



Chester Metropolitan District

Regular Commission Meeting

June 14, 2017

The Chester Metropolitan District's Regular Commission meeting was held at 6:00 pm on Wednesday, June 14, 2017 at the Front Porch Restaurant in Richburg, 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; Holly Stacks, Bookkeeping Assistant; Arthur Gaston, Attorney; Ed Sharpe of Richburg; Flora Barber of Richburg; and Debbie McMinn or Richburg.

Chairman LB Cannon called the meeting to order. Chairman Cannon welcomed Richburg Town Council Members Ed Sharpe and Flora Barber.

The minutes of the May 10, 2017 meeting were approved. Motion to approve was made by Sharon Peterson, Seconded by Jean Nichols, and unanimously approved.

Budget:

At this time, Mrs. Moon presented the Proposed 2017/2018 Budget. She explained that since the Finance Committee meetings, there was an increase of approximately \$59,000. A copy of the Proposed Budget is attached to the minutes.

Motion to approve the Proposed 2017/2018 Budget to go to Public Hearing was made by Jean Nichols, Seconded by Sharon Peterson, and unanimously agreed upon by all.

Mr. Castles then asked to address Reminder Notices as part of the Budget – This was brought to the board last month, and the Board is asked to consider stopping reminder notices. They are expensive to produce and mail, and they do not yield a great deal of positive results. We will also be implementing a new payment system, and will put out information to give customers choices on payment. We will make sure the customers are properly notified prior to the dispensation of Reminder Notices, which will be effective September 1, 2017.

Motion to discontinue reminder notices effective September 1, 2017 was made by Sharon Peterson, Seconded by Jean Nichols, and unanimously approved.

Old Business:

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

Depot Report- Susan Roddey read the report for May. A copy of the report is attached to the minutes.

Engineer's Report- Andy Litten read the report for May. 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:
- The WMG is embarking on the Water Loss & Revenue Recovery Project – this project is underway and Phase 3 has begun.
 - CMD staff has been working with CWR staff on the new Admin Bill.
 - July 17th is the rollout date for SourceLink.
 - GiTi is looking to come online this month, and Carolina Poly should start up.

Non-Payment Fee- Mr. Castles stated CMD is looking at assessing a “Non-Payment Fee” in place of a Reconnect Fee. The charge will be assessed if a name is on the cutoff list when it is printed, and will not be removed if a person pays before the service is actually terminated. There will be more information available at the next meeting.

Reports:

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

In the interest of time, all other reports were taken as information.

With there being no further business to discuss, the meeting was adjourned. Motion to adjourn was made by Jean Nichols, seconded by Michael Brunson, and unanimously approved.

Approved:

Date: July 12, 2017

Respectfully Submitted:

By: Susan H. Roddey

Chester Metropolitan District

Agenda

June 8, 2016

I. Call Meeting to Order

II. Approval of Last Meeting Minutes

III. Old Business

- A. Filter Plant - Fred Castles
- B. Depot Report - Susan Roddey
- C. Engineer's Report - Andy Litten
- D. DMAG Report - Andy Litten

IV. New Business

- A. Revised Personnel Policy Manual - Fred Castles
- B. Customer Adjustment & Forgiveness Policy - Fred Castles

V. Reports

- A. Director's Report - Fred Castles
- B. Hydrant Report - Fred Castles
- C. Financial Report - Becky Moon
- D. Residuals Management Fee Statement - Becky Moon



Chester Metropolitan District

Public Hearing
2016-2017 Budget & User Fee Adjustment

Friday, May 27, 2016

2:00 PM

Jean M. White Room – Chester County Library

Attendees:

From CMD: Fred W. Castles, III, PE, Executive Director; Brad Caulder, HR Manager; Becky Moon, Finance Manager; Clay Shannon, MIS; Tiffany Boyd, Customer Service Representative; Arthur Gaston, Attorney.

From the Public: None.

The Chester Metropolitan District held its public hearing regarding the proposed 2015-2016 Budget and User Fee Adjustment at 2:00 PM on Friday, May 27, 2016 in the Jean M. White Room of the Chester County Library.

Mr. Castles opened the hearing at 2:00 PM. With no attendees from the public present, the meeting was suspended until 2:15 or until members of the public arrived.

At 2:15, the meeting was closed with no members of the public in attendance.

Monthly Report

May 2016

- 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 1.50 mg/l. The Total Chlorine Residual level leaving the plant 2.50 mg/l.
- Employee accrued compensatory time this month was 30 hours due to schedule changes, shift premium and/or Holiday work schedule. Employee compensatory time used this month was 32 hours. Vacation time used this month was 56 hours.
- Sewer Dept. removed a stoppage in the Basin drain line. *East basin*
- Washed East and West basins of accumulate sludge and algae.
- Removed chain links from the #4 flocculator drive.
- Made welding repairs to the #3 flocculator.
- Replaced the Mixed chamber sample pump, wiring and discharge piping.
- Performed preventive maintenance on the East basin caustic pump.
- Removed Ammonia building eyewash assembly for repairs. The underground valve and seat worn.
- Pumped out accumulated water from the old underground fuel storage tank and surrounding excavation hole.
- Replaced all defective parts on the plate and frame pressure washer.
- Repaired leaking service line on the press building water heater.

CHESTER METROPOLITAN DISTRICT FILTRATION PLANT

MONTHLY REPORT

MONTH: May 2016

QUANTITIES (million gallons)		PREVIOUS YEAR	PRESENT YEAR
Raw Water		101.678	92.698
Finished Water		89.252	88.348
Peak Day	Raw	4.064	3.952
	Finished	3.655	3.157
Minimum Day	Raw	2.700	2.555
	Finished	2.611	2.469
Average Day	Raw	3.389	2.990
	Finished	2.975	2.850
Total Hours Operated		603.250	717.500
Monthly Load Factor (%)	(Avg. day Plant cap.)	0.880	99%

CHEMICAL COSTS	QTY USED (lb)	@COST PER lb.	TOTAL COST	UNIT COST (Per mil. gal)
Ferric Chloride	77694.70	0.30	\$23,308.41	251.445
Chlorine	3915.00	0.30	\$1,174.50	12.670
Flouride	-1200.00	0.48	(\$576.00)	-6.214
Corrosion Inhibitor	1962.00	0.62	\$1,216.44	13.123
Caustic Soda	88152.08	0.28	\$24,682.58	266.269
NACLO2	6895.20	0.57	\$3,930.26	42.399
Polymer (press)	-350.00	2.20	(\$770.00)	-8.307
Polymer (plant)	-50.00	2.00	(\$100.00)	-1.079
AMMONIA	510.00	0.80	\$408.00	4.401
SUB-TOTAL CHEMICALS	177528.98	7.55	\$53,274.20	574.707

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)	\$53,274.20	574.707
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DEPOT UPDATE

June 8, 2016

Tony Laskey at MCON informed me this afternoon that he has been unable to get in touch with either of the two DBE subcontractors originally included in their quote, and that prices have increased. The current construction price is now \$395,198.

I have contacted Sid Bacchus at DOT with the new information and am currently waiting on his suggestions on how to proceed from here.

The Chester City Police are still interested in potentially purchasing the building. Once we have more information from Sid and hold further discussion with Chief Levister, we will return with suggestions on how to move forward.

CMD Engineering Department's Engineering Project Progress Report June 2016

✓ Hilltop Trailer Park

We excavated the 90-degree bend at the intersection of Pinckney and Hilltop Road to see if there is a blockage at that point and found there was actually a tee installed. It was removed and replaced with a new 90-degree bend. The tee has some build-up inside but wasn't the source of the low fire flow. The following week we excavated upstream of the 90 and discovered a buried gate valve. The gate valve was inoperable so it was removed and replaced with a section of waterline. The gate valve was stuck almost completely closed except for about a 1-inch opening.

Caustic Feed Day Tank and Ferric Chloride Tank Replacement

Engineering and filter plant staff met with the consulting engineer for Keck and Wood to review the 50% plans. We discussed the proposed layout and steps going forward. The next submittal will be the 90% plans. Keck and Wood is developing a schedule for completing the construction plans.

GiTi Tire Water Line Project

The waterline construction is complete. Final items needed before acceptance are the as-builts and permit to operate. We are also in communication with the Owner to verify onsite connections to the water main and fire protection storage tank piping.

Carolina Poly

This project is now complete on our end.

Magnolia Line Replacement

Engineering staff and distribution staff have made a site visit to investigate the limits of the water line replacement. Staff is also planning to perform pressure tests to determine the location of a possible blockage so that it can be repaired at the same time as the water line replacement.

Pinckney 10-inch Water Main Abandonment

Construction plans and permit application were submitted the first week in June to SCDHEC for approval. Once the permit is approved, construction is ready to proceed.

Water Main Construction Specifications

First draft comments from Staff have been reviewed and incorporated into the specifications and details. The specifications and details have been distributed to Staff for final review and comments. Submittal to SCDHEC is anticipated to occur by the end of June.

End of Record

Chester Metropolitan District

Director's Report

FY 2015-2016

	May 2016	TOTAL L 12 MOS	AVERAGE L 12 MOS
DISTRIBUTION NUMBER:			
Taps	2	19	1.6
Leaks	16	368	30.7
DISTRIBUTION MANHOURS:			
Taps	32.0	451	37.5
Leaks	144.0	2,172	181.0
Equipment	0.0	-	-
Shop	154.0	2,718	226.5
Dist. System	930.0	8,468	705.7
Asphalt	53.0	769	64.0
Meters	86.0	1,151	95.9
Filter Plant	0.0	6	0.5
Hydrants	0.0	245	20.4
Construction Projects	0.0	160	13.3
Main Break	0.0	1,920	160.0
Total Manhours	1399.0	18,058	1,504.8
Overtime Hours	121.0	1,785	162.3
METER CALLS:			
Ons	85	951	79.3
Offs	68	962	80.2
Checks	120	923	76.9
Total Calls	273	2,836	236.3
Overtime Hours	21.0	262.5	21.9
BILLING INFORMATION:			
Non-Leak Adjustments:	0	28	2.3
Leak Adjustments	37	531	44.3
\$\$\$ Adjusted	\$ 941.58	\$ 35,707.61	\$ 2,975.63
Bills Mailed	6,123	73,553.0	6,129.4
Thousand Gallons Billed	61,057.4	716,664.8	59,722.1
Thousand Gallons Pumped	88,348.0	1,077,050.0	89,754.2
% Accounted For	69.1%		66.7%
Other Gallons Accounted For	4,605.5	102,995.8	8,583.0
Adjusted % Accounted For	74.3%		76.0%

Chester Metropolitan District

Hydrant Report

June 8, 2016

<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>5483</u>	Total Hydrants Worked to Date
<u>\$ 1,177,500</u>	Total Cost to Date
<u>- 0 -</u>	Local Match
<u>- 0 -</u>	Contract Services
<u>\$ 1,177,500</u>	Total Cost



Chester Metropolitan District
Monthly and Year-to-Date Actual Revenues
and Expenses
Month Ended May 31, 2016

Month-to-Date Actual Year-to-Date Actual

OPERATING REVENUE

Res. & Com. Water Service		
Res. & Com. Meters - Chester	\$142,606.12	\$1,589,259.83
Res. & Com. Meters - Richburg	22,211.74	225,840.89
Res. & Com. Meters -Great Falls	32,276.85	371,609.16
Res. & Com. Meters - Fort Lawn	14,889.45	177,745.24
TOTAL Res. & Com. Water Service	<u>\$211,984.16</u>	<u>\$2,364,455.12</u>

Industrial Meter Water Service		
Industrial Meters - Chester	\$73,478.28	\$950,199.23
Industrial Meters - Richburg	78,061.19	710,455.38
TOTAL Industrial Meter Water Service	<u>\$151,539.47</u>	<u>\$1,660,654.61</u>

Residual Mgmt. Fees		
Residual Management Fees	\$54,505.49	\$577,295.67
TOTAL Residual Mgmt Fees	<u>\$54,505.49</u>	<u>\$577,295.67</u>

Penalties		
Penalties	\$10,102.59	\$110,949.43
TOTAL Penalties	<u>\$10,102.59</u>	<u>\$110,949.43</u>

Taps/Exts./Inst. Fees		
Tap/Connection Fees	\$2,468.00	\$26,973.49
Hydrant Meters Fees	2,757.63	32,291.62
TOTAL Taps/Exts./Inst. Fees	<u>\$5,225.63</u>	<u>\$59,265.11</u>

Billing/Collections/Admin Fees		
Chester Sewer District Fees	\$34,167.95	\$396,134.68
City of Chester Fees	1,432.50	15,586.50
Fort Lawn Fees	326.25	3,613.50
TOTAL Billing/Coll/Admin Fees	<u>\$35,926.70</u>	<u>\$415,334.68</u>

Miscellaneous		
DHEC Fees	\$4,026.66	\$44,553.98
Capital Fee	11,269.88	124,291.70
CC - Fees	700.80	7,198.04
Miscellaneous Income	23,515.01	42,158.71
Surplus Sales	0.00	1,300.00
TOTAL Miscellaneous	<u>\$39,512.35</u>	<u>\$219,502.43</u>

TOTAL OPERATING REVENUE	<u>\$508,796.39</u>	<u>\$5,407,457.05</u>
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OPERATING EXPENSE

Admin & General Exp	\$101,694.51	\$1,220,851.57
Filter Plant	81,485.13	1,273,302.49
Sludge Operations	12,489.52	214,015.15
Distribution - Chester	48,952.07	703,576.76
Distribution - Great Falls	13,194.06	208,228.78
Distribution - Hydrant	35.53	15,142.22
Meter Dept.	16,952.97	228,184.78
Engineering	21,890.56	203,130.66

TOTAL OPERATING EXPENSE	<u>\$296,694.35</u>	<u>\$4,066,432.41</u>
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OPERATING INCOME	<u>\$212,102.04</u>	<u>\$1,341,024.64</u>
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OTHER REVENUE / (EXPENSE)

Interest Income	\$856.59	\$5,089.29
Bad Debt Recovery	0.00	21,034.42
Capital Contributions - Federal Grants	0.00	388,217.94
Interest Exp	0.00	(114,608.82)
Depreciation Expense	0.00	(807,966.23)
TOTAL OTHER REVENUE / EXPENSE	<u>856.59</u>	<u>(508,233.40)</u>

INCREASE IN NET POSITION	<u>\$212,958.63</u>	<u>\$832,791.24</u>
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Chester Metropolitan District
Year-to-Date Budget to Actual
Comparison
Month Ended May 31, 2016

	<u>MTD Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>Variance Over / (Under)</u>
REVENUE				
Res. & Com. Water Service	\$211,984	\$2,364,455	\$2,710,000	(\$345,545)
Industrial Meter Water Service	151,539.47	1,660,654.61	1,910,000	(249,345.39)
Residual Mgmt Fees	54,505.49	577,295.67	600,000	(22,704.33)
Penalties	10,102.59	110,949.43	110,000	949.43
Taps/Exts./Inst. Fees	5,225.63	59,265.11	31,000	28,265.11
Billing/Coll/Admin Fees	35,926.70	415,334.68	425,000	(9,665.32)
Miscellaneous	39,512.35	219,502.43	190,000	29,502.43
Interest Income	856.59	5,089.29	3,000	2,089.29
Bad Debt Recovery	0.00	21,034.42	12,000	9,034.42
BUDGETED REVENUE	<u>\$509,653</u>	<u>\$5,433,581</u>	<u>\$5,991,000</u>	<u>(\$557,419)</u>
EXPENSE				
Admin & General Exp	\$101,695	\$1,220,852	\$1,259,500	(\$38,648)
Filter Plant	81,485.13	1,273,302.49	1,255,690	17,612.49 ←
Sludge Operations	12,489.52	214,015.15	252,765	(38,749.85)
Distribution - Chester	48,952.07	703,576.76	971,700	(268,123.24)
Distribution - Great Falls	13,194.06	208,228.78	267,420	(59,191.22)
Distribution - Hydrant	35.53	15,142.22	39,950	(24,807.78)
Meter Dept.	16,952.97	228,184.78	344,893	(116,708.22)
Engineering	21,890.56	203,130.66	319,490	(116,359.34)
Interest Exp	0.00	114,608.82	242,000	(127,391.18)
Depreciation Expense	0.00	807,966.23	1,000,000	(192,033.77)
BUDGETED EXPENSE	<u>\$296,694</u>	<u>\$4,989,007</u>	<u>\$5,953,408</u>	<u>(\$964,401)</u>

*Difference between Revenue and Expense
Budget*

\$37,592.00