



**Chester Metropolitan District**  
Regular Commission Meeting  
December 13, 2017

The Chester Metropolitan District's Regular Commission meeting was held at 6:00 pm on Wednesday, December 13, 2017 at the CMD Office, 155 Wylie Street, Chester, SC. Members attending were: Earl Thraikill, Chairman; Jean H. Nichols, Secretary; Sharon Peterson; Michael Brunson; Raymond Douglas, George Wilmore; and James Simpson. 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; and Tommy McMinn of Richburg.

Attendance from the Public: 3 guests. See attached sign-in sheet.

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

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

**Minutes:**

Chairman Thraikill asked for corrections or additions to the minutes. The minutes of the November 8, 2017 meeting were approved. Motion to approve was made by Jean Nichols, Seconded by Sharon Peterson, and unanimously approved.

**Public Comment:**

At this time, none of those who signed up to speak prior to the beginning of the meeting were in attendance. Chairman Thraikill suggested the Public Comment Portion of the meeting be conducted after Old Business to give others time to arrive.

At this time, Mr. Castles also asked to change the presenter on Item C under "New Business" to Beth Taylerson.

Motion to move the Public Comment portion of the meeting as outlined above and to change the presenter on "New Business" Item C was made by Jean Nichols, Seconded by George Wilmore, and unanimously approved.

**Old Business:**

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

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

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

**Capital Recovery-** Mr. Castles stated that there has been no progress this month due to other items such as getting billing back on track and discussing the Rate Study. The second news article will be prepared for the next meeting.

**Tyler Software Agreement-** Mr. Castles presented the Tyler Software Agreement to the Board. Mr. Castles and Clay Shannon met with Tyler Representatives to review the agreement and confirm the changes suggested by Attorney Gaston. It is expected to take ten months to implement the software. Once the final contract is ready, we will deliver it to Chairman Thrailkill to sign.

### **Public Comment:**

At this time, Chairman Thrailkill invited Ms. Letanya Williams to speak.

Ms. Williams stated that she was at the November meeting concerning her rental property. She stated that she had posted a floating deposit for rental property, and after having turned service on for three days, she received a bill. Tiffany Ford removed the garbage charge, but the bill was still \$53.

Ms. Williams indicated that Ms. Ford also explained to her that even though landlords typically do not receive a bill for a floating account, the meter did register usage, which she is responsible for. Tiffany Ford further explained that this could happen at any time, to any landlord, and that her next connection may not result in a bill. She feels this is unfair to landlords.

At this time, the Board voted to allow Mr. Fred McCloud to speak. Motion to approve was made by Raymond Douglas, Seconded by Sharon Peterson, and unanimously approved.

Mr. McCloud stated that he was concerned with the bills. He received a bill for \$181 and he could not understand why. His wife, Debra Caldwell, also stated that she received a high bill.

Mr. Thrailkill explained that since the meter replacement project, CMD is discovering that many readings were extremely low due to malfunctioning meters. Mr. Castles also explained that Ms. Caldwell's high bill was due to the extra days included on her bill, resulting from an issue with the meter project.

Mr. Castles suggested that Mr. McCloud and Ms. Caldwell come to the office and speak with Tiffany directly in order to resolve their issues.

### **New Business:**

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

- Since the last meeting where we took public comment: The major concerns were that the water rates – the minimum bill in particular – were too high. We have been working on this for quite awhile at the request of Chairman Thrailkill, and we now have a proposal in hand to

develop a new rate structure which will give us a lower minimum rate. We will present it later in this meeting.

- We received comments from the public that the billing period was not long enough – that the ten day period to pay the water bill then ten days to cutoff was not adequate and was unjust. What we have on the agenda tonight for the board to consider is a change in the minimum time to pay your bill.
- Customers complained of bills not going out on time – we are proud to report that bills are going out on time, if not a day or two ahead of schedule.
- The public stated that they were unhappy with the fact that CMD did not communicate through social media. Susan and Clay have set up a Facebook account and have been populating that account with information relevant to the customers. We have gotten a lot of positive feedback.

Chairman Thrailkill stated that he appreciates the work that has been done to better communicate and try to solve problems of the people that were here last month and voiced their discontent.

**Rafetelis Water Rate Study**- Mr. Castles reported that CMD does have a proposal for a consultant to review our water rate schedule. A copy of the proposal is in each package. We have met with the consultant to answer questions and develop a scope for the project. The proposal is in the amount of \$33,770.

Motion to approve the Rate Study Proposal at a cost of \$33,770 and move forward with the project was made by Jean Nichols, Seconded by Raymond Douglas, and unanimously approved.

**Retiree Survivor Insurance** – Beth Taylerson presented the Retiree Survivor Insurance proposal. There is currently no provision. Our current coverage mimics the State, and the State does waive the survivor's premium for a year. The District would pay the survivor insurance for the year, then they would assume the full policy should they choose to stay on. The Survivor only portion is \$475. We are not obligated to pay it, but we can offer to do so. Simpson – if they decide to keep the policy and pay the premium, would it be an increase?

No, the premium would stay the same.

Motion to approve a one-year premium payment for Retiree Survivor Insurance was made by George Wilmore, Seconded by Sharon Peterson, and unanimously approved.

**Due Date Adjustment** – The public said they are unhappy with the existing billing schedule, so we are proposing to mirror what Chester County Natural Gas does – 15-day billing period, 10 day cutoff grace period. Customers would be given a total of 25 days. We would like to recommend that the Board consider allowing us to change the billing period to 15 days with the additional 10 days for a total of 25 days before cutoff eligibility.

Simpson: Will there be a reminder?

No reminder. The new billing system will allow us to automate reminders through email or text alerts.

Motion to approve the Due Date Adjustment to 25 days was made by James Simpson, Seconded by Jean Nichols, and unanimously approved.

### **Reports:**

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

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

***Financial Report-*** Becky Moon read the Financial Report for September. 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 approved.

Approved:

Respectfully Submitted:

Date: January 10, 2018

By: Susan H. Roddey

# Chester Metropolitan District

## *Agenda*

*December 13, 2017*

*6:00 PM*

- I. Call Meeting to Order
- II. Approval of Last Meeting Minutes
- III. Public Comment
  - A. Bridget Trammel
  - B. Marcus Tolliver
  - C. Letanya Williams
- IV. Old Business
  - A. Filter Plant - Fred Castles
  - B. Engineer's Report - Andy Litten
  - C. DMAG Report - Andy Litten
  - D. Capital Recovery - Fred Castles
  - E. Tyler Software Agreement - Fred Castles
- V. New Business
  - A. Director's Update - Fred Castles
  - B. Raftelis Water Rate Study Proposal - Fred Castles
  - C. Retiree Survivor Insurance Coverage - Fred Castles
  - D. Due Date Adjustment - Fred Castles
- VI. Reports
  - A. Director's Report - Fred Castles
  - B. Hydrant Report - Fred Castles
  - C. Financial Report - Becky Moon
- VII. Adjourn

*Public Comment will only be received from those who have submitted in writing a request to speak. This request must be received by CMD Staff no less than 24 hours prior to the start of the meeting.*

*Public Comment is limited to three (3) minutes per person.*



# **Chester Metropolitan District Water Filtration Plant Report November 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 26 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 2.60 ppm and maintaining an average level throughout the distribution system this month at .90 mg/l.
- Finished the Backwash Clarifier rebuild and placed back in service.
- Mechanical Analysis and Universal Filtration performed a level analysis on the press. It was found that the main beam rails are not within specifications. Additional shims will need to be added in some places and removed in others.
- Cudd Heating and Air repaired the heating unit in the main portion of the water plant. The starting relay was replaced and the unit restarted.
- Changed the rotary joint on the plate washer system.
- Cleaned the caustic strainers on pump #1 and #2.
- Cleaned out the finished Water Ammonia Injector and placed back in service.
- Adjusted the packing on the #3 Raw water pump.
- Cleaned out the transfer valve on the Plate and Frame polymer system.
- Repaired the Mix water supply line running into the laboratory.
- Repaired the ventilation louvers.

# Chester Metropolitan District Water Filtration Plant Report November 2017

QUANTITIES (million gallons)		PREVIOUS YEAR	PRESENT YEAR
Raw Water		95.639	103.109
Finished Water		90.978	93.423
Peak Day	Raw	3.774	4.070
	Finished	3.331	3.780
Minimum Day	Raw	2.558	2.909
	Finished	2.409	2.704
Average Day	Raw	3.085	3.437
	Finished	2.935	3.114
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	105021.53	0.30	\$31,506.46	305.565
Chlorine	4300.00	0.30	\$1,290.00	12.511
Flouride	450.00	0.48	\$216.00	2.095
Corrosion Inhibitor	1610.00	0.62	\$998.20	9.681
Caustic Soda	20068.00	0.28	\$5,619.04	54.496
NACLO2	6997.20	0.57	\$3,988.40	38.681
Polymer (press)	0.00	2.20	\$0.00	0.000
Polymer (plant)	100.00	2.00	\$200.00	1.940
AMMONIA	765.00	0.80	\$612.00	5.935
<b>SUB-TOTAL CHEMICALS</b>	<b>139311.73</b>	<b>7.55</b>	<b>\$44,430.10</b>	<b>430.904</b>

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

<b>GRAND TOTAL (Chemicals &amp; Electrical)</b>		<b>\$44,430.10</b>	<b>430.904</b>
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# CMD Engineering Department's Engineering Project Progress Report December 2017

## Development Project Reviews

**Sleep Inn – Richburg:** We reviewed the plans and submitted the comments to the Engineer.

**Christ Central Ministries – Fire Service:** The fire service is installed, just waiting on backflow test results.

**Holiday Inn Express – Richburg:** We've reviewed the plans and submitted comments to the Engineer. We have also met with the Owner and fire protection team to discuss the tank and fire pumps.

**Sam Donald Mobile Home Park:** Construction on the water lines is underway and mostly complete.

**Fort Lawn Community Center – Fire Service:** Construction of the fire service is underway.

**Old Campus Building – Chester:** We have spoken with the new owner concerning the need for a fire line meter.

## 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 purchased new software and IT is in the process of installing it so that we can continue making progress with the program.

Example for this month: Chesterville Commons at the corner of the bypass and Saluda Street. We were investigating renovations/work occurring on the premises and determined the backflow preventer for that location has been out of service for longer than anyone can recall. As such, the strip mall and private fire hydrants didn't have adequate fire fighting capacity. We are working with the Fire Marshall and Owner to get the fire protection system repaired and in the process they will have to install a new backflow prevention device. This strip mall has 3 high hazard locations (car wash, laundrymat, and antifreeze injected sprinkler system) and highlights the need for an active cross-connection control program to protect the District's customers.

## Lime Tank Installation at the Filter Plant

We have marked the locations for the proposed underground services so that those can be installed before the slab is constructed. The plans for the slab are under review and construction is estimated to begin within the next two months.

## In-House Projects

The Lawndale Watermain Replacement Project is in design. The Maintenance Department has completed their review and we are revising the plans based on their comments. The revisions should be complete within the next week and we will submit to SCDOT for the encroachment permit.

## GIS Mapping

We're going through old maps and encroachment permits to find things that were installed but haven't been located yet.

## Water Meter Replacement Project

The Contractor is working on the routes in the City of Chester. Approximately 1800 meters have been replaced to date.

## New Administration Building

We are reviewing a proposed floor plan design and we have some minor comments to send to the Architect. The new layout flows well and looks to be a good use of our building. The building rendering and conceptual site plan for the exterior improvements are scheduled to be submitted to us for review by the end of the week.

## Catawba – Wateree Drought Management Advisory Group (DMAG) Report

The Catawba-Wateree River Basin is in Stage 0 as of November 1, 2017.

## Chester Metropolitan District

Director's Report

FY 2017-2018

	November 2017	TOTAL L 12 MOS	AVERAGE L 12 MOS
<b>DISTRIBUTION NUMBER:</b>			
Taps	3	23	1.9
Leaks	32	279	23.3
<b>DISTRIBUTION MANHOURS:</b>			
Taps	55.5	509	42.4
Leaks	292.0	1,985	165.4
Equipment	0.0	-	-
Shop	139.5	3,860	321.7
Dist. System	978.5	11,475	956.2
Asphalt	29.5	504	42.0
Meters	184.5	1,590	132.5
Filter Plant	0.0	174	14.5
Hydrants	28.0	337	28.0
Construction Projects	0.0	532	44.3
Main Break	58.5	1,110	92.5
Total Manhours	1766.0	22,074	1,839.5
Overtime Hours	143.5	2,522	210.2
<b>METER CALLS:</b>			
Ons	88	919	76.6
Offs	66	847	70.6
Checks	88	1,768	147.3
Total Calls	242	3,534	294.5
Overtime Hours	16.8	244.8	20.4
<b>BILLING INFORMATION:</b>			
Non-Leak Adjustments:	31	79	6.6
Leak Adjustments	53	557	46.4
\$\$\$ Adjusted	\$ 2,830.79	\$ 30,430.46	\$ 2,535.87
Bills Mailed	6,170	68,890.0	5,740.8
Thousand Gallons Billed	71,771.8	774,572.6	64,547.7
Thousand Gallons Pumped	93,423.0	1,180,923.0	98,410.3
% Accounted For	76.8%		65.7%
Other Gallons Accounted For	6,528.4	40,771.9	3,397.7
Adjusted % Accounted For	83.8%		69.1%

## Chester Metropolitan District

### Hydrant Report

December 13, 2017

<u>0</u>	New Placement
<u>0</u>	Hydrants Replaced
<u>2</u>	Hydrants Repaired
<u>0</u>	Hydrants Removed
<u>\$450</u>	\$ Spent on Hydrant Work
<u>5500</u>	Total Hydrants Worked to Date
<u>\$ 1,190,577</u>	Total Cost to Date
<u>- 0 -</u>	Local Match
<u>- 0 -</u>	Contract Services
<u>\$ 1,190,577</u>	Total Cost

\* Repair: Pine Street (leaking)

\* Repair: Odom Street (replaced gasket)



Chester Metropolitan District

Budget to Actual Comparison

November 30, 2017

unaudited

	Month Ended November 31, 2017	Year-to-Date Income Statement	Annual Budget for Fiscal Year Ended June 30, 2018	Budget to Actual Variance Fav/(Unf)
<b>OPERATING REVENUE</b>				
Res. & Com. Water Service	\$396,406	\$1,123,730	\$2,854,024	(\$1,730,294)
Industrial Meter Water Service	205,223	787,758	2,277,051	(1,489,293)
Residual Management Fees	79,187	262,054	714,666	(452,612)
Penalties	6,275	26,839	48,000	(21,161)
Taps/Exts./Inst. Fees	4,018	17,503	23,000	(5,497)
Billing/Collection/Admin Fees	18,568	91,296	320,296	(229,000)
Miscellaneous	27,825	131,800	200,526	(68,726)
<b>TOTAL OPERATING REVENUE</b>	<b>\$737,502</b>	<b>\$2,440,980</b>	<b>\$6,437,563</b>	<b>\$ (3,996,583)</b>
<b>OPERATING EXPENSES</b>				
Admin & General Exp	\$106,445	\$403,846	\$1,324,237	\$920,391
Filter Plant	148,393	540,161	1,399,474	859,313
Sludge Operations	15,732	69,216	218,289	149,073
Distribution - Chester	106,474	377,691	902,666	524,975
Distribution - Great Falls	16,334	58,957	224,571	165,614
Distribution - Hydrant	1,075	1,075	15,200	14,125
Meter Dept.	33,944	104,257	295,088	190,831
Engineering	23,939	86,326	266,183	179,857
MIS	17,913	114,366	156,085	41,719
Human Resources	43,993	131,116	283,941	152,825
<b>TOTAL OPERATING EXPENSES</b>	<b>\$514,242</b>	<b>\$1,887,011</b>	<b>\$5,085,734</b>	<b>\$3,198,723</b>
<b>OPERATING INCOME</b>	<b>\$223,260</b>	<b>\$553,969</b>	<b>-</b>	<b>-</b>
<b>NON-OPERATING EXPENSES</b>				
Admin & General Exp		\$47	\$0	(\$47)
Filter Plant		-	141,870	141,870
Sludge Operations		-	-	-
Distribution		5,926	108,700	102,774
Meter Dept.		-	-	-
Engineering		-	400	400
MIS		29,693	106,271	76,578
Depreciation		-	327,072	327,072
Capital Projects Fee		117	147,063	146,946
Debt Service		-	578,225	578,225
Special Revenue ( Bond proceeds )	2,644	159,786		
<b>TOTAL NON-OPERATING EXPENSES</b>	<b>\$2,644</b>	<b>\$195,570</b>	<b>\$1,409,601</b>	<b>\$1,373,817</b>
<b>NON-OPERATING REVENUE</b>				
Interest Income	\$1,429	\$6,790	\$0	\$ 6,790
Unrealized Gain / (Loss)	-412	2,962	-	2,962
Appropriation of Debt Service Reserve	0	-	57,772	(57,772)
<b>TOTAL NON-OPERATING REVENUE</b>	<b>\$1,017</b>	<b>\$9,752</b>	<b>\$57,772</b>	<b>\$ (48,020)</b>
<b>INCREASE IN NET POSITION</b>	<b>\$221,633</b>	<b>\$368,151</b>	<b>\$0</b>	<b>\$0</b>

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

**November, 2017**

CMD Merchant Account	\$763,697
CMD Gross Revenue GF	576,927
CMD Gross Revenue Chester	755,193
CMD Debit Card	850
CMD CPF	793,325
CMD Bond Funds	1,482,111
	<u>\$4,372,103</u>
SC Local Govt Investment Pool	\$1,321,756
Wells Fargo Drafts	1,420,171
MBS Securities	204,500
	<u>\$2,946,427</u>
US Bank ( for debt payment)	<u>\$247,772</u>
Grand Total	<u><u>\$7,566,302.00</u></u>