



**Chester Metropolitan District**  
Regular Commission Meeting  
July 12, 2017

The Chester Metropolitan District's Regular Commission meeting was held at 6:00 pm on Wednesday, July 12, 2017 at the CMD Office, 155 Wylie Street, 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; Tiffany Ford, Customer Service Representative; Arthur Gaston, Attorney; and Tommy McMinn of Richburg.

Chairman LB Cannon called the meeting to order.

The minutes of the June 14, 2017 meeting were approved. Motion to approve was made by Sharon Peterson, Seconded by Jean Nichols, and unanimously approved.

**Old Business:**

- Filter Plant Report-*** Mr. Castles read the report for June. A copy of the report is attached to the minutes.
- Depot Report-*** Susan Roddey read the report for June. A copy of the report is attached to the minutes.
- Engineer's Report-*** Andy Litten read the report for June. 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:
- Yesterday at Gateway, we attended an Industrial Announcement – Project 6041, Roseburg Forest Products of Oregon, will relocate to Chester. They will manufacture laminated wood products (LVL). They will break ground in six months and will be open by January 2019 with a daily demand of approximately 360,000 gallons per day.
  - The Capital Recovery Fees proposal has been approved. Getting ready to launch a public education campaign with the intent to roll the fees out by January. Will also propose that CMD exercise its taxing authority to help fund the large capital projects.
  - We will also reevaluate the billing structure.
  - The billing is back on track this week. We are going to begin with Sourcelink – Cycle 19 on July 19<sup>th</sup> will be the first run. The deadline is 3pm for a next-day mailing.
  - We are looking at cutting costs at the water plant and beginning pH control using liquid lime instead of sodium hydroxide. Potentially 30% savings in chemical cost

in a rented system maintained by the vendor. Pilot study is complete. Cheaper and use less.

- Admin building – we have been playing phone tag with First Citizens. The building will be vacated 8/23. They want a date that we'll give an offer. We are still going through our vetting process. The price is negotiable. We will have an in-house committee come in and look over the plans for a comparison of this building vs. a build to suit situation.
- Great Falls garbage agreement – Darla Wynne appeared before the Commission about the garbage fee. Discovered CMD did not have a signed agreement with Great Falls for garbage billing. Was passed in Great Falls, but never submitted to us. Great Falls has now been adopted and signed by Great Falls and have proposed that CMD sign it.

***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:**

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

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

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

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

Approved:

Respectfully Submitted:

Date: August 9, 2017

By: Susan H. Roddey

# Chester Metropolitan District

## *Agenda*

*July 12, 2017*

*6:00 PM*

- I. Call Meeting to Order
- II. Approval of Last Meeting Minutes
- III. Budget - Becky Moon
- IV. Old Business
  - A. Filter Plant - Fred Castles
  - B. Depot Report - Susan Roddey
  - C. Engineer's Report - Andy Litten
  - D. DMAG Report - Andy Litten
  - E. Reminder Notices - Fred Castles
- V. New Business
  - A. Director's Update - Fred Castles
- VI. Reports
  - A. Director's Report - Fred Castles
  - B. Hydrant Report - Fred Castles
  - C. Financial Report - Becky Moon
- VII. Adjourn

# Monthly Report

## June 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 1.27 mg/l.
- Performed preventive maintenance on the Backwash air blower.
- Performed preventive maintenance on the Filter press #1 & #2 air compressors.
- Performed preventive maintenance #1 High Service pump and changed the oil in the Johnson right angle drive unit.
- Performed preventive maintenance on the Backwash water pump.
- Performed preventive maintenance on all three Raw water pumps.
- Stripped flaking paint from the Ammonia tank and treated the rust spots. Repainted the tank and replaced the signage.
- Replaced the Mixed water sampling pump and the discharge line at the walkway.
- Replaced a bladder and support member on the #6 Trac-Vac.
- We had to place the #4 filter waste valve back in its guide rails in order for it to close properly.
- Replaced one ballast and changed out six lights in the Chemical building and High Service pump room.
- The sludge removed and sent to the landfill this month was 95.09 tons.

# CHESTER METROPOLITAN DISTRICT FILTRATION PLANT

## MONTHLY REPORT

MONTH: June 2017

QUANTITIES (million gallons)		PREVIOUS YEAR	PRESENT YEAR
Raw Water		95.639	105.261
Finished Water		90.978	109.657
Peak Day	Raw	3.774	4.361
	Finished	3.331	4.699
Minimum Day	Raw	2.558	3.030
	Finished	2.409	3.014
Average Day	Raw	3.085	3.509
	Finished	2.935	3.655
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	95744.83	0.30	\$28,723.45	272.878	
Chlorine	4114.00	0.30	\$1,234.20	11.725	
Fluoride	900.00	0.48	\$432.00	4.104	
Corrosion Inhibitor	2616.00	0.62	\$1,621.92	15.409	
Caustic Soda	54687.36	0.28	\$15,312.46	145.471	
NACLO2	4151.40	0.57	\$2,366.30	22.480	
Polymer (press)	150.00	2.20	\$330.00	3.135	
Polymer (plant)	0.00	2.00	\$0.00	0.000	
AMMONIA	867.00	0.80	\$693.60	6.589	
<b>SUB-TOTAL CHEMICALS</b>	<b>163230.59</b>	<b>7.55</b>	<b>\$50,713.93</b>	<b>481.792</b>	

# CMD Engineering Department's Engineering Project Progress Report July 2017

## Development Project Reviews

**Fort Lawn Community Center Fire Line - Review**

**Chester County Natural Gas – Construction**

**Chester Sewer District: Rocky River Improvements**

## 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. We are reviewing software to assist with the management of the program.

## Caustic Feed Day Tank and Ferric Chloride Tank Replacement

Project has been submitted to DHEC for approval. We're in the process of reviewing the bid documents to prepare for project bidding.

## In-House Projects

**Magnolia Line Replacement** – Final taps were transferred from old line to new line. Old line is abandoned.

## GIS Mapping

We are in the QAQC phase.

## Hydraulic Modeling Update

AECOM has finished the model update and is finalizing the report. We should have it within a few weeks.

## Water Meter Replacement Project

We are scheduled to begin the meter replacement project on July 24<sup>th</sup>. The replacements will begin in Fort Lawn and follow our billing cycle.

## New Administration Building

We have coordinated with the architect to put together a preliminary floor plan for the First Citizens building. A report with a building code analysis, project narrative, and materials information is being finalized and we should receive the plans and report by the end of this week. After we get the report and review it, we will send the report and plans to a contractor to put a preliminary price together for the renovation, which will help to determine whether to continue to move ahead with the building or investigate other options.

## Chester Metropolitan District

### Director's Report

FY 2016-2017

	June 2017	TOTAL L 12 MOS	AVERAGE L 12 MOS
<b>DISTRIBUTION NUMBER:</b>			
Taps	1	25	2.1
Leaks	27	274	22.8
<b>DISTRIBUTION MANHOURS:</b>			
Taps	21.0	539	44.9
Leaks	173.5	1,981	165.1
Equipment	0.0	-	-
Shop	294.0	3,325	277.1
Dist. System	963.5	10,817	901.4
Asphalt	49.0	746	62.1
Meters	155.0	1,315	109.5
Filter Plant	0.0	159	13.2
Hydrants	69.0	328	27.3
Construction Projects	181.5	963	80.3
Main Break	140.5	1,281	106.8
Total Manhours	2,047.0	21,452	1,787.6
Overtime Hours	346.8	2,944	245.4
<b>METER CALLS:</b>			
Ons	57	957	79.8
Offs	68	962	80.2
Checks	74	1,471	122.6
Total Calls	199	3,390	282.5
Overtime Hours	60.0	195.0	16.3
<b>BILLING INFORMATION:</b>			
Non-Leak Adjustments:	2	56	4.7
Leak Adjustments	44	549	45.8
\$\$\$ Adjusted	\$ 1,368.13	\$ 28,432.70	\$ 2,369.39
Bills Mailed	6,172	72,153.0	6,012.8
Thousand Gallons Billed	74,499.0	770,118.4	64,176.5
Thousand Gallons Pumped	105,261.0	1,167,088.0	97,257.3
% Accounted For	70.8%		66.0%
Other Gallons Accounted For	5,222.3	41,012.1	3,417.7
Adjusted % Accounted For	75.7%		69.5%

## Chester Metropolitan District

### Hydrant Report

July 12, 2017

<u>1</u>	New Placement
<u>0</u>	Hydrants Replaced
<u>1</u>	Hydrants Repaired
<u>0</u>	Hydrants Removed
<u>\$2,963</u>	\$ Spent on Hydrant Work

<u>5496</u>	Total Hydrants Worked to Date
<u>\$ 1,189,977</u>	Total Cost to Date
<u>- 0 -</u>	Local Match
<u>- 0 -</u>	Contract Services
<u>\$ 1,189,977</u>	Total Cost

\* Repair - Pine Street

\* New: Church & College Streets





**Chester Metropolitan District**  
**Cash Balances**  
*Per Month End Bank Statements*

	<u>June 30, 2017</u>	<u>May 31, 2017</u>
CMD Merchant Account	\$615,842	\$586,681
CMD Gross Revenue GF	391,115	763,289
CMD Gross Revenue Chester	562,762	1,138,806
CMD Debit Card	2,606	6,282
CMD CPF	793,159	388,748
CMD Certificate of Deposit	0	-
CMD Bond Funds	1,482,111	1,482,111
	<u>\$3,847,595</u>	<u>\$4,365,917</u>
SC Local Govt Investment Pool	\$1,315,429	\$1,314,210
Wells Fargo Drafts	1,142,574	1,072,533
MBS Securities	202,269	202,269
	<u>\$2,660,272</u>	<u>\$2,589,012</u>
US Bank ( for debt payment)	<u>\$57,774</u>	<u>\$105,781</u>
Grand Total	<u><u>\$6,565,641</u></u>	<u><u>\$7,060,710</u></u>

Chester Metropolitan District  
Budget to Actual Comparison  
June 30, 2017

Unaudited

	Month Ended June 30, 2017	Month Ended May 31, 2017	Year-to-Date Income Statement	Annual Budget for Fiscal Year Ended June 30, 2017	Budget to Actual Variance Fav/(Unf)
<b>OPERATING REVENUE</b>					
Res. & Com. Water Service	\$270,103	\$275,429	\$2,948,875	\$2,763,773	\$185,102
Industrial Meter Water Service	221,184	171,129	1,717,177	2,099,609	(382,432)
Residual Management Fees	69,237	61,741	642,989	699,688	(56,699)
Penalties	6,430	3,808	50,279	129,487	(79,208)
Taps/Exts./Inst. Fees	581	6,818	33,551	69,387	(35,836)
Billing/Collection/Admin Fees	1,710	1,710	18,651	275,116	(256,465)
Miscellaneous	35,632	20,187	292,361	211,940	80,421
<b>TOTAL OPERATING REVENUE</b>	<b>\$604,877</b>	<b>\$540,822</b>	<b>\$5,703,883</b>	<b>\$6,249,000</b>	<b>\$ (545,117)</b>
<b>OPERATING EXPENSES</b>					
Admin & General Exp	\$152,210	\$142,202	\$1,462,835	\$1,451,991	(\$10,844)
Filter Plant	124,313	117,241	1,344,324	1,323,300	(21,024)
Sludge Operations	16,560	31,647	256,672	293,850	37,178
Distribution - Chester	89,649	82,919	873,720	932,205	58,485
Distribution - Great Falls	30,317	14,951	217,470	278,975	61,505
Distribution - Hydrant	-	-	9,150	31,650	22,500
Meter Dept.	32,665	69,526	300,094	357,937	57,843
Engineering	24,371	17,303	224,499	311,580	87,081
<b>TOTAL OPERATING EXPENSES</b>	<b>\$470,085</b>	<b>\$475,789</b>	<b>\$4,688,764</b>	<b>\$4,981,488</b>	<b>\$292,724</b>
<b>OPERATING INCOME</b>	<b>\$134,792</b>	<b>\$65,033</b>	<b>\$1,015,119</b>		
<b>NON-OPERATING EXPENSES</b>					
Admin & General Exp			\$8,183	\$49,650	\$41,467
Filter Plant	69,128	28,014	168,778	175,110	6,332
Sludge Operations	5,041	2,700	7,741	15,600	7,859
Distribution	94,339	-	95,976	131,606	35,630
Meter Dept.	-	-	60,984	147,435	86,451
Depreciation	-	-	-	169,998	169,998
Capital Projects Fee	6,600	-	22,514	145,548	123,034
Debt Service	48,007	-	111,808	432,565	320,757
<b>TOTAL NON-OPERATING EXPENSES</b>	<b>\$223,115</b>	<b>\$30,714</b>	<b>\$475,984</b>	<b>\$1,267,512</b>	<b>\$791,528</b>
<b>NON-OPERATING REVENUE</b>					
Interest Income	\$1,235	\$1,203	\$19,781	\$0	\$ 19,781
Unrealized Gain / (Loss)	390	310	(5,892)	0	(5,892)
<b>TOTAL NON-OPERATING REVENUE</b>	<b>\$1,625</b>	<b>\$1,513</b>	<b>\$13,889</b>	<b>\$0</b>	<b>\$ 13,889</b>
<b>INCREASE IN NET POSITION</b>	<b>(\$86,698)</b>	<b>\$35,832</b>	<b>\$553,024</b>	<b>\$0</b>	