly charge. She also stated that she has proof that someone in sanitation has been told by Julie Blackwell to make her life as difficult as possible.

Ms. Wynne explained that the problem began over four trash cans whose lids disappeared, with one can being destroyed. She was never reimbursed for the sanitation people tearing up her cans. She does not want to pay the garbage fee, and is asking to remove that fee from her bill.

She says the Mayor hauls his own garbage and has both a residence and a business.

Attorney Gaston stated that he has done some research, and suggested discussing the legal aspects in the upcoming Executive Session.

Chairman Cannon stated that the Commission will take this as information for the time being, and will provide a written response to Ms. Wynne regarding its findings.

At this time, Ms. Wynne left the meeting.

Old Business:

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

- Depot Report-*** Susan Roddey 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.
- DMAG Update-*** The Catawba River Basin is still in Stage 1, and is trending back toward Stage 0.

New Business:

- Director's Update-*** Mr. Castles reported the following:
- Retirement System: On April 28, the Governor enacted a law to fix the SC Retirement System – only 15% funded due to poor market and bad decisions in previous administrations. HB3726 and SB 794. It means employee retirement contributions will go up to 9% July 1, and Employer contributions will go up 2% every year to 19%. 2023 – system should be 85% funded.
 - Utility Relocation Bill – DOT has agreed to fund Utility Relocations required for new road construction. The state will pay for engineering and construction.
 - Work Zone Speed limit violations may be increased for both highway and utility workers.
- Finance Committee-*** Mr. Castles stated that Finance Committee meetings will be scheduled in the coming weeks in order to review the budget and prepare it for public hearing. Mr. Cloud stated that due to personal reasons, he needs to resign from the Finance Committee. Ms. Davis agreed to take his place.
- Reminder Notices –*** Mr. Castles stated that we are looking to discontinue reminder notices to both streamline our in-house process and reduce paper and postage waste. It was also suggested that CMD look into a levelized/averaged billing system to assist customers.

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-*** Mrs. Moon read the Financial Report for April. A copy of this report is attached to the minutes.

Executive Session:

A motion to enter Executive Session to discuss a Future Capital Funding Proposal and Legal Information Related to the Request of Ms. Darla Wynne was made by James Cloud, Seconded by Jean Nichols, and unanimously approved.

At this time, the recorder was stopped and all members of the public were asked to leave the meeting.

A motion to leave Executive Session was made by Michael Brunson, Seconded by Sharon Peterson, and unanimously approved.

During the Executive Session, no action was taken.

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

Approved:

Respectfully Submitted:

Date: June 14, 2017

By: *Susan H. Roddey*

Chester Metropolitan District

Agenda

May 10, 2017

- I. Call Meeting to Order
- II. Approval of Last Meeting Minutes
- III. Agenda Amendment: *New Business - Reminder Notices*
- IV. Public Comment
 - A. Darla Wynne

Public comment is limited to 5 minutes per speaker.

- V. Old Business
 - A. Filter Plant - Fred Castles
 - B. Depot Report - Susan Roddey
 - C. Engineer's Report - Andy Litten
 - D. DMAG Report - Andy Litten
- VI. New Business
 - A. Director's Update - Fred Castles
 - B. Finance Committee Meetings
- VII. Reports
 - A. Director's Report - Fred Castles
 - B. Hydrant Report - Fred Castles
 - C. Financial Report - Becky Moon

- VIII. Executive Session – Future Capital Funding Proposal

No action will be taken during Executive Session; however, the Commission reserves the right to take action on any items discussed therein once the Executive Session is closed.

- IX. Adjourn

Monthly Report

April 2017

- 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 maintaining an average Total Chlorine Residual level throughout the distribution system this month at 1.63 mg/l.
- Performed Preventive maintenance on #2 and #3 High Service pumps.
- Exercised Raw water valves preventive maintenance.
- Finished installation of the truck lift crane.
- Repaired the spigot in the men's restroom.
- Replaced the two bladders on the #4 Trac-Vac.
- Repaired two fluorescent lights on the main floor.
- Repaired the cooling water solenoid on the #2 Willet sludge pump.
- Replaced the valve on the polymer wetting cone in the sludge building.
- Set up equipment for draining, washing for the East Basin and repairs on the flocculators.
- The sludge removed and sent to the landfill this month was 102.06 tons.

CHESTER METROPOLITAN DISTRICT FILTRATION PLANT

MONTHLY REPORT

MONTH: April 2017

QUANTITIES (million gallons)		PREVIOUS YEAR	PRESENT YEAR
Raw Water		95.639	95.398
Finished Water		90.978	98.642
Peak Day	Raw	3.774	4.004
	Finished	3.331	3.860
Minimum Day	Raw	2.558	2.740
	Finished	2.409	2.290
Average Day	Raw	3.085	3.180
	Finished	2.935	3.288
Total Hours Operated		739.500	718.000
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	113321.74	0.30	\$33,996.52	356.365
Chlorine	5997.00	0.30	\$1,799.10	18.859
Flouride	350.00	0.48	\$168.00	1.761
Corrosion Inhibitor	9646.50	0.62	\$5,980.83	62.693
Caustic Soda	76906.76	0.28	\$21,533.89	225.727
NACLO2	7568.40	0.57	\$4,313.99	45.221
Polymer (press)	200.00	2.20	\$440.00	4.612
Polymer (plant)	0.00	2.00	\$0.00	0.000
AMMONIA	867.00	0.80	\$693.60	7.271
SUB-TOTAL CHEMICALS	214857.40	7.55	\$68,925.93	722.509

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)		\$68,925.93	722.509
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DEPOT UPDATE

May 10, 2017

I spoke with Sid at DOT regarding the release of the grant yesterday and this morning. The paperwork has been drafted and is under review by the LPAA Administrator. We should receive the closeout documents within the next week.

CMD Engineering Department's Engineering Project Progress Report May 2017

Development Project Reviews

None

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.

Caustic Feed Day Tank and Ferric Chloride Tank Replacement

Project has been submitted to DHEC for approval.

In-House Projects

Magnolia Line Replacement – Currently under construction.

GIS Mapping

We have started the QAQC phase.

The maps are organized and ready for scanning.

General Construction Permit

The General Construction Permit was approved by DHEC.

Chester Metropolitan District

Director's Report

FY 2016-2017

	April 2017	TOTAL L 12 MOS	AVERAGE L 12 MOS
DISTRIBUTION NUMBER:			
Taps	1	21	1.8
Leaks	20	262	21.8
DISTRIBUTION MANHOURS:			
Taps	27.0	438	36.5
Leaks	142.0	1,962	163.5
Equipment	0.0	-	-
Shop	363.5	2,755	229.6
Dist. System	783.5	10,746	895.5
Asphalt	56.0	814	67.8
Meters	118.5	1,215	101.3
Filter Plant	0.0	159	13.2
Hydrants	0.0	259	21.5
Construction Projects	127.5	678	56.5
Main Break	146.5	1,762	146.8
Total Manhours	1764.5	20,786	1,732.1
Overtime Hours	284.0	2,956	246.3
METER CALLS:			
Ons	94	959	79.9
Offs	85	958	79.8
Checks	142	1,568	130.7
Total Calls	321	3,485	290.4
Overtime Hours	16.0	168.0	14.0
BILLING INFORMATION:			
Non-Leak Adjustments:	0	161	13.4
Leak Adjustments	17	535	44.6
\$\$\$ Adjusted	\$ 427.85	\$ 26,550.16	\$ 2,212.51
Bills Mailed	6,269	72,054.0	6,004.5
Thousand Gallons Billed	58,329.7	744,790.3	62,065.9
Thousand Gallons Pumped	95,642.0	1,147,277.0	95,606.4
% Accounted For	61.0%		65.0%
Other Gallons Accounted For	2,655.8	47,324.3	3,943.7
Adjusted % Accounted For	63.8%		69.2%

Chester Metropolitan District

Hydrant Report

May 10, 2017

<u>0</u>	New Placement
<u>0</u>	Hydrants Replaced
<u>0</u>	Hydrants Repaired
<u>0</u>	Hydrants Removed
<u>\$6,389</u>	\$ Spent on Hydrant Work

<u>5494</u>	Total Hydrants Worked to Date
<u>\$ 1,187,014</u>	Total Cost to Date
<u>- 0 -</u>	Local Match
<u>- 0 -</u>	Contract Services
<u>\$ 1,187,014</u>	Total Cost



Chester Metropolitan District
Cash Balances
Per Month End Bank Statements

	<u>April 30, 2017</u>	<u>March 31, 2017</u>
CMD Merchant Account	\$557,930	\$536,557
CMD Gross Revenue GF	732,677	702,916
CMD Gross Revenue Chester	2,385,149	1,153,829
CMD Debit Card	3,937	4,613
CMD CPF	388,715	388,715
CMD Certificate of Deposit		-
CMD Bond Funds	1,482,111	2,830,447
	<u>\$5,550,518</u>	<u>\$5,617,077</u>
SC Local Govt Investment Pool	\$1,313,024	\$1,311,876
Wells Fargo Drafts	1,014,256	985,161
MBS Securities	202,269	202,269
	<u>\$2,529,549</u>	<u>\$2,499,306</u>
US Bank (for debt payment)	<u>\$646</u>	<u>\$70,924</u>
Grand Total	<u><u>\$8,080,713</u></u>	<u><u>\$8,187,307</u></u>

Chester Metropolitan District

Budget to Actual Comparison

April 30, 2017

	Month Ended April 30, 2017	Month Ended March 31, 2017	Year-to-Date Income Statement	Annual Budget for Fiscal Year Ended June 30, 2017	Budget to Actual Variance Fav/(Unf)
OPERATING REVENUE					
Res. & Com. Water Service	\$223,495	\$219,806	\$2,182,160	\$2,763,773	(\$581,613)
Industrial Meter Water Service	176,060	158,060	1,546,048	2,099,609	(553,561)
Residual Management Fees	55,915	52,360	512,012	699,688	(187,676)
Penalties	1,813	5,008	40,041	129,487	(89,446)
Taps/Exts./Inst. Fees	3,132	1,414	26,152	69,387	(43,235)
Billing/Collection/Admin Fees	1,694	1,666	15,231	275,116	(259,885)
Miscellaneous	33,203	29,719	236,542	211,940	24,602
TOTAL OPERATING REVENUE	\$495,312	\$468,033	\$4,558,186	\$6,249,000	\$ (1,690,814)
OPERATING EXPENSES					
Admin & General Exp	\$101,582	\$99,247	\$1,141,450	\$1,451,991	\$310,541
Filter Plant	86,037	120,050	1,095,619	1,323,300	227,681
Sludge Operations	19,559	16,385	205,775	293,850	88,075
Distribution - Chester	73,258	54,355	689,962	932,205	242,243
Distribution - Great Falls	12,521	14,987	170,029	278,975	108,946
Distribution - Hydrant	-	-	9,150	31,650	22,500
Meter Dept.	19,326	21,939	195,145	357,937	162,792
Engineering	16,579	18,415	179,698	311,580	131,882
TOTAL OPERATING EXPENSES	\$328,862	\$345,378	\$3,686,828	\$4,981,488	\$1,294,660
OPERATING INCOME	\$166,450	\$122,655	\$871,358		
NON-OPERATING EXPENSES					
Admin & General Exp		\$0	\$8,183	\$49,650	\$41,467
Filter Plant	70,000	-	71,637	175,110	103,473
Sludge Operations		-	-	15,600	15,600
Distribution		-	1,637	131,606	129,969
Meter Dept.		0	60,984	147,435	86,451
Depreciation		-	-	169,998	169,998
Capital Projects Fee	9,953	3,565	15,914	145,548	129,634
Debt Service		-	63,801	432,565	368,764
TOTAL NON-OPERATING EXPENSES	\$79,953	\$3,565	\$222,156	\$1,267,512	\$1,045,356
NON-OPERATING REVENUE					
Interest Income	\$1,164	\$1,171	\$17,343	\$0	\$ 17,343
Unrealized Gain / (Loss)	(806)	(2,268)	(6,592)	0	(6,592)
TOTAL NON-OPERATING REVENUE	\$358	-\$1,097	\$10,751	\$0	\$ 10,751
INCREASE IN NET POSITION	\$86,855	\$117,993	\$659,953	\$0	

2017 Bond Proceeds and Distributions

prepared by rmoon

Par amt of bonds	\$	6,755,000.00
Bid premium		249,400.05
Underwriters discount		(84,995.05)
NPFG insurance premium		(13,020.00)
Due from Northland Securities	\$	<u>6,906,385.00</u>
Paid to US Bank for BAN		(2,000,000.00)
Interest expense		(19,238.33)
Paid to US Bank for 2009 Bond		(2,490,000.00)
Premium @ 1% for early call		(24,900.00)
Interest expense		(2,222.33)
Compass		(26,008.00)
Pope Flynn		(87,500.00)
DAC		(10,000.00)
Moody's Investors Services		(16,500.00)
US Bank Admin fees		(2,370.50)
Scott and Company		(4,000.00)
Gaston, Marion & Stubbs		(15,000.00)
Raftelis		(8,000.00)
Ending balance	\$	<u><u>2,200,645.84</u></u>
Transferred to CMD Bond/BAN acct	\$	2,200,000.00
Remaining in US Bank		645.84
	\$	<u><u>2,200,645.84</u></u>